

**Volunteer Reception Center (VRC) / Emergency Volunteer Center (EVC)
Supplies & Equipment "Go Kit"**

Description	Quantity	Cost
Office Supplies		
Binder Clips, small & medium	1 box each	
Chart Paper Pads	2 each	
Clipboards	20	
Copy Paper	6 reams	
Dry Erase Markers	2 sets	
Dry Eraser	2 each	
File Folders/Labels	2 dozen	
Highlighters	1 dozen	
Hospital ID Bracelets*	400	
Ink Pens	4 dozen	
Legal Pads	10	
Masking tape, cellophane tape	4 rolls each	
Paper Clips, medium & large	1 box each	
Pencil Sharpener, electric	1 each	
Pencil Sharpener, manual	3 each	
Pencils	3 dozen	
Push Pins	1 pack of 100	
Scissors	3 pair	
Staff Name Tags	100	
Stapler	6 each	
Staples	3 boxes	
3x5 Index Card File Box	2 each	
3x5 Index Cards	200 each	
Equipment		
Dry Erase Board (4'x6')	1 each	
Chart Stand	2 each	
Battery-Operated Radio	1 each	
Batteries for Radio	4 sets	
Clock, battery-operated	1 each	
Printed Signs	refer to signage info	
Free-standing Sign Posts	10	
Laptop Computer	2	
Surge Protector	2	
Extension Cord	2	
Jumpdrive	2	
Portable printer	1	
Go-Kit Containers	2	
Walkie-Talkie's	4 sets	
Phone system, phone lines		
<i>Access to copier</i>		
Forms (pre-copied)		
Volunteer Instructions	300	
Registration Forms	300	
Request for Volunteers	200	
Volunteer Referral Form	300	
Employee/Volunteer Sign-In	15	
VRC/EVC Expenses Incurred	15	
Lists and Maps		
City and County Maps		
VRC/EVC Floor Plan	10	
VRC/EVC Job Descriptions	2 sets	

*For credentialing volunteers