

Checklists for Bin Assembly

These are the items required for each household we coach. They fit into the filing bin we set up (see Session 3).

- File bin (plastic, letter size files, with cover)
- 12 hanging files, with tabs (1/5 cut); first 12 are labeled Jan-Dec
- 12 hanging files; second 12 are customized at set up using tabs in bag
- 12 pocket folders- these go in the Jan-Dec tabs
- 12 manila folders (1/3 cut)- these are for the customized files at set up
- 1 large Ziplock bag (see items below for contents of bag)
- Three colored envelopes for cash

Place the following items into the Ziplock bag:

- Fine point Sharpie (black)
- Ultra fine point Sharpie (black)
- Pencil
- Calculator
- Stapler
- Staples
- Staple remover
- Paperclips
- Pink Pearl eraser
- Bag of 12 extra tabs and labels
- Check Register

Other items that do not go into the bin:

- Two filing baskets (black coated wire)
- Set of dumbbells