

SnowFlower Tuesday materials maintenance
October 19, 2004

Please go through the box at least once every 3 months to clean out old candles, spilt wax, check the alter clothes, pictures, bells etc. for wax or dirt and clean them if needed.

Maintain the large folder with the files. I have noticed that people like putting the most frequently used files in the front - i.e. calendar, welcome sheets and current brochures/retreat information so that it is easy to access them before sangha and easy to put away after. Beyond those commonly used files, I had tried to keep the other files in some semblance of alphabetical order. I am not sure it is that way currently....

Make sure that the files have enough copies of materials. If you make copies for sangha, you can get reimbursed for them by contacting our treasurer (please the receipt for her):

Melissa Thielman
(608) 831-6267 (h)
thielman (at) tds.net

In general - use your own good sense on when to replace the large folder or anything else that we use - i.e. getting more tea lights, matches, etc. Melissa can reimburse you without any difficult for items purchased up to \$100. Beyond that she has to get approval from the larger sangha.

The large file folder doesn't have to go in the box with the red label - it is often hard to fit it in there with the bells and the statues. I tell people it is fine if it just stays close by the box.

People are welcome to take the statues or bells home for the week - in fact, it is better if someone wanted to use these items throughout the week.

I leave it to you on how to divide the work.

John Mysliwicz
(608) 445-0474 (h)

Heather Mann
(608) 222-7226 (h)
(608) 255-9877 x 11 (w)
mann (at) uosf.org

If you think we need to add files to the folder - please do! Just make sure that there are enough copies (10 -15) of the item you are putting into a file.

Also - if you would periodically update the binder that is in the sangha bag to make sure there is continuity between the samples (of materials in the files) in the binder that would be swell. I don't think anyone ever looks in the binder to see what we have in the files. The intention of the binder was to avoid the making of extra copies of materials we frequently use....if you have an idea of how to have people use it more or do things differently - great - implement your ideas!