**Clean Up Protocol (ALL LEADS)**

**PLEASE NOTE: When unpacking your area’s boxes, please make every effort to use the provided box cutters to open box. Tearing off tape will quickly ruin boxes and we do our best to reuse them year to year.**

It is EXTREMELY important that all supplies and items leftover from the OkMOM event are accounted for and recorded. In an attempt to better organize the OkMOM supply situation, please carefully follow the below instructions for packing up your clinic area.

1. Once your area is ready to begin packing up, start by making sure you have enough packing supplies for your area. Below is a list of items that each area needs to pack up:
	1. **Packing tape** – to secure packed boxes.
	2. **Inventory sheets** – to count and record the amount of each item leftover.
	3. **Pens/permanent markers** – to write on the inventory sheets.
	4. **Patience** – to correctly and efficiently inventory your items so then next year’s order is easy to create!
2. If you are missing or do not have ample supply of the items listed above, find a pink shirt and they will bring you more packing items.
3. Count and write down the number of each item that will be packed in the coordinating box. Please be specific with your numbers as this will affect the next year’s order. Each box should be numbered and have one (or more should your box’s contents require it) correlating numbered inventory sheet.
4. In an effort to keep OkMOM storage manageable, please do not pack any items that will be expired by the next year’s event. In addition, do not pack any items that you know you do to use in your area. There will be an area on the floor designated for expiring or unused supplies that will be donated. Please place any expiring or unused items in this area.
5. Once your box is full of inventoried supplies, make sure all items have been accounted for. Tape the box shut using packing tape only.
6. Once you have finished packing all of your area’s items, carry/transport all of your inventoried boxes and place them in the supply tuck-
7. If you have any questions or concerns, please find a pink shirt or one of the Supply Leads