

AREA KIDSID COORDINATOR

There are just a few changes to the standard KidsID procedure.

They are:

1. KidsID equipment will be picked up and returned to the designated lodge within that area.
2. The lodge KidsID chairperson or secretary, must return the permission forms and the volunteer work list to the Grand Lodge office.
3. No lodge can use the KidsID equipment without first registering the event, with the Grand Lodge office, or the KidsID state coordinator.

RULES GOVERNING AREA KIDSID COORDINATOR(S)

Once the equipment has been delivered to the lodge, and before the first time you release the equipment to a lodge for an event, please try to do the following.

1. Familiarize yourself with the computers. Ensuring that they are in good working condition, including the printer. If after use and you find a computer not working contact the state coordinator, do not try to fix the computer.
2. The small tub: insure that there are always enough paper supplies; permission, and data forms, plus printing paper for at least 200 kids. You only need several volunteer forms.
3. Two large tubs: you will note that on the side of each tub there is a list of items. Your job is to ensure that, in some cases you have gotten back all the items. As well as in the correct tub. There will also be cases where you will need to re-stock some items. If there is an item missing, (i.e. extension cord), first contact the lodge, if not resolved contact the state coordinator.

RUNNING LOW ON SUPPLIES

The state coordinator will maintain constant contact with you. He will be responsible for ensuring that you have all needed supplies. Even when a lodge has requested more than 3 computers.

Should you have questions at any time, please feel free contact the state coordinator.