# Morning Procedure

* Make the coffee (1 filter, 4 to 5 scoops of coffee). Turn the lower burner on, and pour the water into the machine.
* Check and make sure that there is enough sugar, creamer, stir sticks, coffee cups, etc.
* Check the phone for voicemail, on line 1 only. #98, and enter the password (6042703907#) and hit 1 to listen to the new messages, 7 to delete, and 9 to save.
* Check the fax machine for new faxes
* Log on to the facilitator’s machine (password is **rec3ption**). Launch Outlook and check for new email.
* When students arrive, put a check under the appropriate day for their name on the attendance tracker. **This is in addition to them logging in to the attendance recorder.**

If there are any questions that can’t be answered, feel free to call Krista in Langley (604.532.4040) or Joanne in Abbotsford (1.604.855.3315)

# Book Orders

* Check the Book Inventory database on the desktop of the facilitator’s machine. Open the Master, Books On Hand and Books On Order sheets.
* Go through the student outline book, and make notes of the next three books that each student will need.