

Safe Kids Gainesville/Hall County

Policy: Warehouse Management

Safe Kids Gainesville/Hall County strives to provide the community with educational materials and safety devices to prevent accidental injuries of children ages 14 and under.

Safety devices and educational materials are budgeted each year based on the Coalition Action Plan.

The Safe Kids Coordinator is responsible for the inventory and tracking of the inventory that is distributed for **approved** programs/events.

Procedure:

Send request to the Safe Kids Coordinator by phone or email.

Safe Kids Coordinator will respond within 3 business days.

Safe Kids Coordinator will approve removal of inventory based on the annual Coalition Action Plan.

Once request is approved, complete a **Safe Kids Inventory Sign-Out Sheet** for all Safety Equipment & products obtained from Safe Kids.

Items pulled from the warehouse need to be coordinated with Safe Kids Coordinator to ensure the appropriate items are being distributed. (Some safety devices are designated for specific programs only and are provided by designated funding.)

Each request requires a submission of a **Program Tracking Sheet** within (3) three days after the event or program.

Failure to coordinate with Safe Kids Coordinator may result in the coalition member reimbursing the coalition for the items taken.