

Logistics
December 10, 2016 Immigration Clinic
9:00a.m. – 12:00 p.m.
Stevenson Elementary

Task	Volunteers needed	Equipment / Supplies needed
Sign in at entrance	2	Table, chair, sign in sheets on 2 clip boards, pens
Send them to waiting area	2 ushers / runners	chairs
Call out names for Intake/Parent Consent tables	1 + 6 = 7	2 power strips, 6 laptops, 3 printers, 12 memory sticks, Pens, stapler, labels, Intake Forms on computers.
Call out names for Guardian documents	1 + 12 = 13	Clip boards Pens, paper clips
Notaries	2	Their stamps/pens
Copy center	3	3 Staplers, paper clips, 200 large envelopes
Food Table	2	Coffee, water, pan dulce

