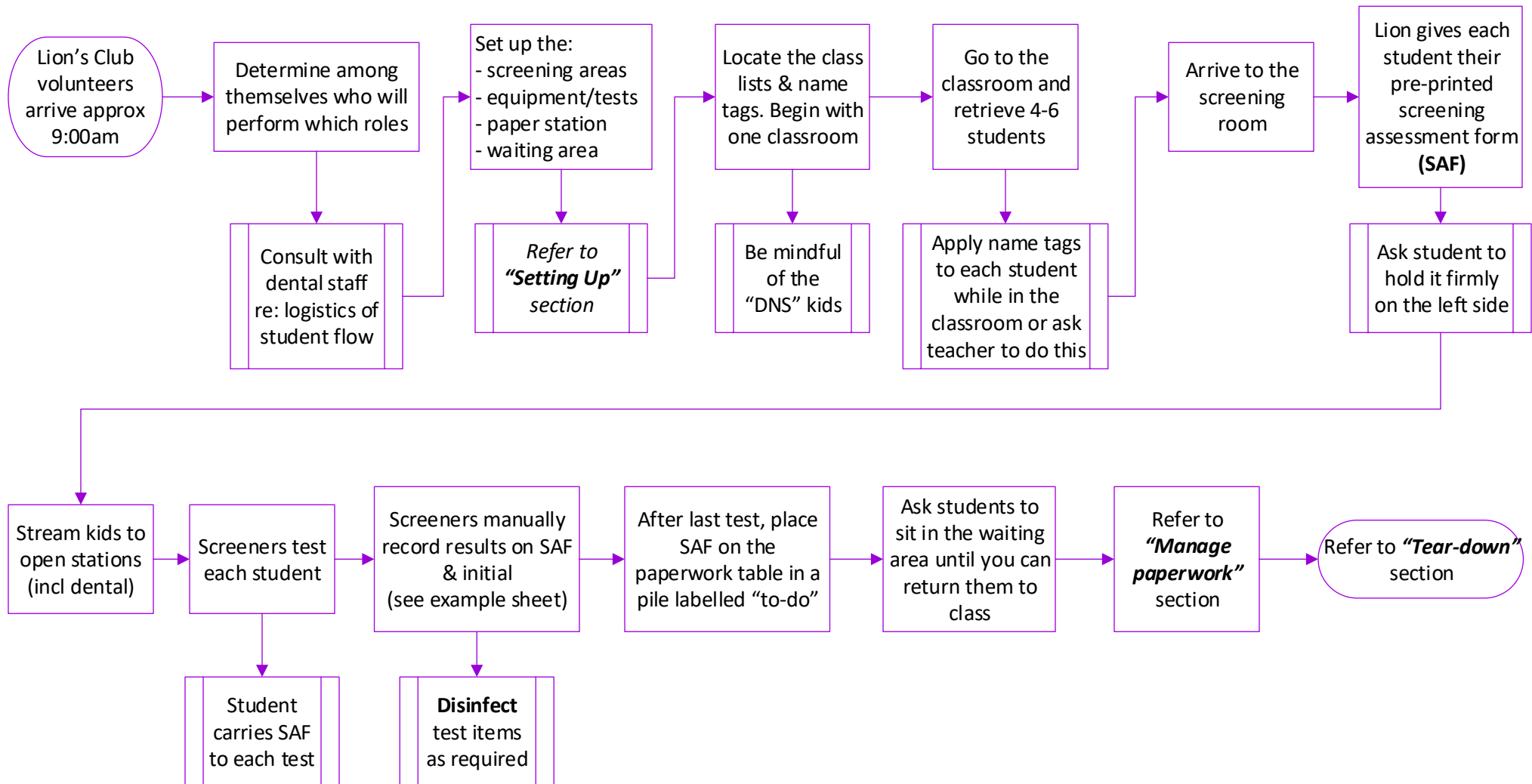


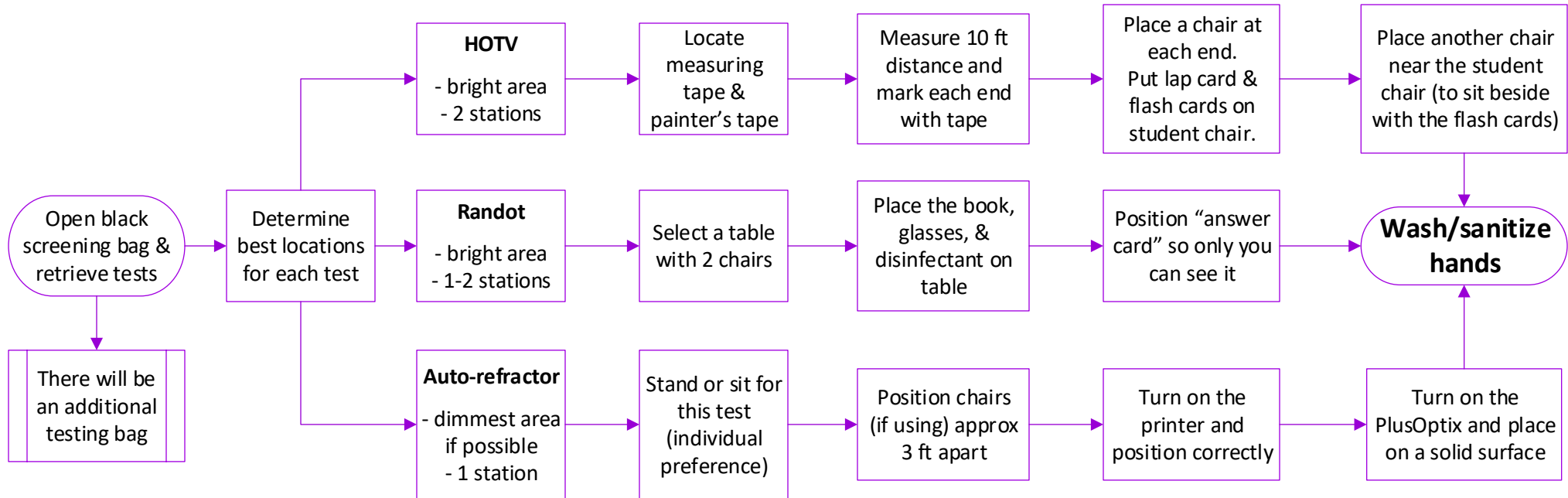
## C) AT SCHOOL – Lions



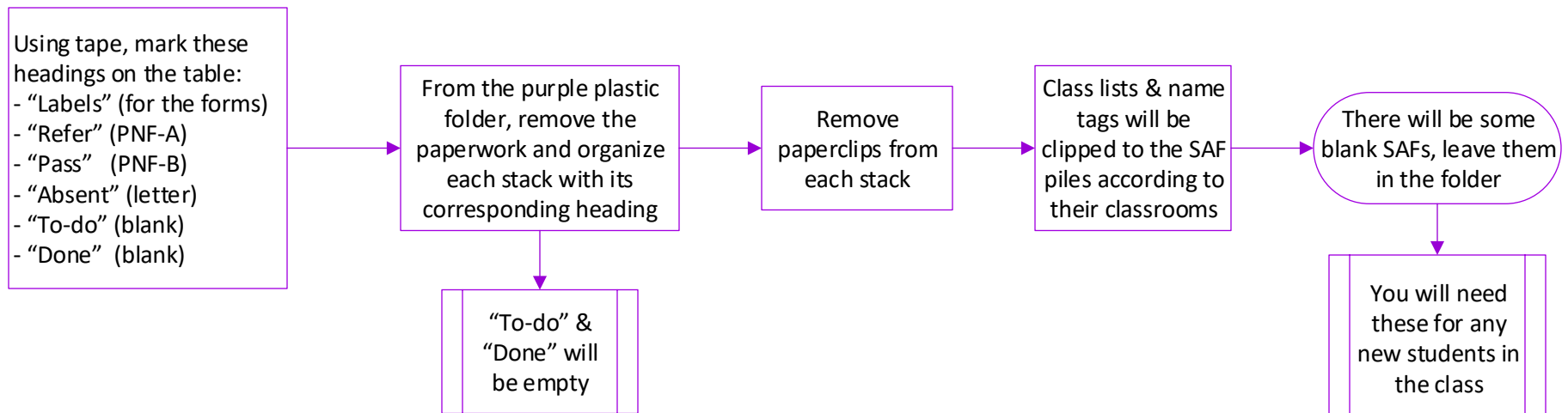
### New students added to the class list:

- 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

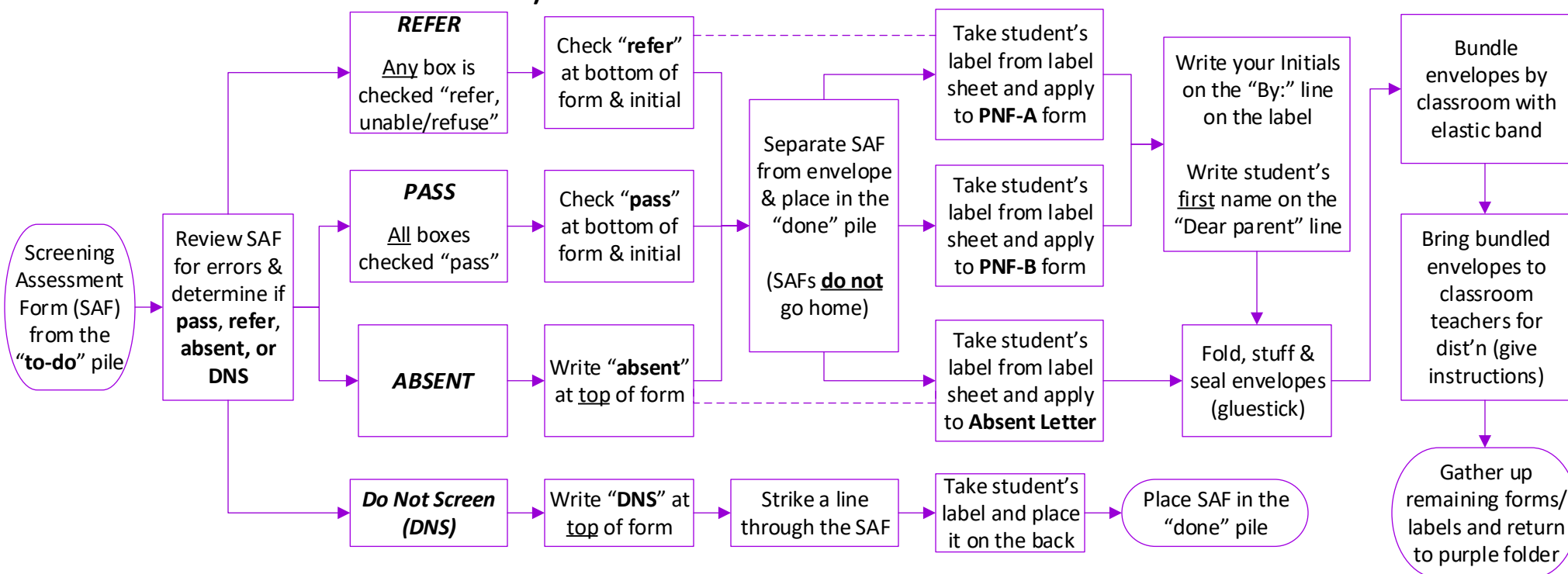
## D) SETTING UP – Lions



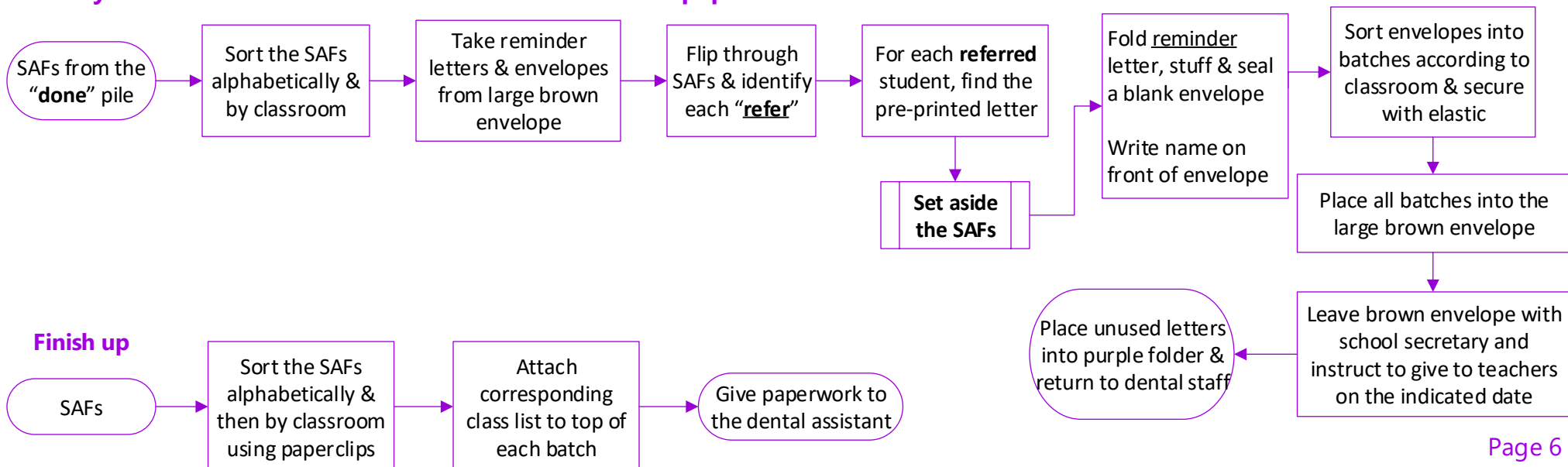
## Paper Station → ONE dedicated person



## E) MANAGE PAPERWORK - Lions



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



## F) TEAR-DOWN – *Lions*

