

My job:

- Make all copies needed for the course. (x-amount for participants book)
  - x - amount for all presentations
  - x\_ -amount small for distribution for stemo pads
- have stemo books ready including (plastic bag to carry book, pencils)add envelope to back for inserting notes.
- Make sure all people making presentations have enough material separated by who gives what presentation.
- Make participants notebooks, along with the small handout for their stemo pads.
- Make patrol leaders handbook
- get together participants packet to be handed out at closing
- do we need to add to the list for the participants to bring (a gallon plastic bag in which to carry course materials)?
- collect money due from staff and participants and keep track of who pays what.