

Volunteer Reception Center Go Kit Inventory List

The following list of items will be included in the Coordinating Agency's "Go Box." The quantities listed here are the minimum required to set up and operate the VRC for the first day.

Office Supplies	Forms	
<input type="checkbox"/> Water-based Markers <input type="checkbox"/> Pens , blue (8 boxes of 12) <input type="checkbox"/> Highlighter (10) <input type="checkbox"/> Pencils (3 boxes of 12 sharpened) <input type="checkbox"/> 4 Lined pads of paper <input type="checkbox"/> Copy paper (1 box) <input type="checkbox"/> Flip Charts & Pads (3) <input type="checkbox"/> 3 x 5 index cards (pack of 100) & file box <input type="checkbox"/> 50 file folders & labels <input type="checkbox"/> 100 Hanging file folders & labels <input type="checkbox"/> 3 milk crates <input type="checkbox"/> Push pins (pack of 100) <input type="checkbox"/> Clipboards (10) <input type="checkbox"/> 5 Staplers, 5000 staples <input type="checkbox"/> Masking tape (10 Rolls) <input type="checkbox"/> Clear tape <input type="checkbox"/> Staff name tags <input type="checkbox"/> Post-its <input type="checkbox"/> 1 Post-it Fax pad <input type="checkbox"/> 12 #10 envelopes <input type="checkbox"/> 1 pack medium size binder clip <input type="checkbox"/> Scissors (2 pair) <input type="checkbox"/> Pencil sharpener (manual) <input type="checkbox"/> Paper clips (box of 100) <input type="checkbox"/> 200 Wrist ID bracelets <input type="checkbox"/> ID permanent markers <input type="checkbox"/> 6 Runner signal flags <input type="checkbox"/> 1 bulletin board <input type="checkbox"/> 1 Dry Erase board, markers, and eraser <input type="checkbox"/> VRC Staff identification "uniform" <input type="checkbox"/> (eg: neck scarves, arm bands, ball caps) <input type="checkbox"/> (2) 18 gallon storage totes <input type="checkbox"/> Filing cabinet (optional) <input type="checkbox"/> Phone Message pads <input type="checkbox"/> (2) boxes of 55 gallon trash bags	<input type="checkbox"/> Volunteer Instructions – 25 x 4 sheets <input type="checkbox"/> Disaster Volunteer Registration Forms (100) <input type="checkbox"/> Request for Volunteers Forms (50) <input type="checkbox"/> Disaster Volunteer Referral Forms 50 (2 per page) <input type="checkbox"/> Employee & Volunteer Sign in/out (10 each) <input type="checkbox"/> Expenses incurred (10) <input type="checkbox"/> Informed Consent/Waiver Agreement (100) <input type="checkbox"/> Oath (100) <input type="checkbox"/> Safety Training Handout (100) <input type="checkbox"/> Orientation Attendance Form (100)	
	Lists & Maps	
	<input type="checkbox"/> VRC Floor Plans <input type="checkbox"/> City & County maps <input type="checkbox"/> Emergency Phone List <input type="checkbox"/> E-mail List <input type="checkbox"/> VRC Job Descriptions	
	Equipment	
	<input type="checkbox"/> Large Rolling Containers (enough to fit everything on list) <input type="checkbox"/> Battery-operated radio & batteries <input type="checkbox"/> Battery-operated clock (optional) <input type="checkbox"/> Coffee urn, cups, coffee, creamer, sugar, filters <input type="checkbox"/> Large ice chest or small refrigerator <input type="checkbox"/> Disposable or digital camera <input type="checkbox"/> Phone System (roll over with extra line) <input type="checkbox"/> Free standing sign posts (optional) <input type="checkbox"/> Printed signs <input type="checkbox"/> Computer/software for appropriate database	
	Verified By	
	Date	