

The Check-Out Process

Follow these simple steps:

- * Reserve the item you wish to check out by calling the Volunteer Center at 262-338-8256, or emailing info@volunteernow.net
- * Inform us of the item(s) you wish to borrow and schedule a check-out date
- * Receive a confirmation for reservation
- * Pick up equipment during open office hours, 9 am to 3 pm, Monday—Friday
- * Sign a form for each specific item you borrow
- * Learn to use the equipment
- * Buy related supplies if desired by cash or check
- * Use borrowed equipment
- * Bring borrowed equipment back to Volunteer Center on time and date arranged
- * Borrowed equipment will be checked for any damage and working condition
- * Copy of check-in form will be provided to borrower

VOLUN
TEER
CENTER



Look Inside for the Items!

Volunteer Center
of Washington County
237 N. Main Street
West Bend, WI 53095

The **VOLUNTEER CENTER** of WASHINGTON COUNTY

Introduces its...



Ready for YOU in 2008!

Program Start-Up
Sponsored by:



How It Works

How it Started:

Nonprofit organizations need quality equipment to deliver programs and services. Often nonprofits do not have the resources to buy everything they need, especially those items needed for one-time or limited use. The Volunteer Center is often asked to help nonprofits find places to borrow what they need. The Equipment Lending Closet meets this need.



Benefits:

- ♦ Saves you money
- ♦ Saves you time
- ♦ Provides the specialized piece of equipment to your need without an investment
- ♦ Gives access to any additional supplies at a low cost



Policies:

- ♦ Borrowing agency does not hold the Volunteer Center liable for any injury or damage in the use of the equipment.
- ♦ Borrowing agency bears responsibility for the condition of the equipment and pays for any repairs or cleaning needed.
- ♦ Borrowing agency transports equipment.
- ♦ Reservations are accepted.
- ♦ 3 day maximum.
- ♦ Equipment is intended for agency use only.
- ♦ Signed agreement is on file.

Items Currently Available

Presentation Equipment

- 6 Aluminum Easel for Signs or Paper Pads
- 6 Dry Erase Boards
- 1 Laptop Projector
- 1 Overhead Projector
- 2 Portable Display Board
- 1 Portable Screen



Office Equipment

- 24 Clipboards
- 6 Computer Flash Drives
- 1 Electric Pencil Sharpener
- 1 Equipment Labeling Machine
- 1 Three Hole Punch, Heavy Duty
- 1 Laminator, Business Size
- 5 Laminator, Small Size
- 6 Slot Punch



Special Events Equipment

- 2 Bullhorn
- 8 Folding Chairs
- 4 Folding Tables
- 1 Lockable Cash Box
- 6 Plexiglas Sign Covers
- 1 Popcorn Machine
- 2 Portable Standing Directional Signs



Audio/Visual Equipment

- 6 Camera Tripod
- 6 Digital Camera
- 1 Polaroid Camera
- 1 Portable Boom Box
- 1 Small Portable Sound System, with Microphone
- 1 TV
- 1 VCR

Miscellaneous Equipment

- 1 Coffee Urn, Large Capacity
- 1 Flat Dolly
- 6 Hand Trucks
- 1 Handcart
- 6 Heavy Duty 50' Power Cords
- 1 Nickel Metal Hydride Charger
- 1 Rechargeable Battery Charger



Check Our Website for More Specifics: www.volunteernow.net

More Items Coming Soon!