

Volunteer Jobs - Feb. 97

- ① Maintaining Resource files - Jarmila → tasks - filing, labelling
"main heading, subheading, date"
- ② Maintaining Pamphlet Rack - ~~Jarmila~~
Kathleen Shannon → small tasks
- ③ Maintaining Bulletin Board - weekly
Kathleen Shannon
- ④ Maintaining Periodicals -
- ⑤ Finish updating Rolladers Resource - Kathleen will look into it.
- ⑥ Volunteer Watering Plants - Juliette
- ⑦ Organizing Archives - started by Luisa - Menon
- ⑧ Making "Library" cards for all videos / done by Tara
- tape to videos
- ⑨ Caulk back of pamphlet racks
- ⑩ Newsletter distribution - regular
to hospital, clinics, ACCESS, doctors offices, etc.
- ⑪ Sort thru gov't documents: employment;
training info. Decide what to keep, what
to throw away, located bottom shelf, under t.v.
what to put in files, what in library.
- ⑫ Sort thru box of Audio visual material in
video shelf unit.

Volunteer Jobs continued

- (13) Sort through photos (under KL's filing basket), decide what to put in albums, what to give away, throw away