Volunteer Jobs - Feb. 97 > tasks - filing! latelling "main heading, mutheading, date" 1 Maintaining Resource files - Jamila (2) Maintaining Pamphlet lack Kathleen small tasks a) mensking last pamphlet Kathleen small tasks a) mensking last pamphlets. Shoting which parphleto have less than 5 left 3 Maintaining Bulletin Board - weekly Kathleen Shannon c) photocopy paper pamphlets in short supply 1 Maintaining Leviodicals-5 Finish updating folloders Resource-Lathleen will look into it. 6 Volesation Watering Plants - Jude (7) Organizing Archives - started by Jouisa - Manon (8) Meling "fitrang" eards for all videos love by Jara -tape to pideos 9 Caulk back of pampllet racks 10) Newsletter distribution - regular to hospital, clinics, ACCESS, doctors offices, etc. A Sort three gov't documents! employment! training info. Decide what to keep, what to throw aways focated bottom whelf, under t.v. what to put in files, what in likeay. (2) Sort the box of Andio wind material in video shelf unit.

Volunteer Jobs continued

(B) Sort through photos funder His filing bested),
decide what to put in albums, I what to
give away, throw away