

Instrument Checker Instructions

▶▶▶ Carefully Read and Follow These Instructions ◀◀◀

- People can drop off **anything** in the Instrument Checkin area, but **they need to have a photo ID** to verify that they are who they say they are when they come to pick up their item(s).
- When a person drops off one item or more, **tell them they will need to show a photo ID when they pick up their items**. Get a paper tag (the one with two numbers on it) for each item. Each tag has the same number typed twice on it. Split them, put the larger one into the plastic holder, tie it to the item and store it behind the table. **One tag per item**.
- Before giving the small tag to the person, on the documentation page, find the tag number on the check-in sheet, write the person's name, item, have the person initial in the Sign In box. Give the tag to the person and warn them not to lose it. **Remind them to pick up their item(s) before 6:15 pm and to bring their photo ID**.
- When a person comes to pick up their item(s), have them give their tags and Photo ID to you. Check the checkin sheet to make sure the name on their ID is the same written down for the number(s) on their tags, and verify that they look like the person in the photo. If they do, give them their Photo ID, remove the plastic tag holder on the item(s), give the person their item(s) and **have the person write their initials in the Sign Out box**. Remove the tags from the plastic cover, rip all of the tags in half (including the ones they gave you) and put them in a recycling bin.
- When the next volunteer shows up, give this instruction sheet to him/her.
- Share the wisdom you have gained in being this volunteer.
- Return your volunteer badge to the Volunteer Check-in table.

Thanks for Volunteering!