CHECK-IN/LOGISTICS
VOLUNTEER CHECKLIST

PRE-SERVICE
- Ensure computer is on and correct service is scheduled
- Test scanner & printer with test family
- Check label supply in printer and backup
- Ensure you have sufficient "change forms" and pens
- Review day's event schedule/classroom closures

CHECK-IN
- SMILE
- Ask for child's names
- Confirm ages/classrooms before printing tags
- Ask if they need extra tag/diaper bag
- Make changes on "change form"

POST-CHECK-IN
- Refill depleted supplies
- Make changes from "change forms" (mark completed)
- Log off check-in (turn off computers if last service)
- Turn in "change forms"