

**NEW FORMS TO BE USED FOR EQUIPMENT**

**Form #153**

**Equipment Issued to CERT Members**

This form is used at time of training

1 Each student will fill out the top portion of form.

2 As equipment is issued during training, form will be signed and dated by student.

3 At the end of class one copy of the form goes to the TC, one to the student and one will go back to CERT.

**Form # 154**

**CERT Equipment Available To Be Issued By TC After Training**

This form is used to request additional equipment.

1 TC will fill out form and e-mail to CERT 3 days before monthly meeting.

2 TC can pickup equipment at the monthly meeting.

**Form #155**

**CERT Equipment Issued To The Following Members**

This form is to be used whenever equipment is issued to members.

1 TC fills out top of form.

2 Person receiving equipment must sign in first column.

3 TC must date item received in appropriate column.

4 This form must than be sent back to CERT so equipment received can be entered on members file.

**Form # 156**

**Special Public Relations Items Available**

1 This form is used to request special items.

2 TC will fill out form and e-mail to CERT 3 days before monthly meeting.

3 TC can pickup equipment at the monthly meeting.