


Supplies Check-out Procedure

Prior to Program

1. Coordinate with fellow VN's for your program and decide what props, posters, photos, etc. you would like to request.
 - a. Stop in to or set up time to collaborate at VN Center to see what is available. Check inventory list,
 - b. DO NOT TAKE ITEMS AT THIS TIME: Some items may already be requested for a program happening before your program. Please be courteous and don't just grab items.

2. Create a list of items you would like to request (Forms available in VN Center on wall near Drop Off shelves) and leave your paper copy for us in the Request Bin on the wall. Or use the QR code to fill out [online form](#). 

3. Prior to program Carlos/Angela will collect the requested item and let you know if something is unavailable (broken, already at another program).
 - a. Items will be placed in a basket or bag on the Pickup Here shelves or on the round table in the VN Center (large or tall items like mounts).
 - i. Large taxidermy will always be in the storage building. Please use two people to remove the plexiglass covers and carry so we do not injure ourselves or the mounts.

4. Organize which member(s) of your team will be picking up your teaching supplies and contact us if you need a staff member there to help you with items.
 - a. If only one person is picking up large taxidermy, please arrange with Carlos/Angela so we may help you move the mounts.

5. If you realize that you need an item that was not on your initial list, you may check the storage building or in the picture/poster room during pickup to see if it is available. If you do take something last minute -write down which item(s) you borrowed (on the white board in the storage building or on the sheet in the picture/poster room) with your name and date.
 - a. These items must be returned within 2 days of your program to be sure they are available for other programs that may need them.

Supplies Check-in Procedures

After Program

1. Coordinate with your team to return items no more than 3 days after your program.
2. Return bin and medium/small taxidermy mounts to the VN Centers Drop Off Here shelves or the round table in the entry.
 - a. All large taxidermy must be returned to storage building and the covers replaced (please have 2 people move and place the covers on large taxidermy)
3. If there are any broken, unreadable, or unusable items please leave a note with specifics in the Fix or Replace Bin on the wall in the Pickup/Drop off area so we may assess/fix items.