SLIV Toolkit: Sample Administrative Supply List

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| **Supply** | **Use / Notes** |
| Sticker: Lot Number 1/2 x 1 3/4 | Placed on vaccination documentation sticker by nurse to indicate which vaccine was administered |
| Sticker: Vaccination Documentation 3.3x4 | Placed on consent at time of vaccination to document the vaccination details |
| Sticker: Name Tag, 2 1/3 x 3/38 | Name tag for nurses and clinic volunteers |
| Sticker: Giveaways to kids | Given to any student who came to vaccination event, whether they were ultimately vaccinated or not (see design file in Graphics section) |
| Rubber Bands | For grouping consent forms and other documents |
| Garbage bags | For trash at the vaccine day |
| Ziploc Bags - 1 gallon | For holding administrative supplies |
| Pens |  |
| Manila envelopes | For grouping consent forms and other documents |
| Paper Towels | For the inevitable spills and other messes |
| Sheet Protectors | For protecting signs and handouts |
| Sharpie Permanent Markers |  |
| Duffel Bags (considered wheeled) | For site leaders administrative supplies |
| Paper clips | For grouping consent forms and other documents |
| Binder clips | For grouping consent forms and other documents |
| Laminating sheets | Used to create signage |
| Zip ties | For hanging banners at school sites |
| Post-it pads |  |
| Colored masking tape | For marking walking pathways and waiting areas on the floor. |
| Plastic bins | For holding administrative and medical supplies |
| Clipboards |  |
| Scissors |  |
| Hand carts | For transporting supplies |
| Incentives for participants (stickers, other giveaways) | For use after vaccination |
| Binders | Used for reference training materials |
| Dividers | Used to divide sections of training materials in binders |
| **Vaccine Transport Materials** | |
| Coolers |  |
| Ice packs |  |
| Bubble wrap |  |
| Datalogging thermometers |  |