<table>
<thead>
<tr>
<th>Materials Check In- Day 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Training Material- One folder per person</td>
</tr>
<tr>
<td>☐ Flash Drive with all items saved on it—Copy to master end of day (One per group)</td>
</tr>
<tr>
<td>☐ Secure Working Documents (notes, scratch paper, etc.)—One red folder per work group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Materials Check In- Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Training Material- One folder per person</td>
</tr>
<tr>
<td>☐ Flash Drive with all items saved on it Copy to master--Lunch and End of day (One per group)</td>
</tr>
<tr>
<td>☐ Secure Working Documents (notes, scratch paper, etc.)—One red folder per work group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Materials Check In- Day 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Training Material- One folder per person</td>
</tr>
<tr>
<td>☐ Flash Drive with all items saved on it Copy to master--Lunch and End of day (One per group)</td>
</tr>
<tr>
<td>☐ Secure Working Documents (notes, scratch paper, etc.)—One red folder per work group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Materials Check In- Day 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Training Material- One folder per person</td>
</tr>
<tr>
<td>☐ Flash Drive with all items saved on it Copy to master--Lunch and End of day (One per group)</td>
</tr>
<tr>
<td>☐ Secure Working Documents (notes, scratch paper, etc.)—One red folder per work group</td>
</tr>
</tbody>
</table>

Final Check In on Back
<table>
<thead>
<tr>
<th>Materials Check In- Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Training Material- One folder per person</td>
</tr>
<tr>
<td>□ Flash Drive with all items saved on it. Copy to master--Lunch and End of day (One per group)</td>
</tr>
<tr>
<td>□ Secure Working Documents (notes, scratch paper, etc.)—One red folder per work group</td>
</tr>
<tr>
<td>□ All materials deleted from personal computers- (None there😊)</td>
</tr>
<tr>
<td>□ Sign In Sheets and Expense Forms (some will mail) in the Expense Form Folder--Pink</td>
</tr>
<tr>
<td>□ Thanks!</td>
</tr>
</tbody>
</table>