**Curriculum Reinforcements Ordering Procedures for Bingocize® NC**

Facilities schedule Bingocize® at varying frequencies. Quantities of curriculum reinforcements (CR…also known as prizes) needed will vary from facility-to-facility and from quarter-to-quarter, depending on attendance and frequency of sessions.

Given these variables, the following CR ordering procedures will be followed:

1. Facilities will submit a CR order one month prior to their CRs running out.
2. Facilities will use the attached order form and/or may email an Amazon wish list to the project coordinator.
3. Each facility has a $150 allowance per quarter (every three months) for CRs.
4. When CRs are shipped from WCU, a packing list will be enclosed so leaders can figure values of each CR. WKU Bingocize® headquarters recommends $4 to $5 per CR.
5. The funder requires the CRs to not be items the CNF is required to supply residents. They can be upgrades of bodywash, shampoo, etc or special treats and useful items.
6. The grant is intended to enrich the quality of life for CNF residents, so choose items that bring comfort, joy, practical use and then allow residents to determine what best suits them when they win and choose prizes.
7. The project coordinator will NOT be automatically ordering CRs or making inquiries as to your supply levels; please mark your calendars to check supplies and let WCU know before you run out of CRs. **Your contact via email will initiate another CR supply.**

Reminders from your contract:

1. Agree to use the provided Curriculum Reinforcements for Bingocize® sessions only.
2. Provide secure storage of all program equipment.

Thank you.

To order email:

slipscomb@wcu.edu