

SUPPLY & TASK CHECKLIST

As of June 12, 2003

Assuming 30 cars

Item	To be loaned by	To be purchased	Handler	Note
Bucket #1	Jocelynn			
Bucket #2	Ed			Ed may be able to bring 2
Bucket #3			Dereck	
Bucket #4			Dereck	
Bucket #5		Pep Boys	Mabray	
4 Bottles of Car Wash Fluid		Pep Boys @ \$5 each	Mabray	
Towels or Chamois	As many as the person can bring. Please ask how many they have so we know what to expect.		Dereck	
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Towels			Vallery	
Towels			Vallery	
Towels			Vallery	
Towels/Chamois		PB @ \$9 each	Mabray	
Wash Mitts (4 sets)		PB @ \$5 each	Mabray	\$20.00
Scrubber Sponge (4)		PB @ \$3 each	Mabray	\$12.00
Tire Foam (4 cans/containers)		PB @ \$3 each	Mabray	\$12.00
Wheel Cleaner (4)		PB @ \$4 each	Mabray	\$16.00

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Cash Box #1	Mabray			For Car Wash Donations
Cash Box #2	Kiersten			For Raffle Ticket Sales
Cash Box #3	Meaghan			For Refreshment Sales
2 Folding Chairs	Wally			
3 Folding Chairs	Jocelynn			
5 Folding Chairs				
Large Sign for Street Sign Holder			Chloe	
Table Top Raffle Ticket Sales Sign			Chloe	
2 Folding Tables	Kiersten			1 for Raffle Ticket & Car Wash Cashiering 1 for Refreshment Sales
Stereo & CDs	Langston			
Volunteer Lunch	Jocelynn			To be reimbursed from sales receipts
Snacks & Beverages For Sale	Jocelynn			To be reimbursed from sales receipts
2 Large Coolers or Tubs			Dereck	
Helium Balloons			Meaghan	For Decoration
\$70.00 Cash on Site			Vallery	
Ice for 2 Large Cooler Tubs			Vallery	
Paper Towels			Kiersten	To be reimbursed by KHT
Trash Bags			Kiersten	
Wash n Drys for hand cleaning			Kiersten	
Pens			Kiersten	
Magic Marker			Kiersten	
Tape			Kiersten	
Red Tickets or other "coupon" to give to Car Owners who have made donation for Car Wash			Kiersten	

TASK LIST

1 Volunteer Coordinator	Manages and makes all assignments below			
1 Cashier	For Raffle Tickets & Car Wash Receipts with two separate Cash Boxes			
1 Cashier	For Refreshment Table			
1 Street Sign Holder				
1 or 2 Runners/Supply Captains				
1 Volunteer to go with Jocelynn to get Lunch and help Set up Lunch area				
1 or 2 Adults to Count and Make Note of each car that each team washes and to Manage the Order in which the Cars are Washed				