Assembling your ASAP Safety Officer Manual

1. COVER INSERT (first page): Insert page into the clear window on the front of the binder.

2. SPINE INSERT (shown left): Cut off the dashed lines and insert into the clear window along the spine of your binder.

3. PROGRAM INSERTS (remaining pages and tabs): The updated manual pages have been collated, 3-hole drilled and are ready to put into a clear-view three-ring binder.

4. FUTURE UPDATED MATERIALS: You will periodically receive revised pages and additional inserts for your manual. They will be clearly marked as to where to place them in your ASAP binder.

We hope these materials will “help make it safer for the kids.”