



## **Materials needed at all distributions for registration:**

- Client registration forms printed front & back
  - TEFAP forms (ENG, SPN, POR, CRE, UKR)
  - Abbreviated Registration Form (ENG)
  - Abbreviated Registration Form (SPN)
- Client ID Cards
- Internet Access
- Binders or Clipboards
- Pens
- Staplers
- Computers/Tablets/Smart Phones (plus chargers when necessary)
- Passwords for Internet/Hotspot
- Cheat Sheets (data entry and intake)
- Window Markers or Sticky Notes  
(For indicating number of households picking up)
- Masks and Hand Sanitizer (per COVID19 safety protocols)

**For any questions not answered in cheat sheets or issues during pantry, please call or text Amber at (703) 283-6379 or Carolina (727) 631-3509.**

Please make sure that volunteers who are working registration have or know how to find all these materials and set them up before clients arrive. Any new registration volunteers will need to be trained by other volunteers or pantry leaders who already know what to do. Please contact Alex if you need more help with volunteer training.