

SKILL-A-THON USAGE



Due to the high replacement cost of a skill-a-thon kit, the following policy outlines the conditions for use:

Individuals: (not advisors)

Individuals who wish to use the skill-a-thon kits are to:

- ★ Schedule an appointment for when they want to use the skill-a-thon kit. If they don't schedule an appointment, the kit they need to use may not be here.
- ★ Review the skill-a-thon at the OSU Extension Office. Our office hours are Tuesday, Wednesday and Thursday 8:30am-5:30pm and by appointment on Mondays and Fridays.

Advisors:

Advisors may borrow the skill-a-thon kits at any time for review at a club meeting. Advisors will need to do the following:

- ★ Schedule with the OSU Extension Office when they want to borrow a kit.
- ★ Borrow the kit(s) for a maximum of three days: one day for pickup, one day to use, one day to return or pickup on Friday and return by Monday afternoon. Advisors will need to return the kits earlier if someone else already scheduled to review it before the third day.
- ★ Kits are to be returned to the OSU Extension Office by noon.

*Advisors may have a parent or member pick up the kit up, but must contact the office or send a note with the person who is picking up the kit(s). Please specify what kit(s) they will be picking up. The kit(s) will be signed out in **your** (the advisor's) name and **you** are responsible for them.*

**Skill-a-thon kits will NOT be loaned out
after the 2nd Thursday of July.**