Forms Refresher and Update

8 January 2026
Jim Oberhofer KN6PE

CARES mission

The mission of Cupertino ARES is to maintain and train Amateur Radio volunteers capable of providing professional emergency communications, increasing the City's emergency response effectiveness, and speeding the recovery effort.

Forms

- **Capture Information…**
  - Information is important, not the form
- **in a structured way…**
  - During an event or incident
  - Becomes documentation
  - Some forms specify the information to be collected
  - When the message sender and receiver are using same form, receiver knows what is coming next
- **that may be…**
  - Paper (any)
  - Whiteboards (pictures)
  - Computer programs (print-outs)
  - others?

Operational Information ⇨ Forms

We train the way we will respond

- Situation Status ⇨ Planning ⇨ Response
- Personnel and Equipment Tracking and Accountability
- Decisions made and their reasons
- Resident interactions – positive and negative
- Contact information
- Open issues and questions
- Continuity during personnel changes

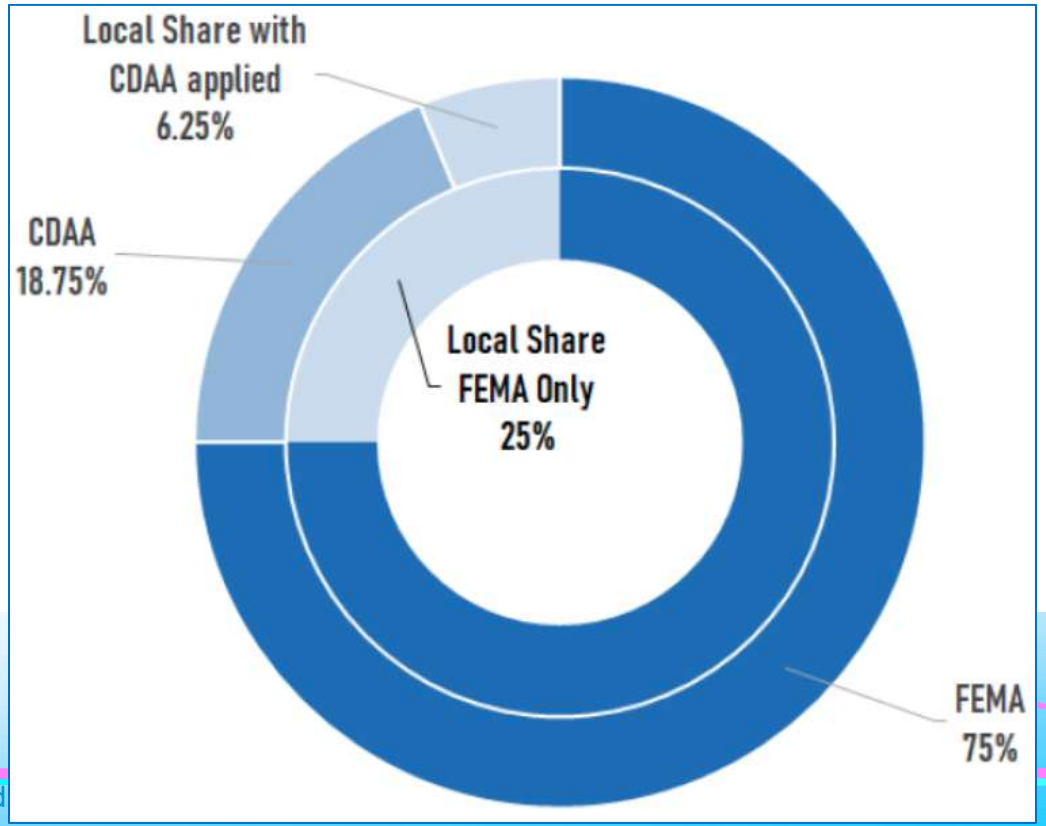
We essentially are in the data management (unprocessed facts) business.

Financial recovery

Its all about the money

- **Who pays what?**
  - Federal: Stafford Disaster Relief and Emergency Assistance Act
  - State: California Disaster Assistance Act (CDAA)
  - Federal assistance: 75% of total
  - State assistance: 18.75% of total (75% of remaining 25%)
  - Local responsibility: 6.25%

- FYI… In 2025, FEMA processed cost recovery requests for the early 2025 Los Angeles County wildfires for more than $2 billion



How does this apply to us?

- If tracked properly, volunteer hours can be reimbursed by FEMA under the guidelines for “volunteer labor” (44 Code of Federal Regulations (CFR) 13.24 (c) (1)).
- The reimbursement rates are like those paid for comparable work in the applicant's organization or labor market.
- For us, the reimbursement rate could be in the range of $20 to $50 / hr (Jan-2026, average pay for an EMCOMM radio operator is ~$31.47 / hr).

CARES	10	10	# volunteers
hrs/day	12	120	Volunteer hours / day
days	10	1200	Volunteer hours / event
$/hr	$30	$36,000	Reimbursement

- ***BUT*** it all depends on getting the documentation right

Incident Documentation

for Financial Recovery

- FEMA-compliant volunteer labor record
  - detailed sign-in sheets or logs documenting each volunteer's full name
  - date/location, hours worked
  - specific tasks performed for eligible emergency work
  - with a supervisor verifying accuracy of all submitted forms

Volunteer Labor Record Date: *2/21/2026*

DR/EM# *DR-1234-CA* Applicant: *City of Cupertino* Local Documenting Official: *Howard Rogers*

Volunteer Name		Time In	Time Out	Total Hours	Address/Location of Worksite	Detailed Description of Work (Debris Removal, Tarp Roofs, etc.)
Last	First					
Doe	*Jane*	*08:00*	*13:00*	*5*	*123 Miller Rd, Cupertino, CA*	*Passed situation status messages and help request messages by Amateur Radio from Creekside ARK*

Accuracy and Completeness

FEMA Office of Inspector General (OIG) consistently…

- finds issues with FEMA's management of disaster funds,
- highlighting improper contracts, ineligible expenditures, and lack of recipient accountability,
- leading to questioned costs in **billions** (Ref: reports from FY 2016-2017 and ongoing problems with COVID-19).

In cases where FEMA payments were made and claims later disallowed, recipients would be required to repay these payments, with audits sometimes taking place years later.

Because your documentation could be a used as part of the City's justification for either an expense reimbursement or cost recovery request, ensuring the accuracy and completeness of what we submit is critical.

A case in point

- For 1-, 2-May-2010, Tennessee experienced high winds and flooding which resulted in widespread power outages.
- An applicant (a Tennessee entity) opened shelters, requested, and initially received a $65,416 credit for volunteer labor, equipment, and materials to offset their non-federal cost share.
- FEMA later ***de-obligated*** $57,714 because the volunteer hours were not properly documented according to federal regulations. Only $7,702 was left approved.

Operational Information

- The job is not done until the paperwork is complete... and submitted.
  - Every scrap of paper used during an activation is part of the event or incident and goes to the Documentation Unit
    - It must be legible (print)
    - Use one side only
  - These are legal documents that may be needed to defend decisions
  - Most of this documentation is ‘discoverable’
  - If it is not written down, then *‘it did not happen’*
  - Some documentation is specifically created after the event or incident, such as the After-Action Report
- all this applies to our voice and packet operations
- And… this is why there are no shredders in the EOC!

Where are the forms?

Forms

CARES | County RACES | FEMA | Cupertino Citizen Corps
Updated: 3 June 2025

Cupertino ARES/RACES

FIELD RESPONDERS

- COES 105 Preliminary Safety Assessment, Field
- COES 106 Situation Status Rollup / Tracking
- COES 213 Smoke Report
- COES 311 Mike-Mike Summary
- COES 911 Incident Reporting Form
- ICS 211 Check-in List
- ICS 213 Message Form (SCCo RACES)
- ICS 214 Unit Log (SCCo RACES)
- ICS 309 Communications Log (SCCo RACES)

Have a copy of these forms in your Go-Kit!

SHIFT SUPERVISION

- ICS211 Check-in List
- ICS211D Driver Information
- COES 221 Demobilization Check Out
- ISA Report Tracking, Manual | Spreadsheet

Santa Clara County RACES

- Resource Net Travel Tracking Form
- Standard Go Kit Forms
- Other Forms

FEMA

- ICS Forms

Cupertino CERT

Count

https://ww

Allied Health Status (DEOC–9) *rev. 2018–02–00 — 3 in Go Kit*		PDF
CPOD Commodities Update *rev. 2025–07–30 — 2 in Go Kit*	PDF	W
CPOD Site Information *rev. 2025–08–12 — 2 in Go Kit*	PDF	W
Damage Assessment *rev. 2025–08–12 — 5 in Go Kit*	PDF	W
Mike–Mike Summary *rev. 2024–02–28 — 2 in Go Kit*	PDF	W
Notable Report *rev. 2025–08–12 — 5 in Go Kit*	PDF	W
RACES Radio Routing Slip *rev. 2025–08–12 — 5 in Go Kit*		PDF
Resource Request *rev. 2025–08–11 — 5 in Go Kit*	PDF	W
Road Closure *rev. 2025–08–12 — 5 in Go Kit*	PDF	W
Shelter Form *rev. 2025–08–12 — 5 in Go Kit*	PDF	W
Situation Report *rev. 2025–08–12 — 2 in Go Kit*	PDF	W
Windshield Survey *rev. 2025–08–12 — 5 in Go Kit*	PDF	W
All Go Kit Forms *rev. 2025–08–12*		ZIP
Role–Specific Forms *Resource Net, Hospital, RACES leader, ICS*		›

https://www.scc-ares-races.org/operations/forms/go-kit

FEMA ICS Forms

https://training.fema.gov/icsresource/icsforms.aspx

FEMA | Emergency Management Institute

Search...

ICS Forms

The downloadable, fillable pdf forms available on this page have been modified to comply with the Section 508 requirement that we accessible to people with disabilities.

Description	Size	File Type
ICS Form 201, Incident Briefing (v3).pdf	121.8KB	.pdf
ICS Form 202, Incident Objectives (v3).pdf	335.5KB	.pdf
ICS Form 203, Organization Assignment List (v3).pdf	62.3KB	.pdf
ICS Form 204, Assignment List (v3).pdf	47.7KB	.pdf
ICS Form 205, Incident Radio Communications Plan (v3).pdf	56.2KB	.pdf
ICS Form 205A, Communications List (v3).pdf	53.9KB	.pdf
ICS Form 206, Medical Plan (v3).pdf	105.1KB	.pdf
ICS Form 207, Incident Organization Chart (v3).pdf	36.4KB	.pdf
ICS Form 208, Safety Message-Plan (v3).pdf	27.6KB	.pdf
ICS Form 208HM, Site Safety and Control Plan (v3).pdf	455.5KB	.pdf
ICS Form 209, Incident Status Summary (v3).pdf	300KB	.pdf
ICS Form 210, Resource Status Change (v3).pdf	73.2KB	.pdf
ICS Form 211, Incident Check-In List (v3).pdf	77.6KB	.pdf
ICS Form 213, General Message (v3).pdf	26.2KB	.pdf
ICS Form 213RR, Resource Request Message (v3).pdf	44.2KB	.pdf

Available Cupertino Forms

https://www.cupertinoares.org/ccc/forms/index.html

Form Name	Version
CERT / ARK Forms	
COES100 Org Chart	2008
COES101 Assistance Request	2008
COES102 Help Desk Control No Assignment Log	2008
COES103 Planning & Intel Section Event Log	2008
COES104 Operations Section Event Log	2008
COES105 Situation Status / PSA	2021
COES106 Situation Status Rollup / Tracking	2021
COES107 T-Card (Cupertino version)	
COES108 Missing Person Form	2006
COES121 Check-in/Check-out	
COES122 Inventory Form	
COES123 Logistics Order Form	
COES134 Logistics Receipt Form	
COES213SS ARK SITSTAT Report Form	230827
MRC Forms	
COES109 - Patient Registration Log	090801
COES110 Patient Care Report	0508
COES111 Minor Injury Form	090801
COES112 Logistics Report	1.0608
COES113 Secondary Assessment Worksheet	1.0508
ICS206 Medical Plan	BASARC 3/98
NHAMCS-100 Ambulatory Medical Care	8-18-2004

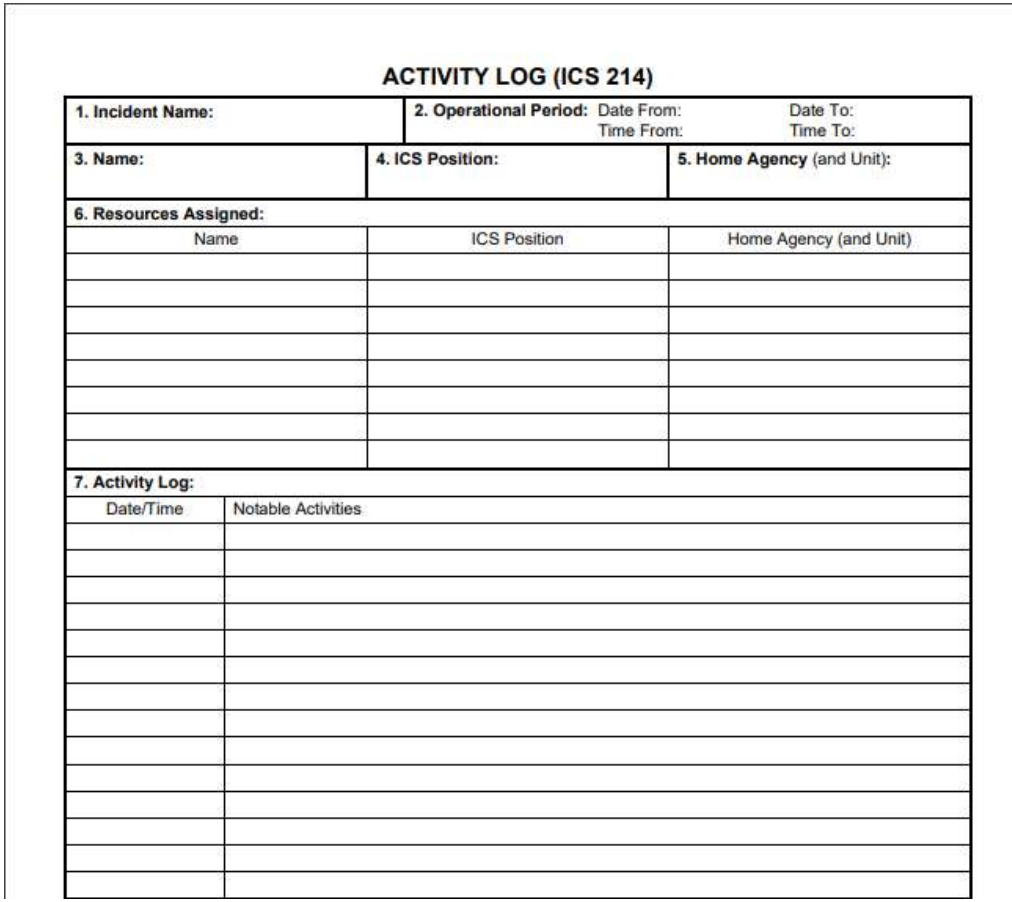
General Use Forms	
ICS201 Incident Briefing (short form)	060307
ICS201 Incident Briefing (page 1, page 2, page 3, page 4)	BASARC 3/98
ICS202 Incident Objectives	7/06
ICS204 Assignment List	7/06
ICS205 Incident Radio Communications Plan	060307
ICS207 Organization Chart	BASARC 3/98
ICS211B Check-in Log	210314
ICS214 Activity Log	2018
ICS214a-OS Personal Unit Log	000601
ICS219 T-Card	
SAR100 General Briefing, Generic Incident	BASARC 1/96
SAR100a General Briefing, Missing Person	BASARC 1/96
SAR104 Team Assignment	BASARC 1/96
SAR110 Team Debriefing	BASARC 1/96
SAR132 Urban Interview Log	BASARC 1/96
Disaster Service Worker Registration Forms	
DSW Form	OES 99 Revised 07/2011
COES Forms Map (.pdf) (.xls)	080708

What forms should you have?

ICS 214 Activity Log

CARES Field Comm Handbook, pg 16

- This is your personal log
- May also be used by unit leader
- Always start this form before leaving for assignment
- Common items for this form
  - Departure and arrival times with Odometer readings (last 3 digits)
  - Assignments
  - Contact information
  - Decisions and reasons
  - Informal messages (who, what)
  - Items requiring follow up
  - This may be the only form some field responders may need



ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:
3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

ICS 214 Activity Log

Example

UNIT LOG
ICS 214-SCCo
ARES/RACES

1. Incident Name and Activation Number	2. Operational Period (Date/Time)
Saratoga Fire CUP-21-14T	8/20/21 From: 0800 To: 8/20/21 1600

3. Unit Name / Tactical Call / Designators	4. Unit Leader (Name, Call Sign, ICS Position)
De Anza ARK	D. Jensen, KV6BC

5. Personnel Roster Assigned

Name	Call Sign	ICS Position	Home Base/City
<< This section only used by team leaders. >>			
<< Used when a group is dispatched together. >>			

6. ACTIVITY LOG

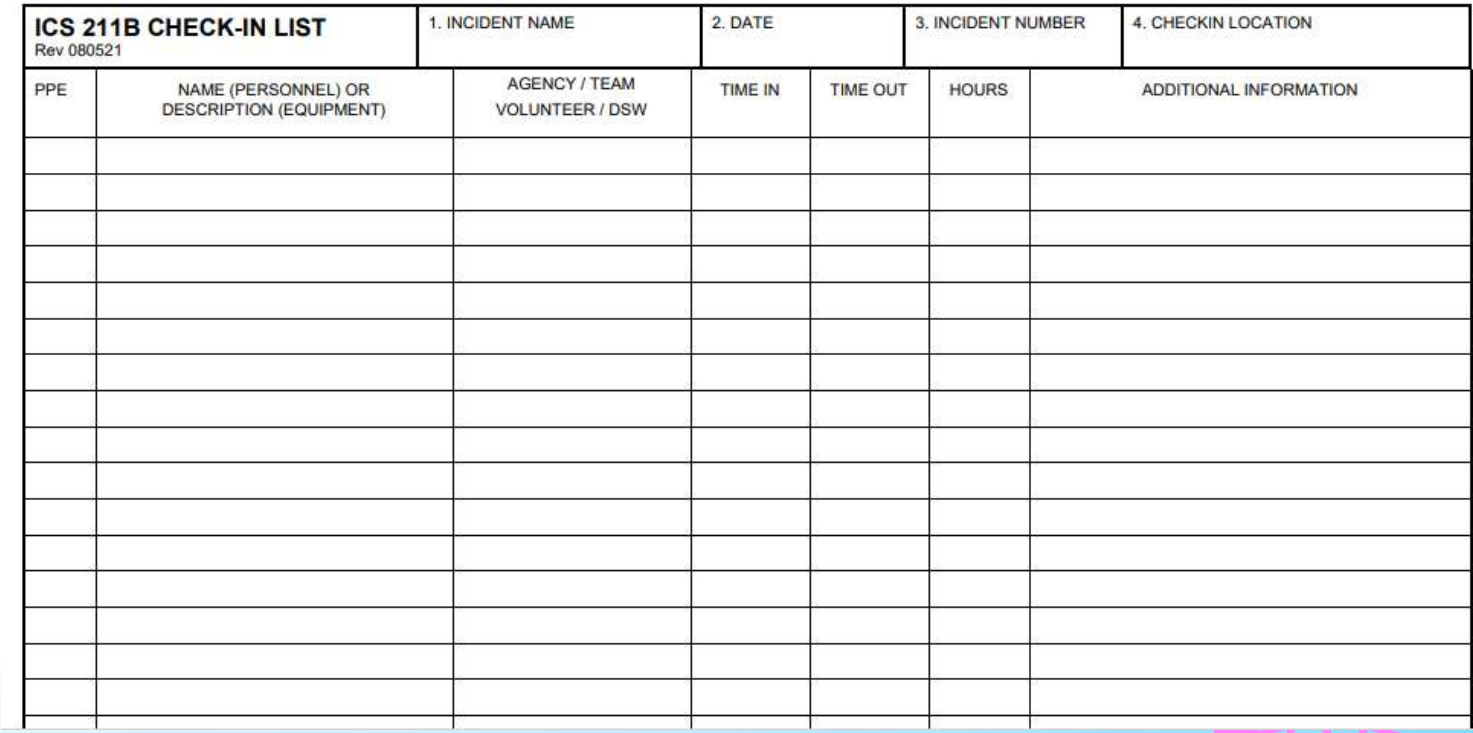
Time (24:00)	Major Activities & Events / Occasional Messages (indicate From / To / Msg# / Msg Text)
0715	Checked into the CARES Resource Net
0745	Received assignment: De Anza ARK
0755	Departed home, Prospect and Saratoga Avenue, San Jose, odometer 234
0810	Arrived at assignment, OD 236
0811	Checked out of the Resource Net, checked into Message net
0830	Station set up complete; see ICS-309

Dave Jensen

7. Prepared By (Name, Call Sign, ICS Position)	8. Date & Time Prepared	9.
Dave Jensen, KV6BC	8/20/2021 1630	Page 1 of 1

ICS 211B Check-in Sheet

- When you show up in person and an ICS 211B is in place, always sign in and out at your assignment
- If you are first at an assignment and others are expected, then start an ICS 211B
- Places you may encounter ICS 211B forms:
  - Check in location
  - EOC
  - Staging areas
  - Base
  - ICP
- You may sign in and out on different ICS 211Bs
- Include call sign



ICS 211B CHECK-IN LIST Rev 080521	1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER	4. CHECKIN LOCATION

PPE	NAME (PERSONNEL) OR DESCRIPTION (EQUIPMENT)	AGENCY / TEAM VOLUNTEER / DSW	TIME IN	TIME OUT	HOURS	ADDITIONAL INFORMATION

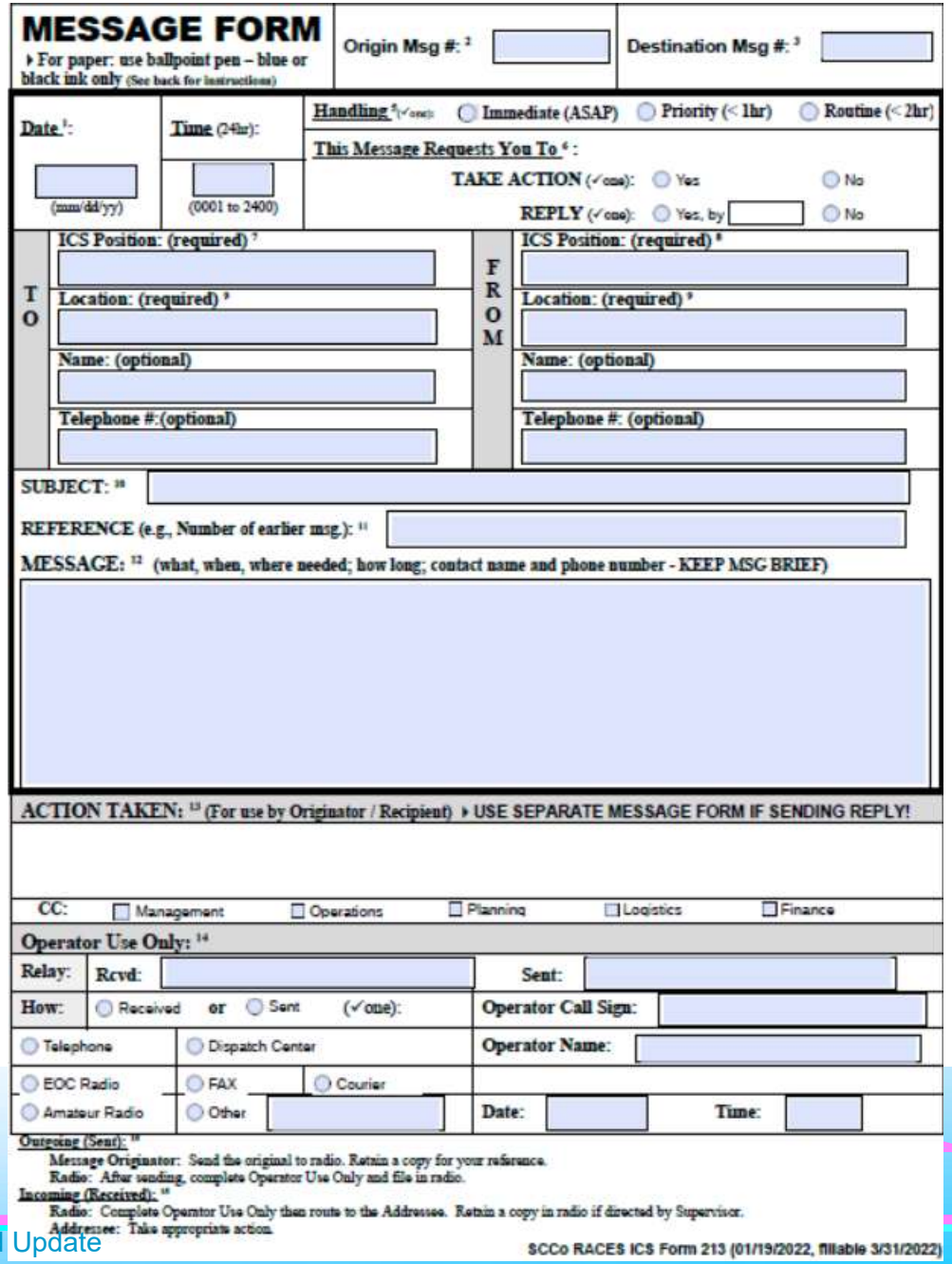
SCCo RACES ICS 213 Message Form

CARES Field Comm Handbook, pg 20

- **SCCo ICS 213** is used within the County for sending 3rd party messages.

County Specifics

- Sending station assigns the Origin Msg #.
- Receiving station assigns the Destination Msg #.



MESSAGE FORM

For paper: use ballpoint pen – blue or black ink only (See back for instructions)

Origin Msg #: [2]

Destination Msg #: [3]

Date [1]: (mm/dd/yy)

Time (24hr): (0001 to 2400)

Handling [5] (✓one): Immediate (ASAP) Priority (< 1hr) Routine (< 2hr)

This Message Requests You To [6]:

TAKE ACTION (✓one): Yes No

REPLY (✓one): Yes, by No

TO

ICS Position: (required) [7]

Location: (required) [8]

Name: (optional)

Telephone #:(optional)

FROM

ICS Position: (required) [8]

Location: (required) [8]

Name: (optional)

Telephone #: (optional)

SUBJECT: [10]

REFERENCE (e.g., Number of earlier msg.): [11]

MESSAGE: [12] (what, when, where needed; how long; contact name and phone number - KEEP MSG BRIEF)

ACTION TAKEN: [13] (For use by Originator / Recipient) ▸ USE SEPARATE MESSAGE FORM IF SENDING REPLY!

CC: Management Operations Planning Logistics Finance

Operator Use Only: [14]

Relay: Rcvd: Sent:

How: Received or Sent (✓one): Operator Call Sign:

Telephone Dispatch Center Operator Name:

EOC Radio FAX Courier

Amateur Radio Other Date: Time:

Outgoing (Sent): [15]

Message Originator: Send the original to radio. Retain a copy for your reference.

Radio: After sending, complete Operator Use Only and file in radio.

Incoming (Received): [16]

Radio: Complete Operator Use Only then route to the Addressee. Retain a copy in radio if directed by Supervisor.

Addressee: Take appropriate action.

SCCo RACES ICS Form 213 (01/19/2022, fillable 3/31/2022)

COES 213SR Smoke Report

CARES Field Comm Handbook, pg 22

- This is a specialized form for ember watch events or making smoke observations.
- CARES would be activated specially for these events.
- Allows for collection of specific information
- Pass information in logical groups, from left-to-right, top-to-bottom.

Smoke Report Form

1. Location:		**2. Message No:**
3. Bearing: degrees	**4. Is it a column?** (circle one) yes no	**5. Size:** (circle one) small medium large
6. Color: (circle one) white grey black yellow _____		**7. Is it building?** (circle one) yes no
8. Other: (direction of drift, distance estimate,)		

9. Operator Use Only (do not transmit this section with the message):

Action: Sent Received (circle one)

Method: Telephone EOC Radio Courier Amateur Radio Packet Other _____

Operator Call Sign: _____

Operator Name: _____

Date/Time: _____

Signature: _____

CUP ICS 213 Smoke Report Form v210314

COES 213SR Smoke report

Example

Smoke Report Form

1. Location: Main Street		**2. Message No:** 31
3. Bearing: 228.5 degrees	**4. Is it a column?** (circle one) yes (no)	**5. Size:** (circle one) small (medium) large
6. Color: (circle one) white (grey) black yellow _____		**7. Is it building?** (circle one) (yes) no
8. Other: (direction of drift, distance estimate,) Drifting West		

9. Operator Use Only (do not transmit this section with the message):

Action: (Sent) Received (circle one)

Method: Telephone EOC Radio Courier Amateur Radio Packet Other _____

Operator Call Sign: KJ6ABC

Operator Name: Mike Miller

Date/Time: 5/12/2021

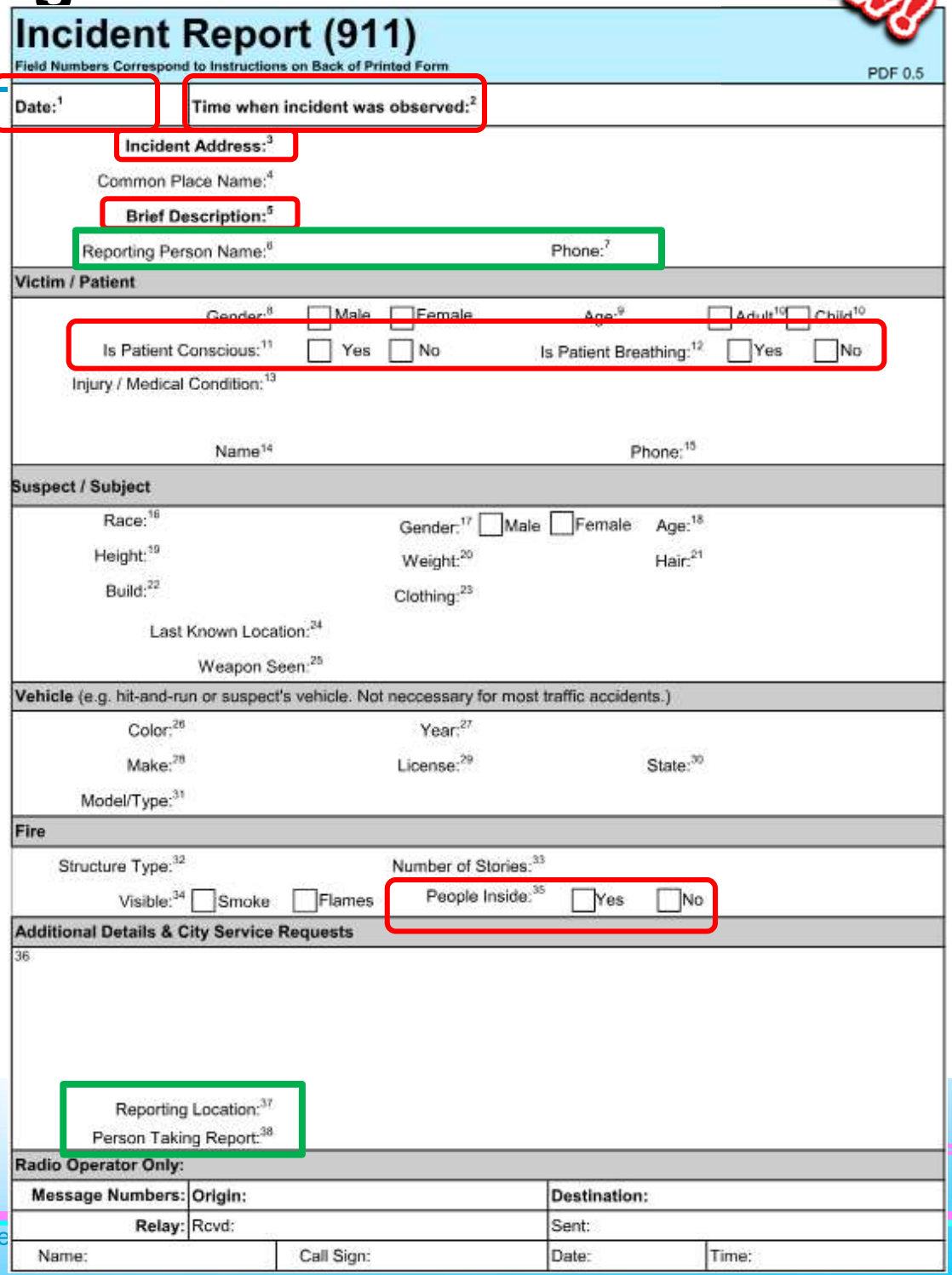
Signature: Mike Miller

CUP ICS 213 Smoke Report Form v210314

911 Incident Reporting Form

Field Comm Handbook, pg 24

- Adopted by a few cities.
- Replaces our ALT911 program.
- Not every field needs to be filled out.
- If available, send by packet. Otherwise, send it by voice.
- Sending by voice, say the field number and its content. Skip blank fields or say blank.
- Six (6) required fields.
- Four (4) 'nice-to-have' fields
- Addresses FIRE, MED, LAW, and CITY issues.



NEW!

Incident Report (911)

Field Numbers Correspond to Instructions on Back of Printed Form

PDF 0.5

Date:[1] | Time when incident was observed:[2]

Incident Address:[3]

Common Place Name:[4]

Brief Description:[5]

Reporting Person Name:[6] Phone:[7]

Victim / Patient

Gender:[8] ☐ Male ☐ Female Age:[9] ☐ Adult[10] ☐ Child[10]

Is Patient Conscious:[11] ☐ Yes ☐ No Is Patient Breathing:[12] ☐ Yes ☐ No

Injury / Medical Condition:[13]

Name[14] Phone:[15]

Suspect / Subject

Race:[16] Gender:[17] ☐ Male ☐ Female Age:[18]

Height:[19] Weight:[20] Hair:[21]

Build:[22] Clothing:[23]

Last Known Location:[24]

Weapon Seen:[25]

Vehicle (e.g. hit-and-run or suspect's vehicle. Not neccessary for most traffic accidents.)

Color:[26] Year:[27]

Make:[28] License:[29] State:[30]

Model/Type:[31]

Fire

Structure Type:[32] Number of Stories:[33]

Visible:[34] ☐ Smoke ☐ Flames People Inside:[35] ☐ Yes ☐ No

Additional Details & City Service Requests

36

Reporting Location:[37]

Person Taking Report:[38]

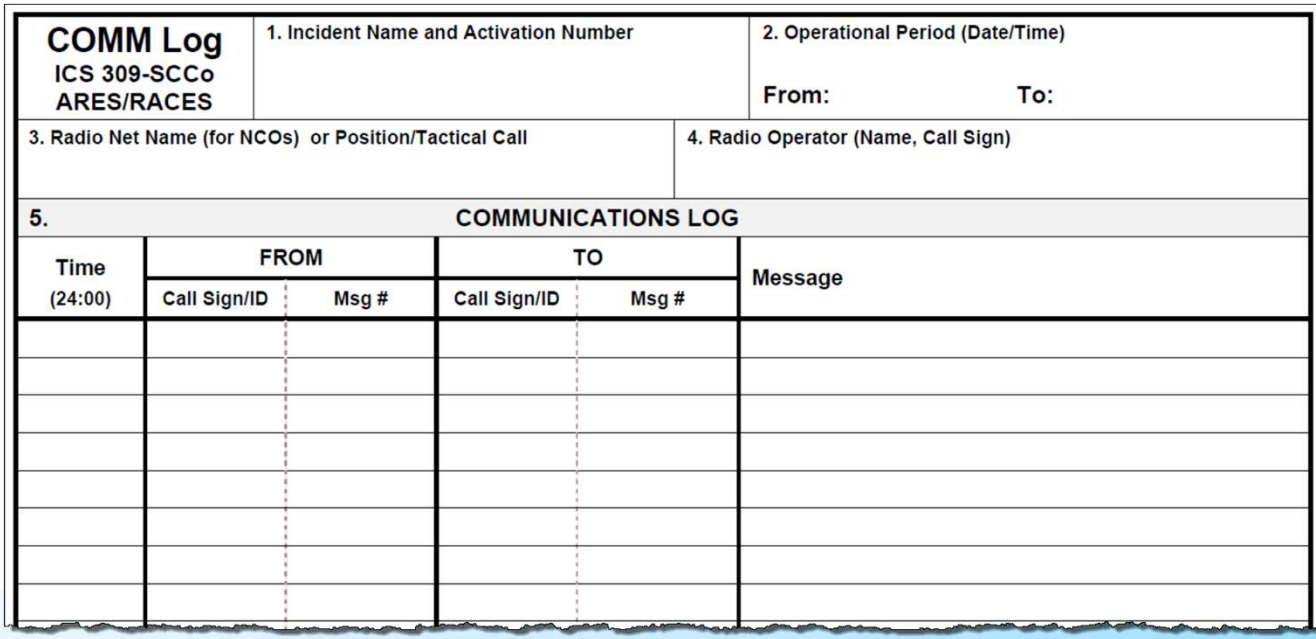
Radio Operator Only:

Message Numbers:	Origin:	Destination:	
Relay:	Rcvd:	Sent:	
Name:	Call Sign:	Date:	Time:

ICS 309 Communications Log

CARES Field Comm Handbook, pg 18

- ***Documents Message Traffic.*** Provides a detailed, running record of all significant radio transmissions and message traffic during an emergency or exercise.
- ***Provides History.*** Creates a vital historical reference for incident documentation and after-action reports.
- ***Ensures Accountability.*** Documents which operators handled specific communications during their shift.
- ***Maintained*** by net control and individual radio operators



COMM Log ICS 309-SCCo ARES/RACES	1. Incident Name and Activation Number	2. Operational Period (Date/Time) From: To:
3. Radio Net Name (for NCOs) or Position/Tactical Call		4. Radio Operator (Name, Call Sign)

5. COMMUNICATIONS LOG

Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	

ICS 309 Communications Log

Example

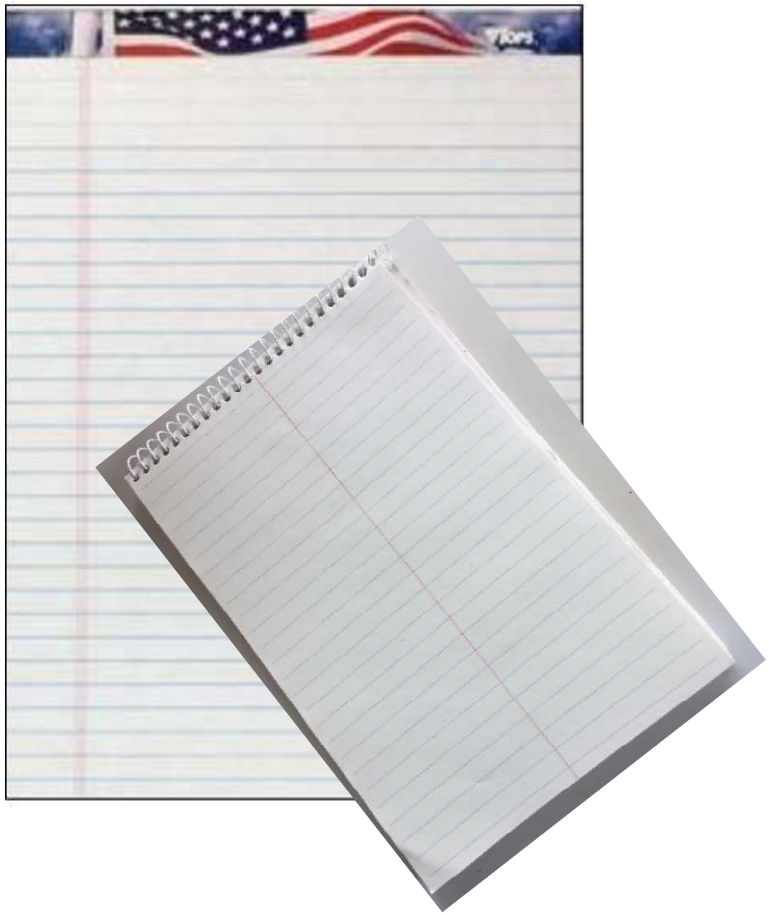
COMM Log ICS 309-SCCo ARES/RACES	1. Incident Name and Activation Number Saratoga Fire CUP-21-14T	2. Operational Period (Date/Time) 8/20/21 8/20/21 From: 0800 To: 1600
3. Radio Net Name (for NCOs) or Position/Tactical Call DeAnza ARK		4. Radio Operator (Name, Call Sign) D. Jensen KV6BC

5. COMMUNICATIONS LOG

Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
0900			NC		Check-in, Message net
0913			NC	28	[213] Transport Request
0915	NC				H&W
0945	NC			47	request next shift staffing plan
0955			NC	51	[213] site status report
1015	NC				H&W
...					
1600			NC		Check-out

Form 1…when all else fails

- A simple writing tablet works
- Lots of uses
  - Writing down assignment
  - Writing down activation number
  - Copying directions
  - Informal notes and messages
  - Scratch paper –
  - Food and drink orders for the team
- When you run out of the right form
- Turn in **all** paperwork to your supervisor at the end of your shift…
  - Include your name, signature, location.
  - (yes, even informal notes!)

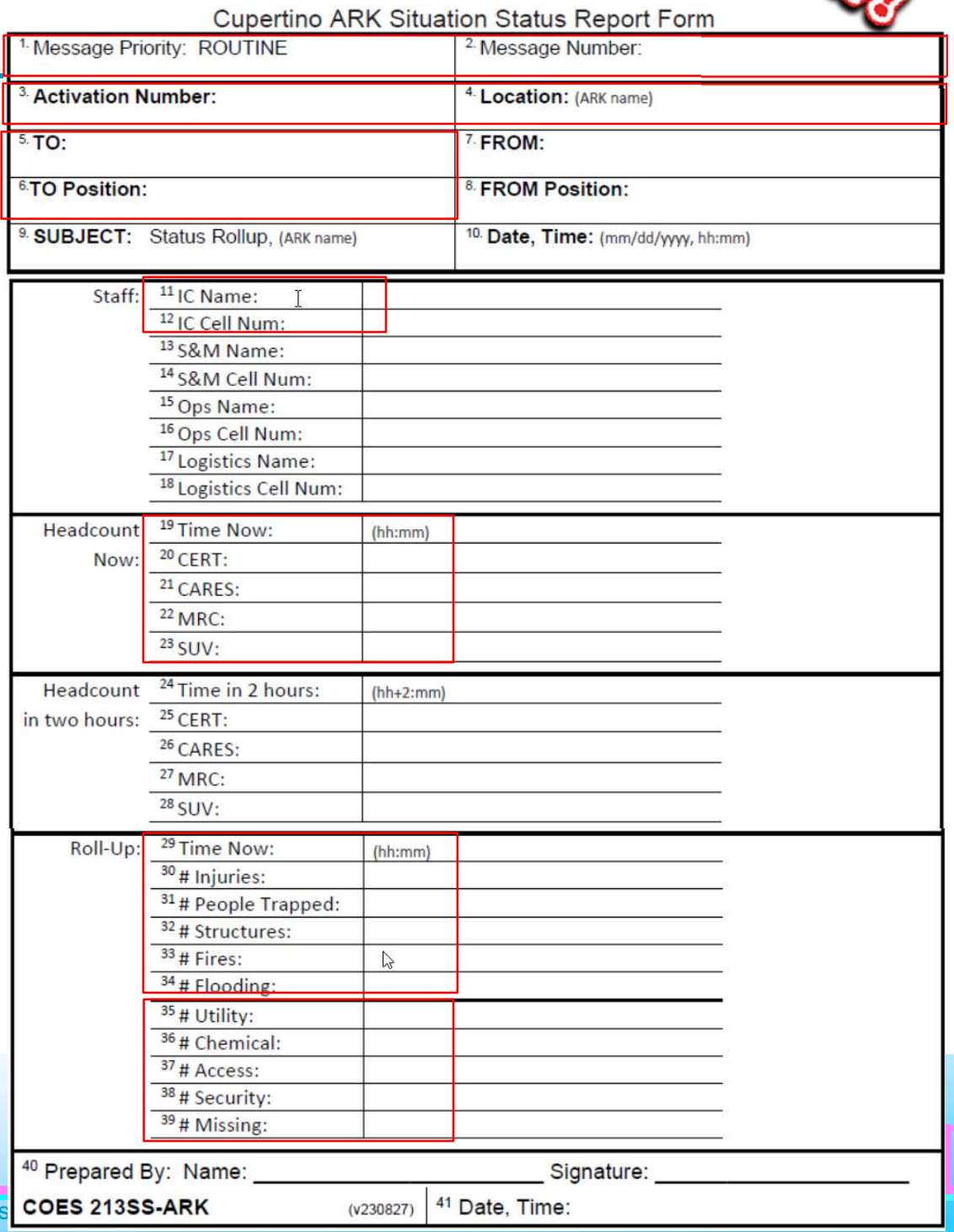


Other forms you may encounter

COES ICS 213SS-ARK Sit Stat

NEW!

- This is a form you may see if assigned at an ARK; no need to have this in your go-kit.
- The ARK IC will hand you the filled-out form.
- If available, send the message by packet. Otherwise, send it by voice.
- Send fields 1 through 39.
- When sending, say the field number and its content. Skip blank fields or say blank.
- Look for logical groupings to send, then break.



Cupertino ARK Situation Status Report Form

1. Message Priority: ROUTINE	2. Message Number:
3. **Activation Number:**	4. **Location:** (ARK name)
5. **TO:**	7. **FROM:**
6. **TO Position:**	8. **FROM Position:**
9. **SUBJECT:** Status Rollup, (ARK name)	10. **Date, Time:** (mm/dd/yyyy, hh:mm)

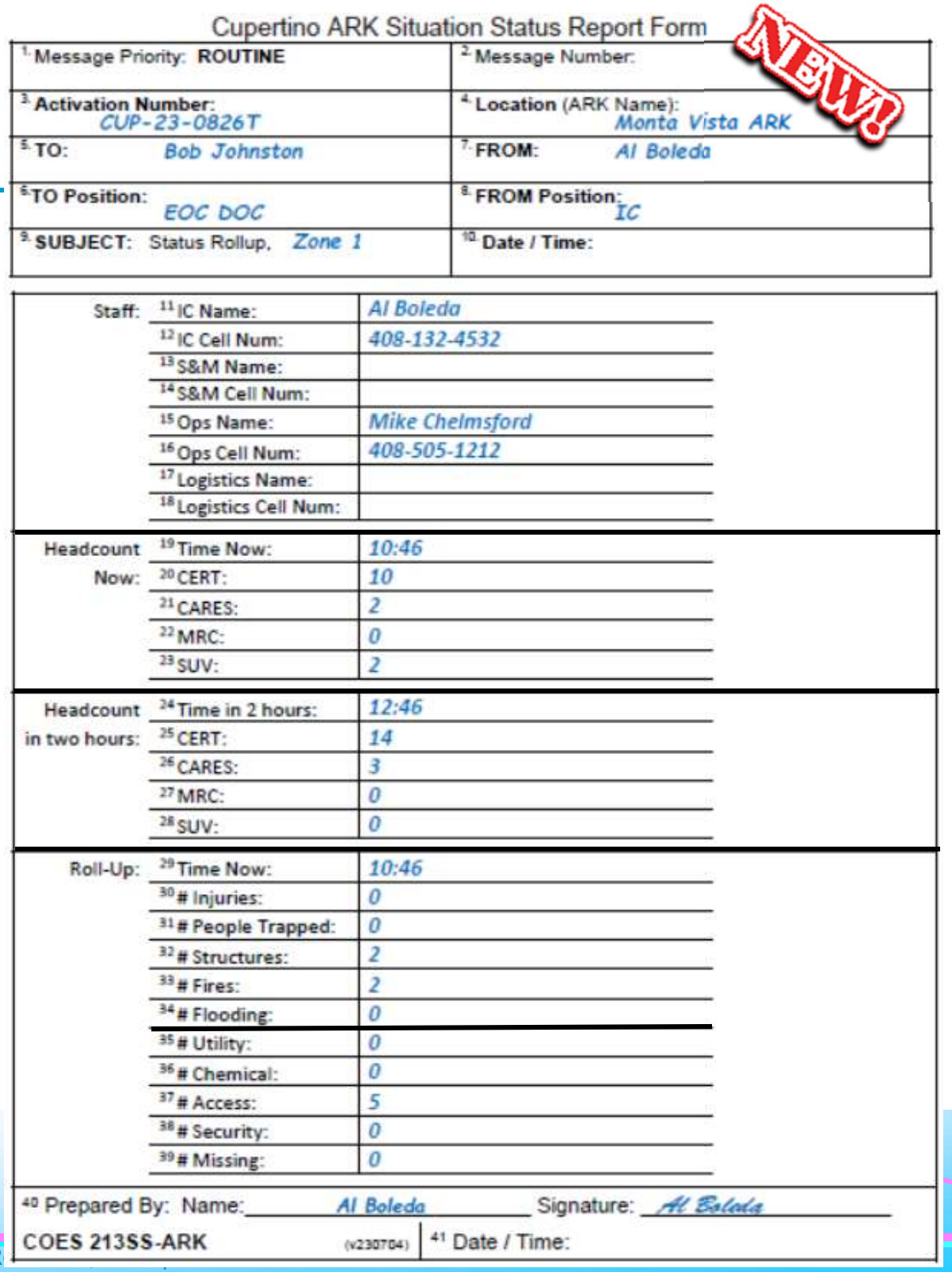
Staff:	11 IC Name:	
	12 IC Cell Num:	
	13 S&M Name:	
	14 S&M Cell Num:	
	15 Ops Name:	
	16 Ops Cell Num:	
	17 Logistics Name:	
	18 Logistics Cell Num:	
Headcount Now:	19 Time Now:	(hh:mm)
	20 CERT:	
	21 CARES:	
	22 MRC:	
	23 SUV:	
Headcount in two hours:	24 Time in 2 hours:	(hh+2:mm)
	25 CERT:	
	26 CARES:	
	27 MRC:	
	28 SUV:	
Roll-Up:	29 Time Now:	(hh:mm)
	30 # Injuries:	
	31 # People Trapped:	
	32 # Structures:	
	33 # Fires:	
	34 # Flooding:	
	35 # Utility:	
	36 # Chemical:	
	37 # Access:	
	38 # Security:	
	39 # Missing:	

40 Prepared By: Name: _____ Signature: _____

COES 213SS-ARK (v230827) | 41 Date, Time:

COES ICS 213SS-ARK Sit Stat

Example



Cupertino ARK Situation Status Report Form

NEW!

1. Message Priority: ROUTINE	2. Message Number:
3. Activation Number: CUP-23-0826T	4. Location (ARK Name): Monta Vista ARK
5. TO: Bob Johnston	7. FROM: Al Boleda
6. TO Position: EOC DOC	8. FROM Position: IC
9. SUBJECT: Status Rollup, Zone 1	10. Date / Time:

Staff:	11 IC Name:	Al Boleda
	12 IC Cell Num:	408-132-4532
	13 S&M Name:	
	14 S&M Cell Num:	
	15 Ops Name:	Mike Chelmsford
	16 Ops Cell Num:	408-505-1212
	17 Logistics Name:	
	18 Logistics Cell Num:	
Headcount Now:	19 Time Now:	10:46
	20 CERT:	10
	21 CARES:	2
	22 MRC:	0
	23 SUV:	2
Headcount in two hours:	24 Time in 2 hours:	12:46
	25 CERT:	14
	26 CARES:	3
	27 MRC:	0
	28 SUV:	0
Roll-Up:	29 Time Now:	10:46
	30 # Injuries:	0
	31 # People Trapped:	0
	32 # Structures:	2
	33 # Fires:	2
	34 # Flooding:	0
	35 # Utility:	0
	36 # Chemical:	0
	37 # Access:	5
	38 # Security:	0
	39 # Missing:	0

40 Prepared By: Name: Al Boleda Signature: Al Boleda

COES 213SS-ARK (v230704) | 41 Date / Time:

ICS 221 Demob Check-out

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name		2. Incident Number:	
3. Planned Release Date/Time	4. Resource or Personnel Released:		5. Order Request Number

6. Resource or Personnel

	Area	Reference	Name	Signature
☐	a. City-Issued Equipment			
☐	b. City-issued consumables to be replenished			
☐	c. Requests for personal reimbursement			
☐	d. Turn in, verify all Forms and Logs			
☐	e. Injury, health, and welfare check			

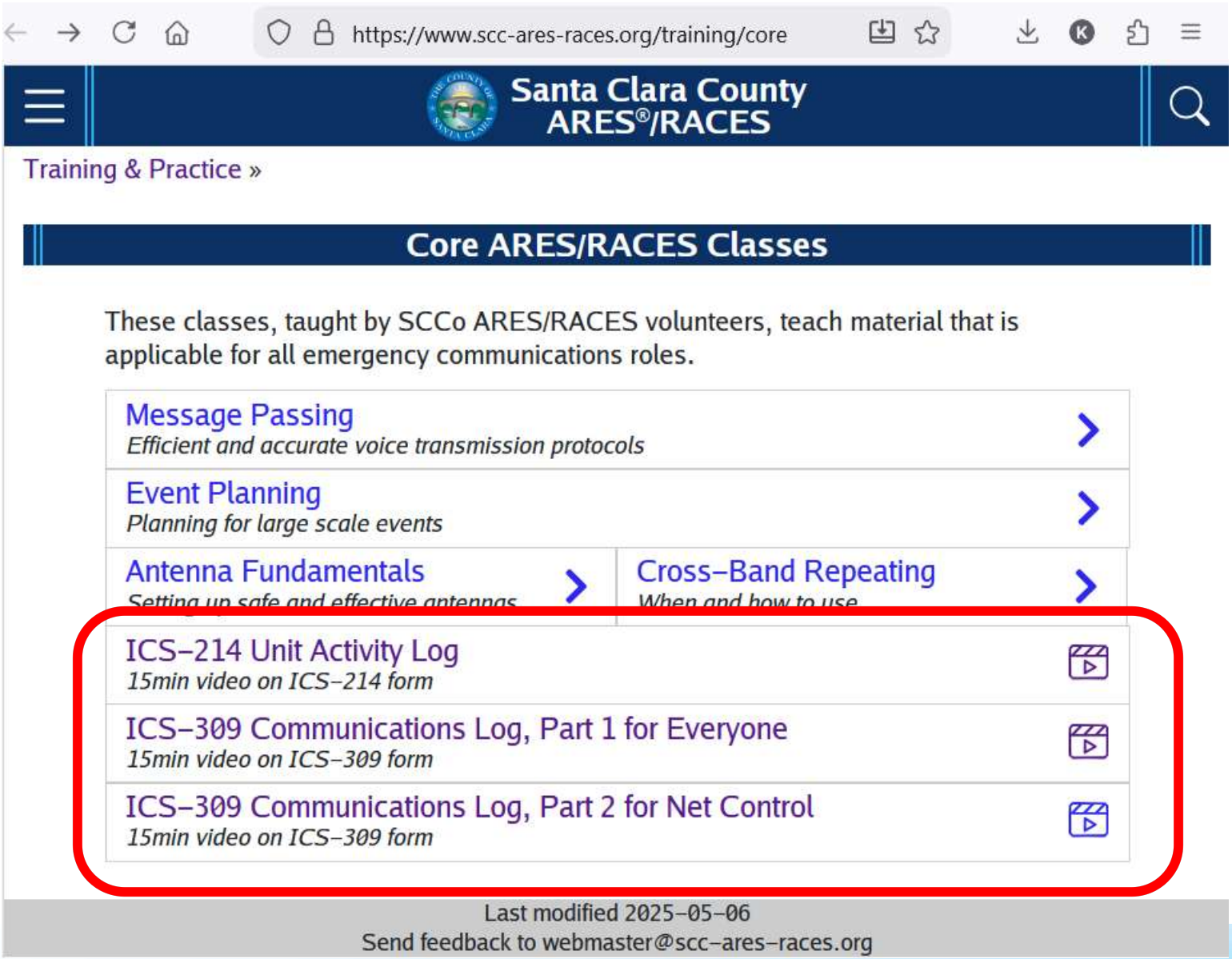
7. Remarks

Series of Forms

- **Incident Action Plan forms we may use**
  - ICS 201 – Incident briefing
  - ICS 202 – Incident objectives
  - ICS 203 – Organization Assignment List
  - ICS 204 – Assignment list
  - ICS 205 – Incident radio communications plan
  - ICS 206 – Incident medical plan
  - ICS 207 – Organization Chart
  - ICS 208 – Site Safety Plan

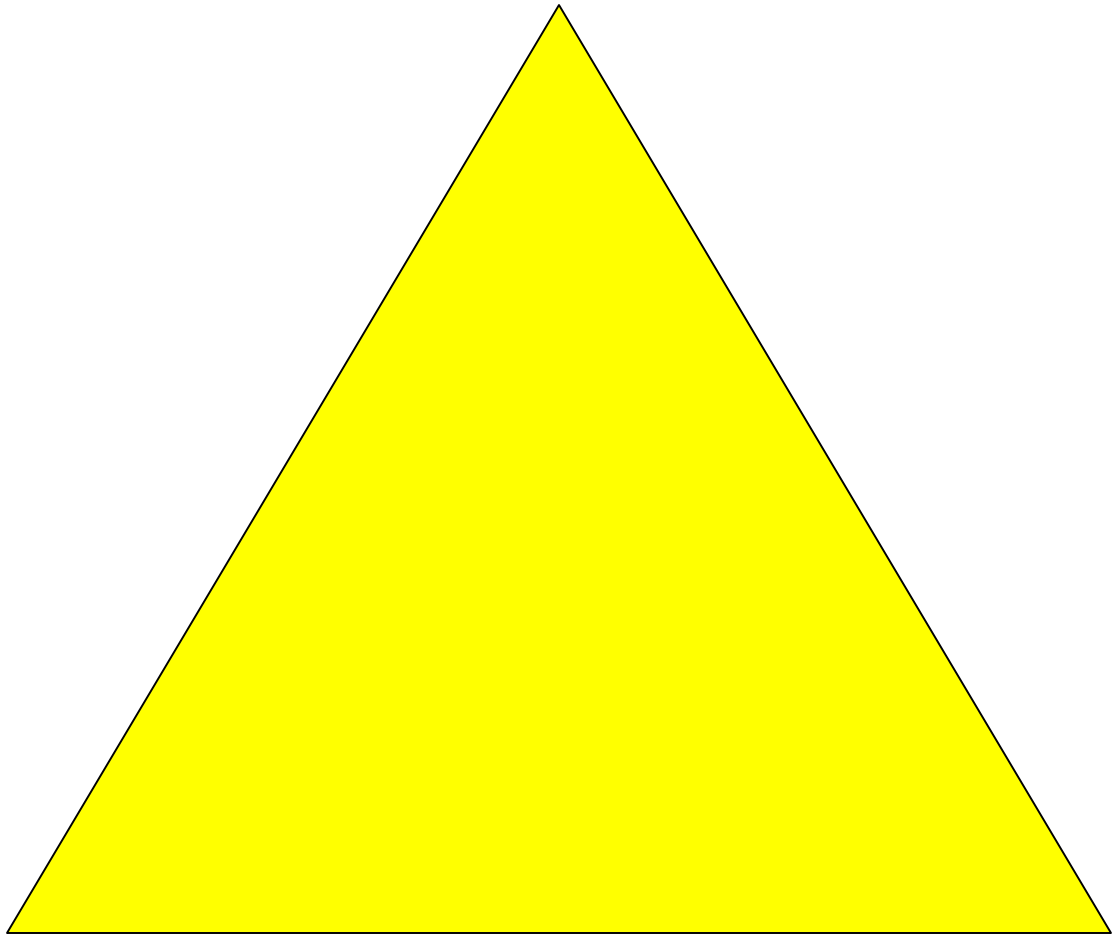
SCC RACES Forms Video Training

https://www.scc-ares-races.org/training/core



Next Steps

1. Make sureyou have the latest *CARES Field Communications Handbook* (April 2025) with updated forms, on-air exchange text, and samples filled in.
2. Check out the CARES website for the list of forms you should have… www.cupertinoares.org/forms.
3. Download and have several copies of these forms in your go-kit.
4. All forms have instructions on the reverse side. Spend some time reading and familiarize yourself with them.

Thank you

Any Questions?