

Procedure to Borrow Items from CFC Office

This is pending review/approval but, for the time being, serves as a general guide.

Reviewers:

- GVAN Area Director, AGT MSG, AGT FM, Music Min
- GVAS Area Director, AGT MSG, AGT FM, Music Min
- CFC Office Admin Assistant,
- CFC GVA Catholic Lay Missionaries

Target review completion: October 7, 2023, Saturday

Terms

- **Borrower** - a member of the CFC community
- **CFC Office Representative** - This can be a CFC FTPW/CLM, CFC AGT, or any of the CFC office staff.

Objective

The objective of this procedure is to allow an orderly borrowing, release, return, and verification of items from/to the CFC Office. If you have suggestions to make this better, please inform the CFC Office.

The time frames / deadlines mentioned below serve to prevent issues from happening and for better inventory management. Adjustments may be made as needed.

Request to Borrow Items

1. **Download**, fill out, and email the [CFC Office Borrower's Form](#) to the [CFC Office](#) at least two weeks before the event.
 - a. This allows enough time to determine which items need to be replaced and/or discarded.
2. Wait for feedback on the approval of the request.
3. If approved, the CFC Office
 - a. Prepares all requested items.
 - b. Informs the Borrower that the items are ready for pick-up.
 - c. Sends pictures of the items for pick-up via email or chat, if requested.
 - d. Identifies who will receive the items at the end of the event
4. Update the form on the approval details: name and date.
5. Ensure that everyone who will pick up the items [watches this video on the proper lifting technique to avoid injuries](#).

Notes:

- [Pictures and dimensions of the Crucifix, Mama Mary Statue, and table \(adjustable height\)](#)
- [Pictures and documents of the Hollyland Solidcom C1 Pro wireless monitor headsets](#)

Pick Up Borrowed Items

To get the items from the CFC Office and/or off-site storage

1. Confirm the pick-up date and items with the CFC Office at least 3 working days before the pick-up date.
2. Bring a printed copy to the office on the pick-up date.
3. Update the printed copy for additional items and sign on the "Additional Items" section.
4. Write your name and sign on the form for the **Person who Took the Items from the CFC Office**.
5. If needed, take a picture of the document for personal copy.
 - a. You can use this to verify the items at the end of the event when you are still at the event venue.
6. Submit the form to the CFC Office for filing.
 - a. The CFC Office Representative files the document in the designated folder.

It is possible for multiple pick-up batches by different people.

- Use one form per batch.
- Cross out items that are not in the pick-up batch.

- Sign beside the crossed items.
- The CFC Office Representative countersigns for confirmation.

During the Event

- Store the bins and bags in a secure location.
- Ensure that the items are well taken care of.
- List down and report any damaged or missing items.

At the end of the event

- Ensure all items are gathered, checked, and properly stored in their designated bins and bags.
- List down and report any damaged or missing items.

Return the Borrowed Items to the CFC Office

To return the items to the CFC Office and/or off-site storage

1. Make sure there are two people in the CFC Office when returning the items.
 - a. You as the Borrower.
 - b. CFC Office Representative
2. The CFC Office Representative retrieves the printed copy from the file.
3. Report any damaged or missing items.
 - a. This includes inventory tags.
 - b. If an item has no inventory tag, label it with a tape.
4. Write your name and sign on the form for the **Person who Returned the Items to the CFC Office**.

It is possible for multiple return batches by different people.

- Use and sign the appropriate form.
- The CFC Office Representative countersigns for confirmation.

Click [here for the schedule of our off-site storage](#).

Check the Returned Items to the CFC Office

It is possible to have a different date to check the returned items.

It is not unusual for items to be returned past midnight. In such a case, it is safer for people to go home rather than to stay longer to check the items.

1. The Borrower and CFC Office Representative agree on a date to check the returned items. This date must be within 7 calendar days after the end of the event.
2. Both check the returned items.
3. The CFC Office Representative makes a list of damaged or missing items and reports it to the AGT MSG.
 - a. The AGT MSG reports it to the AGT and CFC Office staff.
 - b. The AGT MSG replaces the items as needed.
 - c. It is possible to not replace an item due to obsolescence, for example.
 - d. The excess event funds can be used to replace the items.