

**Volunteer Reception Center
Activation Kit**

Office Supplies	
Item	Quantity
Dry Erase Markers	3 sets of 4
Dry Eraser	3
Pens	4 boxes of 12
Highlighters	2 boxes of 12
Pencils	4 boxes of 12
Lined Spiral Bound Notebooks	2
Copy Paper	3 reams
Flip Chart	1
3 x 5 Index Cards	200
3 x 5 Index Card File Box	2
File Folders – Letter Size	50
File Folders – Legal Size	50
Push Pins (100)	1 box of 100
Clipboards – Legal	25
Stapler	4
Staples	2 boxes
Masking Tape	2 roles
Clear Tape	2 roles
Name Tags	500
3 x 3 Post-its	3 packs
Envelopers – Letter	1 box of 500
Paper Clips	2 boxes of 100
Scissors	2 pair
Pencil Sharpener	1
Hospital ID Bracelets	500

Forms	
Form	Quantity
Volunteer Instructions	500
Disaster Volunteer Registration	500
Disaster Volunteer Interview List	500
Request for Volunteers	500
Disaster Volunteer Referral	500
Employee / Volunteer Log	14
Expenses Incurred Log	14
Disaster Volunteer Handbook	100
Volunteer Connection User Guides	25
VRC Manual	25