

Where: All Indoor Activity Materials are Located in the Library

Directions:

1. Type your name
2. Identify the block you are signing out the equipment
3. Identify the activity you are signing out the equipment for
4. Check the box off indicating you took the equipment
5. Return the equipment and check the box indicating return
6. If there are any notes about conditions of the equipment, lost equipment, etc. please add
7. Have a wonderful brain break!

When Can I sign out?

1. You may sign out in advance and retrieve the equipment that morning for the day (please be mindful of availability of equipment if you choose this)
2. You may sign out spontaneously (A physical copy of this sheet will online and also be at the location of equipment)

***Outdoor Equipment will be put out daily in between LIBRARY/MS GYM**

***Indoor activities will be located in the LIBRARY for Sign-Out**
All equipment will be labeled with a # (NUMBER)

Name of Teacher	Block Needed	Date	Activity	Picked up equipment	Returned Equipment	Notes/Comments
Ex. Melody Frank	FLEX	5/18	Spike Ball #1	X	X	All good
Ex. Jon Berliner	BI 6	5/18	Bingo #3	X	X	Bingo card bent
Ex. Duane Pierson	BI 2,3,4	5/18	Kan Jam #2	X	X	Took out each class today, respectful game play
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