**Booth Instructions**

1. Collect a transportation ticket
2. Verify they have their IDs. If they don’t have all 3 IDs (State ID, Social Security, and Birth Certificate) you cannot help them.
3. Spread UA cards out and let them pick the one they want (remember to collect the card back from the participant)
4. If they present a wild card - keep the wild card and mark on their life card that they took care of it
5. Remember- check marks represent positive interactions and x's represent negative
6. No agency can cash/accept checks except for the bank.

**Probation Instructions**

* You will collect a $30 supervision fee at one of their visits. Check 🗹 in the box if they reported and were free to go. Place two 🗹 if they reported and paid their fee. Place an 🗷 in the box if they reported and were referred to court.
* Write their name on the notepad verifying that they reported as instructed. Place a 🗹 on the checklist for those that reported and were free to go and an 🗷 for those who you refer to court.
* You will look at the boxes on their Life Card to see if they followed their instructions to attend treatment, submit UA, etc.
* If they come for a UA test they must draw a card to get their results. Then place 🗹 if they get a negative but a 🗷 if they get a positive on it.
* Week One – Names that begin with A, L, J, B, S & F are required to visit.
* Week Two – Names that begin with R, D, J, B, N, & K are required to visit
* Week Three – Names that begin with A, L, J, B, S, & F are required to visit.
* Week Four – Names that begin with A, L, J, B, S, F, W, & C are required to visit.

\*\*\*On the participant's Life Cards: 🗹 represents a good transaction

🗷 represents a negative transaction

\*\* It is not possible to predict every scenario that you may see. Please have fun with your role and keep in mind we want participants to understand the struggle associated with the return to society.

**Probation Box Inventory**

Please verify that all items are in your box.   
Contact a facilitator if anything is missing

* Ink Pen
* UA results cards
* Notepad for Taking Notes
* Money
* Name displays for table
* Instructions



Mark a 🗷 or 🗹

If they complete a “Wild Card” at your booth, put a 🗹