



Work Instruction: Setting Up Drop-Off Station

At back entrance of LAC:

Place table near
back door

1. Put labels and instructions,
brochures, donation envelopes,
pens & door bell sandwich board
on right side of table

a partnership between
the Lyle School District &
Community Volunteers.

To learn more or how to
rent a room at the facility,
visit our web site at
leactivitycenter.com

4. Place instruction
signs in center right

2. Have clip board with
stickers to write info
for each carrier/trap

3. Write the cell number of
person to contact if needed
for that day under door bell

