



## Organizing AITC Resources

### What Resources do you have and how do you collect resources?

- Inventory your items and have a master list
- Collect resources at various events and conferences
- Internet and search options
- Use the AITC Resource Guide
  - Order resources from the listings
  - Use the website references to find educational sites and downloadable resources

### How do you organize and store the resources you have?

- Farm Bureau offices, extension, your home or where?
- Tubs and bins
- Filing cabinets and storage units
- Computer files
- What resources are used by volunteers and what is used by teachers
- 3 ring notebooks, binders, expandable files and other office organization options
- Equipment- Soybean Science Kit, TV/VCR's, screens, poster displays, projectors
- ...

### How do you keep track of where resources go and when they come back?

- Inventory systems
- Check out lists and systems
- Who does the scheduling?
- Who transports or sends items out to teachers or volunteers?
- Who re-orders supplies?
- Who pays for the supplies? What is your budget?
- Who makes sure that resources are all returned?