



### **Materials needed at All Distributions for registration:**

- Client registration forms printed front & back
  - Primary Registration Forms
    - English, Spanish, Portuguese, Ukrainian, Creole, & Russian
  - TEFAP Forms (for TEFAP Sites)
    - English, Spanish, Portuguese, Ukrainian, Creole, Russian, Polish
  - Visitor Logs
  - Correction/Client Error Log
  - Alternate Florida Food Banks Reference Sheet
- Internet Access
- Staplers
- Multiple clipboards (2-6 depending on client volume)
- Chalk pens (for sites with Mobile Lines)
- Several pens
- Tablets & Chargers or Computers & Mice (depending on site format)
- Client ID cards
- Passwords for computer/internet
- Quick Guides (data entry and intake)

**For any questions not answered in cheat sheets or issues during pantry, please call Erin EverGreen at (941) 379.6333 ext. 143**

Please ensure that volunteers working registration have or know how to find all these materials and set them up before clients arrive. Any new registration volunteers must be trained by other volunteers or pantry leaders who already know what to do.

**If your agency needs a L2F refresher or any other L2F training use this link to request training:** <https://forms.gle/RG2TK4BpgTZkeFeL6>