**Answers to Brian’s Questions**

1. Single items are any clothing sizes not on the list. I.E., men’s jeans. These and all items 3 or less are considered “single items”.

2. I designate the early shoppers.

3. When we identify a child from a previous year, I would like to be able to see what clothing sizes he/she required the year before. It doesn’t need to be any more complicated than that. Ideally, when we enter a mother’s name, we should be able to identify her children.(or grandchildren)

4. Don’t want to be responsible for anything that important.

5. SS cards, Insurance, shot records, etc. We just want to see that they have ID and then mark “yes”

6. I think the HOH should be the tip of the pyramid with the ability to change any address, phone or others living with them. Children change all of the time. New babies are born and older children age out.

7. See the info in the drop box for everything I do with these.

8. Historically, we get word out about the stores from flyers and signs we hang. I personally call all of the 70 or so families that we deliver to. (they are older and many are disabled and have to handled in a special way) When we complete the sign up, we give them an information sheet. This year we want to add email as an option so that I can send a email blast to everyone with the sign up info and reminders for when the actual Stores are. I email the info sheets to the delivery families.

9. See the drop box for what all I generate from the database

Food – I need to be able to change the prices, the hard number of each item is taken from the family size and then the soft number adds 5% so we have enough food and some choices for people.

Cash cards - explained in the summary

distribution of clothes - I have the spreadsheet that I update between my early shoppers. When we are done, I generate a shopping list for the missing clothes we have to buy . I also have a master list of the total number of clothes we need at the actual store.

10. yes, to all of these safeguards, I check them all. I have been known to enter people up until days before we start.

11. no

12. It is my understanding that the church is going to purchase a server.

13. More than on administer is good. Volunteers can only submit forms. If data needs to modified at the time of sign up, I do it myself or later from notes.