

OFFICE DUTIES

1. Sign in at volunteer office
2. Sign in at CD
3. Check the “In” box
4. If people sent cheques with letter requesting deposit, mail out thank you letters
5. If volunteers sent in expenses, mail Terry copies and request for reimbursement
6. Mail out fundraising letters
7. Mail out newsletters
8. Pick up shipment sheets
9. Send reminders to volunteers
10. Make copies of fliers and put them in Central Distribution

Contact Persons: Georgine Lamvu, glamvu@med.unc.edu, pager 216-6887

INSPECTION DUTIES

1. Sign in at volunteer office
2. Sign in at CD
3. Check that bins are in the right locations and not overfilled
4. Inspect palettes on the CD docks and make sure boxes are not damaged
5. Check to make sure CD is not overflowing or dirty (trash bags, dust, etc)
6. Replace signs on bins and walls if needed
7. Check to see if fliers are being posted

Contacts: Georgine Lamvu, glamvu@med.unc.edu, pager 216-6887

Vickie Brown, Vbrown@med.unc.edu

FLIERS DUTY

1. Sign in at volunteer office
2. Sign in at CD
3. Create new fliers at Georgine's request and email them to her for approval
4. Come to CD and get copies of fliers
5. Distribute fliers throughout all three hospitals, the UNC campus and off campus. **WHILE ON CAMPUS, PLACE FLIERS ONLY ON DESIGNATED BOARDS, NOT ON WALLS, ETC.**

Contacts: Georgine Lamvu

 Amir to help design fliers

BIN COLLECTIONS DUTY

ACC, STUDENT HEALTH, MAIN HOSPITAL, CLINICS AND WOMEN'S
HOSPITAL

1. Sign in at volunteer office
2. Sign in at CD
3. PICK UP GLOVES IN CD
4. Collect bins
5. Empty them in CD and SORT CONTENTS
6. Clean the inside and outside of the bin with some moist paper or towels
7. Return the bin to its original site

Contacts: Vickie Brown

Kenji Leonard

Georgine Lamvu

CENTRAL DISTRIBUTION DUTY

1. Sign in at volunteer office
2. Sign in at CD
3. Sweep packing area
4. Dust all the palettes on the docks and all the boxes in CD
5. Empty trash bag and replace it with a new one
6. Replace damaged signs on sorting bins
7. Wrap and move completed palettes
8. Check box numbers and inventories to make sure that the box numbers are on the correct palette
9. Record shipments and contact Laleh if palettes need to be donated
10. Sort and stock supply drawers, contact Laleh if you need more box numbers and palette numbers. Contact Tara if you need more inventories.

Contacts: Omar
Laleh
Georgine Lamvu
Tara