

Preparing the Check Off List for Use

Here are the six steps to get ready to use the COL.

1. **Make a xerox copy of the Check Off List found in the appendix.**
2. **Add a letterhead or design in the blank space at the top.**
 Don't worry about this step if you're not in the mood. Just leave it blank until you've got the time or energy to do something about that big, annoying empty space at the top.

By the way, it doesn't have to be fancy.

Cut off this corner.

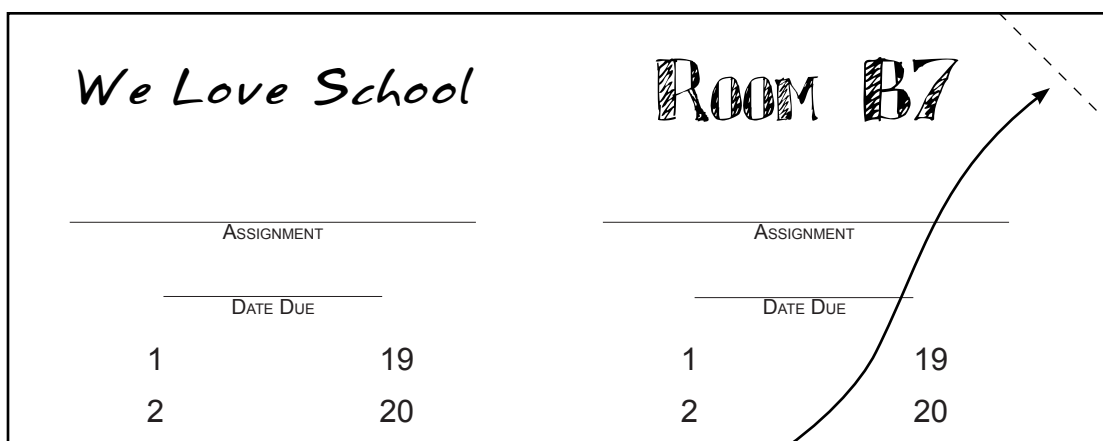


FIG. 7-3
A couple of simple Check Off List headers.

3. **Mark your new blackline master.**
 When you are happy with the customized copy you've made, cut off a bit of the top right corner. This will alert you to the fact that this copy is your original. Otherwise, you might end up using it.
4. **Make a bunch of copies from your blackline.**
 You might want to run them on some kind of colorful paper. (Since I run off just about everything else on white, the colored COLs add a touch of brightness to the collection procedure.)
5. **Cut them down the middle.**
 Cut them in half, and then place your new Check Off Lists in a number of convenient, usable locations: your desk, your class secretary's desk, the parent volunteers' folder, etc.
6. **Create a "New Management" file folder for your blacklines.**
 Label a file folder "NM Masters" and place your COL blackline master inside the folder. Having all of your blacklines in one place will help to make them easier to find which will make them easier to use.

