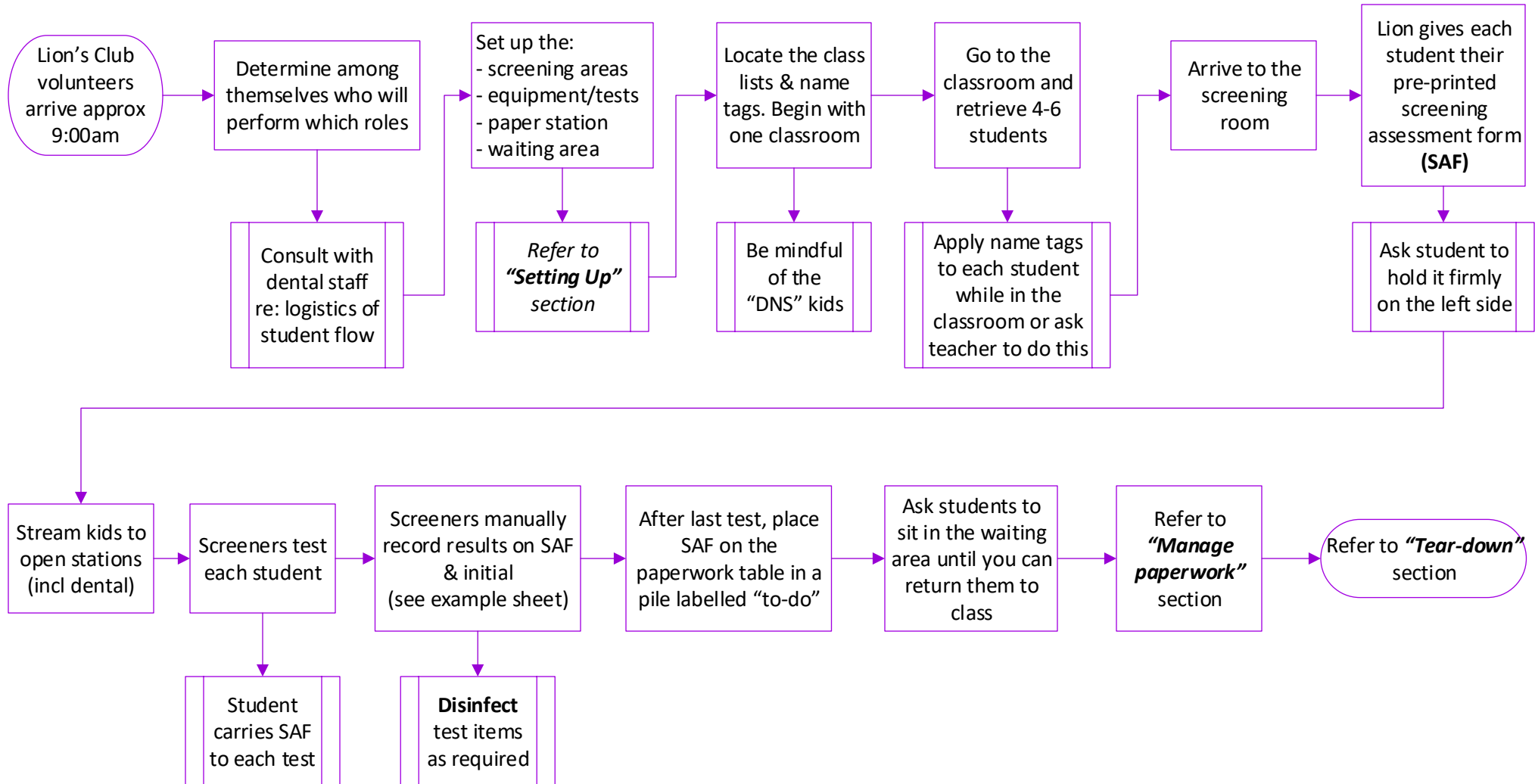


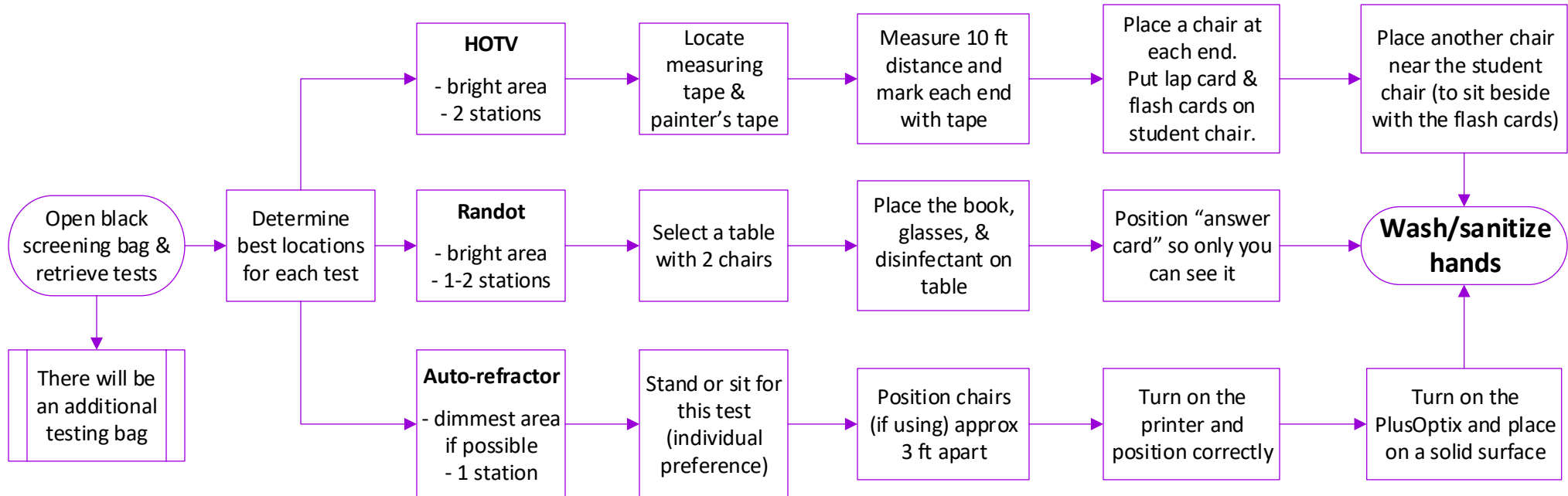
C) AT SCHOOL – Lions



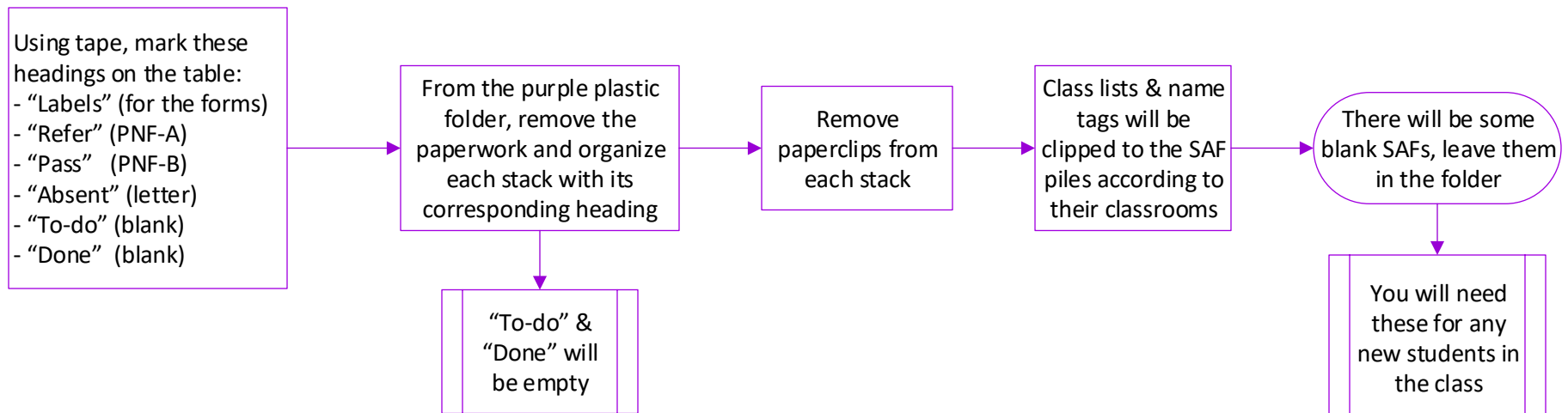
New students added to the class list:

- find blank SAFs & envelopes in the purple folder and write their names on both
- make a form label as there are blanks on the label sheet
- If they are referred, you will need to manually complete a 20-day reminder letter

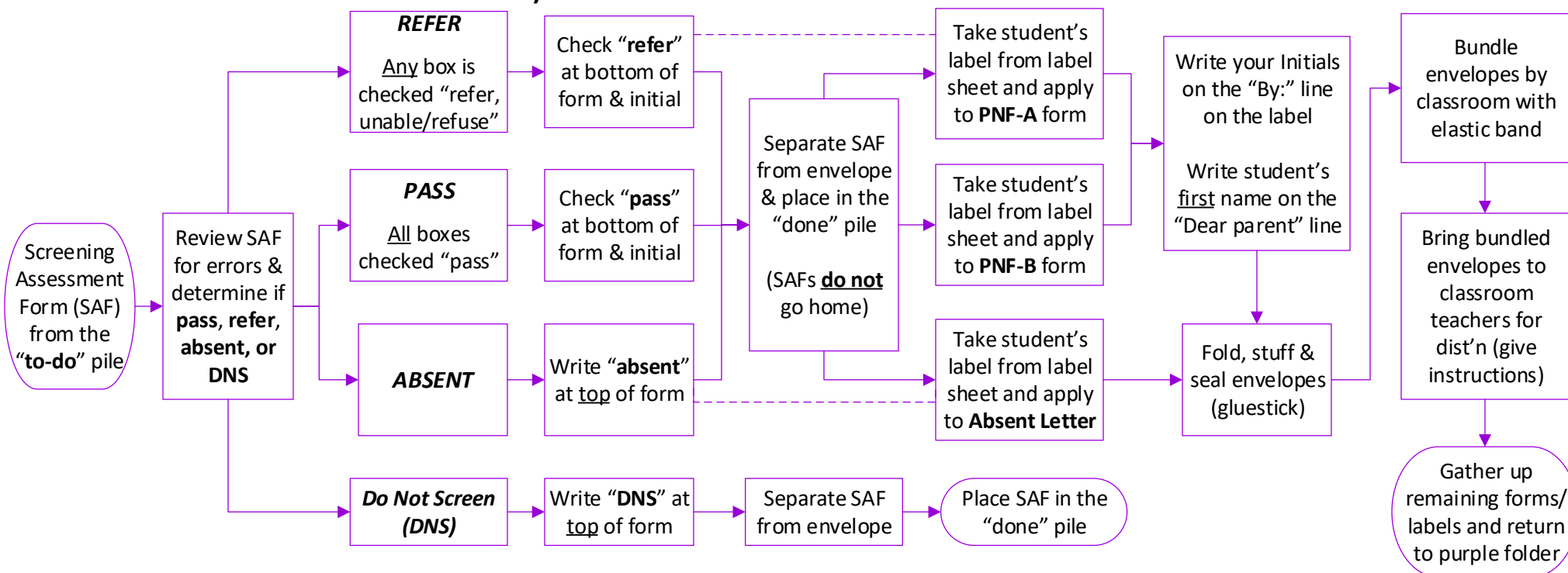
D) SETTING UP – Lions



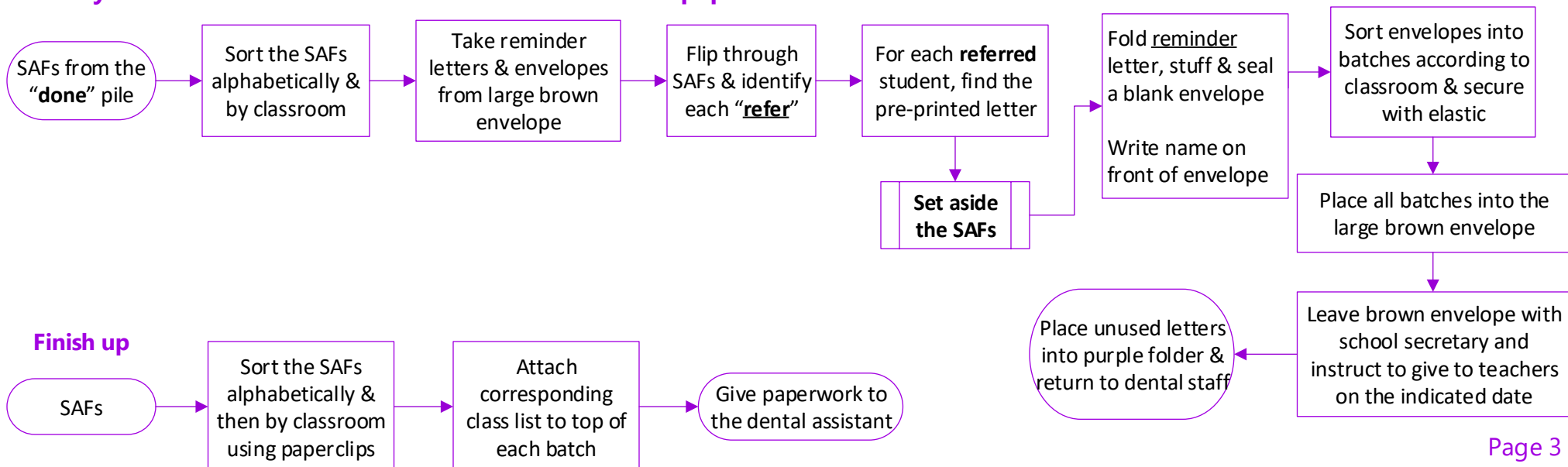
Paper Station → ONE dedicated person



E) MANAGE PAPERWORK - Lions



20-day Reminder Letters → this is done AFTER the main paperwork



F) TEAR-DOWN – *Lions*

