How to STORE your MATERIALS (Supplies, Works-in-Progress, & Finished Artworks)

1. Complete TAG with ALL requested info
   • Get TAG from CP Office

2. Bundle ALL materials in a CLEAR BAG
   • Get BAG from CP office

3. Put TAG in a VISIBLE place INSIDE the BAG

4. Store bagged materials in DESIGNATED areas:
   • Registered lockers
   • Classroom cubbies
   • YELLOW floor zones