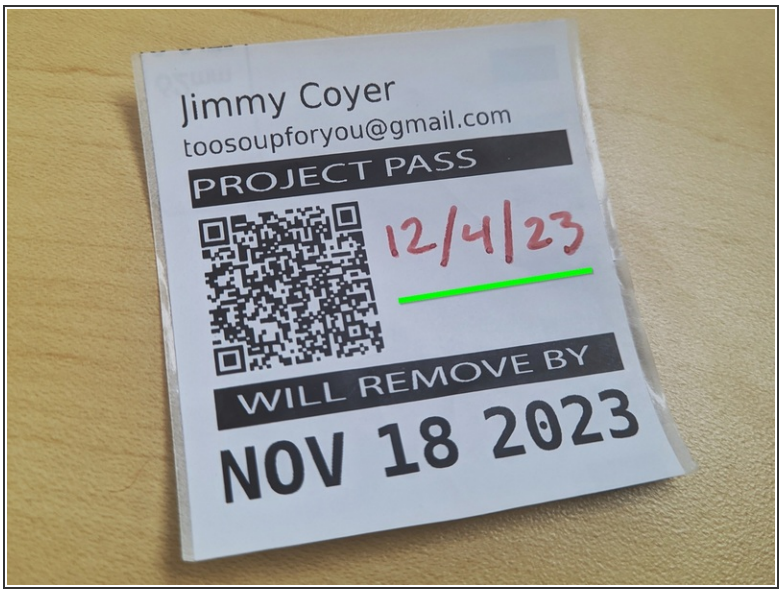
Red-Tagged Parking Passes



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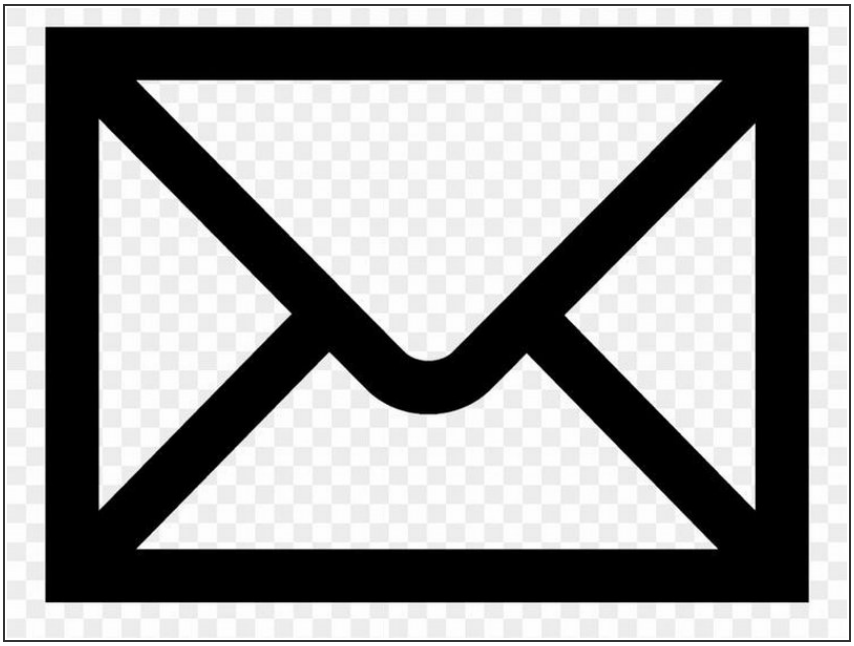
Step 1 — Confirm status of parking pass





- If the date written in red marker has passed, proceed with this guide.
- If the parking pass does not have a date written on it in red marker, refer to Scanning Expired Parking Passes instead of this guide.

Step 2 — Email the Volunteer Coordinator



- Email the current Volunteer Coordinator. Be sure to include the following:
  - A description of the project (or a photo)
  - The location of the project
  - The red-tag date
- Once the email has been received, the Volunteer Coordinator will decide how to move forward with the red-tagged project. This may include re-locating it, attempting to reach out the the member again, or tossing the project in the dumpster.

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Responses to red-tagged projects vary based on the size, value, and mobility of its components. For now, this makes the creation

of a thorough how-to guide a complex task. This step is considered temporary until we thoroughly improve our process.