

Inventory/Property Management and Location

It is important to retain information on location and access to League property. This property represents investment in time and member funds. The property involved should be managed for accessibility and protection. No equipment shall be rented or borrowed by any individual or organization.

This list should be reviewed annually in September to make sure that items have not been moved or that locations may no longer be accessible.

Please review Document Retention Policy for management of current document and record storage.

Item	Location	Telephone
<u>Equipment</u>		
PA System/Mike	Judy Katz	698-9952
Easel/Notepads	Judy Katz	698-9952
10 x 10 Tent/ Cinderblocks	Stan Kumor	692-7640
Coffee Urn	Judy Katz	698-9952
<u>Signs/Display Items</u>		
Banner	Judy Katz	698-9952
Sashes	Judy Katz	698-9952
Parade Signs	Judy Katz	698-9952
LWV Foamcore Signs	Judy Katz	698-9952
LWV Laminated Signs	Judy Katz	698-9952

Office/Printer Matter

Keys to P.O. Box	Judy Katz Stan Kumor	698-9952 692-7640
Keys to BRCC Record File	Judy Katz	698-9952
League Credit Card (Staples)	Judy Katz	698-9952
LWV Local Government Handbooks	Judy Katz	698-9952
LWVHC Stationery	Judy Katz	698-9952
Return Address Stamp and Ink Pad	Judy Katz	698-9952
Treasurer's Stamp & Pad	Stan Kumor	692-7640
League Visa Card (First Citizens)	Stan Kumor	692-7640
Chamber of Commerce Keys	Judy Katz	698-9952

Fundraising Items/ Related Items

Thank-you Notes/Env	Marion Huffman	696-0640
Pamela Warr's Notecards	Marion Huffman	696-0640
LWV – Not for Women Only Buttons	Marion Huffman	696-0640
Immigration CD's	Lee Luebbe	694-3710

Records/Historic Files/Resource Materials

Records	BRCC	
Historic Files/ Scrap Book	BRCC	
Past Election Files	Carol Cleveland	697-8828
League Buttons	Carol Ward	696-3475
Election Related Buttons	Carol Cleveland	697-8828
Women's History Posters	Carol Ward	696-3475
"Uncovering the Sunshine Laws" (3 C/D's)	Sharon Burlingame	692-4012

Adopted November 1, 2007
Revised – December 3, 2009
Updated – September 1, 2011