

VRC Supplies by Station and in General

General Supplies

_____ 2 Packs of 18 - Pencils	_____ 1 Pkg - Push Pins
_____ 1 box of 60 - Pens	_____ 1 roll - Masking Tape
_____ 3 Pieces - Colored Chalk	_____ 1 roll - Clear (shipping) tape
_____ 1 - Stapler & Staple Puller	_____ 1 - Shipping tape dispenser
_____ 1 Bag - Rubber Bands	_____ 1 - Scissors
_____ 5 ea color - Folder Labels (4 Colors)	_____ 1 ball - String
_____ 2 - Hilitter	_____ 5 - Note Pads
_____ 2 cards - Thumb Tacks (40 to the card)	_____ 5 sheets - Page Hole Reinforcements
_____ 1 box - Large Paper Clips (50/box)	_____ 1 - Box Cutter
_____ 1 - Hand Calculator	_____ 2 boxes - Small Paper Clips (100/box)
_____ 3 Pads - Post-it note	_____ 1 - Ruler 12"
_____ 1 - Envelope Opener	_____ 1 Pkg - 3 X 5 cards (100/Pkg)
_____ 1 - Scott Tape Dispenser	_____ 1 - Errasor - rubber
_____ 1 - Mannul Pencil Sharpner	_____ 3 - Med Binder Clips
_____ 1 Rm - Copy Paper	_____ 25 - #10 envelope
_____ 1 - Expandable Folder	_____ 1 boxes - Staples
_____ 1 Pkg - Stick-on name badges	

General Signs Folder

_____ 2 - VRC signs	_____ 2 - Staff Only sign
_____ Enter sign	_____ Please Enter sign
_____ Exit Sign	_____ Please Wait Here sign
_____ 6 - Arrow sign	_____ Supplies (Staff only) sign
_____ Exit (Staff only) sign	

Waiting Area

_____ Pens/Pencils	_____ 5+ Clip Boards
_____ 4 - Tables	_____ 42 - Chairs

Station #1 Registration Folder

_____ Station sign	_____ "Volunteer Instructions" handout sheets
_____ Staff task sheet	_____ "Volunteer Registration" forms Package
_____ 3 - Greeter badges	_____ Sign-in/Sign-out forms for: VRC Staff;
_____ 2 - Bandana	_____ VRC Volunteers; Coordination Agency
_____ 3 - Tables	_____ 6 - Chairs
_____ Pens/Pencils	

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Station #2 Interviewer/Screening Folder

- | | |
|------------------------------|----------------------------------|
| _____ Station sign | _____ Pens/Pencils |
| _____ Staff task sheet | _____ "Volunteer Referral" forms |
| _____ 3 - Interviewer badges | _____ Folder for Referral forms |
| _____ 3 - Bandana | _____ 3 - Tables |
| _____ 2 - Cork Board | _____ 12 - Chairs |
| | _____ Dry Erase Board |

Station #3 Agency-Data Coordination Folder

- | | |
|--------------------------------------|---|
| _____ Station sign | _____ 2 - Agency-Data Coordination badges |
| _____ Staff task sheet | _____ Folder for open requests |
| _____ 1 - Bandana | _____ Folder for filled requests |
| _____ Pens/Pencils | _____ 2 - Tables |
| _____ Phones (for each staff member) | _____ 4 - Chairs |

Station #4 Safety Briefing/Training Folder

- | | |
|-----------------------------------|--|
| _____ Station sign | _____ 1 - Clipboard |
| _____ Staff task sheet | _____ Pens/Pencils |
| _____ 2 - Safety Trainer badges | _____ "Safety Briefing-Training Attendance"
forms |
| _____ 1 - Stapler & Staple Puller | _____ "Safety Briefing-Training for Volunteers"
Instruction forms |
| _____ 1 - Bandana | |
| _____ 10 - Chairs | |

Station #5 Volunteer ID Folders

- | | |
|------------------------|-------------------------------|
| _____ Station sign | _____ 2 - Volunteer ID badges |
| _____ Staff task sheet | _____ 2 - Sharpie marker |
| _____ 1 - Bandana | _____ 2 - Tables |
| _____ 1 - Scissors | _____ 4 - Chairs |
| _____ Wrist bands | |

Station #6 Mapping Folder

- | | |
|--------------------------|---|
| _____ Station sign | _____ County or City maps (Supplied by EMS) |
| _____ Staff task sheet | _____ Street maps (Supplied by EMS) |
| _____ 1 - Bandana | _____ 1 - Table |
| _____ 1 - Sharpie marker | _____ 2 - Chairs |

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Station #7 Specific Job Training Folder

_____ Station Sign	_____ Pens/Pencils
_____ Staff task sheet	_____ Sign (Please Enter)
_____ 1 - Bandana	_____ Sign (Please Wait Here)
_____ "Specific Job Training Attendance" forms	_____ 2 - Tables
	_____ 12 - Chairs

Phone Bank Folder

_____ Station sign	_____ 3 - Phone Bank badge
_____ Staff task sheet	_____ 2 - Tables
_____ 3 - Bandana	_____ 8 - Chairs
_____ Pens/Pencils	_____ Supply "Request for Volunteer" forms
_____ Many - Note Pads	_____ Phones (for each staff member)

Data Entry Folder

_____ Station sign	_____ 2 - Data Entry Badge
_____ Staff ask sheet	_____ Pens/Pencils
_____ 1 - Bandana	_____ File Folders
_____ 2 - Computers w/Printers	_____ File Box ("GO" Box)
_____ 1 - Table	_____ 2 - Chairs

Runner Folder

_____ Station sign	_____ 2 sets - Dry Erase marker and eraser
_____ Staff task sheet	_____ 1 - Table
_____ 4 - Runner Badge	_____ 4 - Chairs

Security Folder

_____ Station sign	_____ 1 - Small Table
_____ Staff task sheet	_____ 2 - Chairs
_____ 2 - Security badge	

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Public Information Officer Folder

_____ Station sign	_____ 1 - Lined tablet
_____ Staff task sheet	_____ 1 - Small Table
_____ 1 - Public Information Officer badge	_____ 1 - Chair
_____ Few Pens/Pencils	

VRC Director Folder

_____ Station sign	_____ 1 - VRC Director badge
_____ Staff task sheet	_____ Manual of Procedure
_____ 1 - Clipboard	_____ Supply of "Expenses Incurred" forms
_____ Name badge list	_____ 1 - Table
_____ 1 - Lined Tablet	_____ 2 - Chairs

Work Site Supervision/Volunteer Evaluation/Accident Reporting Folders

- _____ Supply of "Work Site Supervision Staff Tasks" forms
- _____ Supply of "Work Site Sign-in/Sign-out Record" forms
- _____ Supply of "Volunteer Evaluation Guidelines" forms
- _____ Supply of "Volunteer Evaluation" forms
- _____ Supply of "Volunteer Accident - Near Miss Injury - Report" forms
- _____ Supply of "Volunteer Accident - Injury - from Volunteer" form
- _____ Supply of "Volunteer Accident - Injury - from Supervisor" form
- _____ Supply of "Volunteer Accident - Injury - Witness Statement" form
- _____ Supply of "Grounds for Dismissal" form

Frist Aid

_____ Frist Aid Kit (50 people)