

STORAGE INVENTORY PROCESS
AREA EVENT - MATERIALS USAGE

KEY PROCESS: **Event Materials Usage**

Sub-process: **Sign in Process**

Note: Inventory – A count of all individual items, accurate at a specific point of time and maintained on an ongoing basis.

<u>Step</u>	<u>Procedures</u>	<u>Recommendation/Comment</u>
A. Al-Anon member(s) package items to the office for storage.	<ol style="list-style-type: none"> 1. All items subject to possible water damage must be packaged in stackable plastic containers. 2. A complete list and count of everything in the container will be included inside the container. 3. The container will be labeled with a stick-on label indicating the general nature of the contents. 	Exceptions exist for items like convention banners (stored in waterproof tubes).
B. Items are delivered to the office storage.	<ol style="list-style-type: none"> 4. Event committee returns all materials used for an area event as soon as possible after the end of the event. In most cases this would be within 2 weeks. 5. If materials will not be returned within 2 weeks the exceptions are documented on the sign in log and storage inventory but the event committee. 	<p>Mgr. or Asst. Mgr. must be present for items to be stored.</p> <p>Deliveries outside of normal office hours may be possible by special arrangement.</p> <p>The committee will designate one of its members as the individual responsible for all tracking and returns. Actual physical work may be delegated by that person.</p>
C. Event committee signs materials in.	<ol style="list-style-type: none"> 6. Each container is signed in on the storage sheet maintained in the office 7. Items consumed in the course of the event will be noted as used up. 8. Missing items will be tracked down and returned by the event committee. 	
D. Containers are stored in the closets of the office.	<ol style="list-style-type: none"> 9. Event committee returns all items to the correct containers. 10. Event committee returns all containers to their designated location in the storage area. 	
E. Inventory control is updated.	<ol style="list-style-type: none"> 11. Event committee updates the inventory to reflect any changes. 	

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