Equipment and Supply List 2023

Use this list to calculate your supplies cost for your discipline. Unused, non-disposable items should be collected at the end of the event and stored under lock and key to support future events. When filling this information out for future events, conduct an inventory to determine what items you will or will need to obtain for your next event.

Contact Fit Feet Practice Manager for additional Guidance

Fit Feet

Standard Supply Item	Example Picture	Recommendations/Comments	Quantity Advised	Available From	Estimated Cost
Signage & Forms/Prinatble Materials					
Banners - Fit Feet		ensure proper branding (including program name and sponsors) - check with FitFeet manager	2	Horizonal banner available from SOI OR Local printing required Found in Branding Link on SOI FUNfitness Resources Website	varies for location & type generally up to $100 - $200 (for retractable banners)
Signage for each station	varies	indicates where athelets are to go next and keeps flow of screening	1 per station	Local Prinitng, Found in Branding Link on SOI FUNfitness Resources Website	varies based on local printing
Check In					
Station 1 *- Biomechanics, Joint Range of Motion, Skin, Nail and Toe versus Biomechanical, Structural and Dermatological Exam*					
Station 2 - *Shoe and Sock Exam and Shoe Size Measurement*					
Education/Check Out					
Exit					
HAS Form (if not using tablets)		printed to track progress through screen and inidcate need for referrals. *Only use printed form IF not using tablets*	1 per athelete	Print Locally SOI Fit Feet Resources website.	varies based on local printing
Fit Feet Flipbook	see manual	This gives instructions for volunteers at each station to reference if needed during screening	1 per station	Print Locally SOI Fit Feet Resources website.	
Handouts: Foot Care, Nail Care, Skin Care & referece to resource/myhealth website		to provide to atheletes pending their results from HAS form at education station	1 per athlete	Print Locally SOI Fit Feet Resources website.	
Athlete Fitness Scorecards		to provdie athelete with outcome of screen and inidicate needs for referals	1 per athlete	Print Locally SOI Fit Feet Resources website.	

Screening Station Supplies					
Straight Back Chairs		need stable chairs for waiting area, check in/out and stations	60-70	*Contact Health Program Manager to procure from venue*	
Tables		Utilized for check in, check out, exit, data table (if have), and 1 per station *suggest using 183cm (6 ft) tables*	6-8 tables	*Contact Health Program Manager to procure from venue*	
Table Cloths		used to cover tables in various tables at stations	6-8 (match # of tables utilized)	local store/online (e.g amazon)	varies please indicate if branding included for justification up higher costs
Knee pads or Foam pads		for exmainers to utilize while completing exam	1 per clinical volunteer	local store/online (e.g amazon)	vaires
gloves (latex free) - small, medium and large		used during examination/screening by clincial voluneteers	max # of volunteers x 1/3 of atheletes = # of gloves needed	performance health local store/online (e.g amazon)	vaires
retractable or paper tape measure		mark off 20 ft for gait analysis	1	local store/online (e.g amazon)	varies
Brannock Shoe Measuring Device		used to measure shoe size	6 -8 per 100 athelets (2 adult female, 2 adult male, 2 childrens)	performance health local store/online (e.g amazon)	vaires *generally perfer mid range quality to ensure lasting for multiple events (e.g ~ $60 - 80)*
Optional Screening Supplies as Appropriate					
stools to sit on (examiers)		optional use for examiners to utilize during foot exam	1 per clincal volunteer in screening station	performance health local store/online (e.g amazon)	varies
Shoe/Foot covers or Slippers		athelets will be barefoot at times and this will give covering between stations	1 per athelete	local store/online (e.g amazon)	varies
Shoe Storage		for athletes to store shoes during screen	1 per athelete	local store/online (e.g amazon)	varies
Indoor/Outdoor Carpet (3' x 20')		used for gait analysis if venue allows to indicate length walking	1	local store/online (e.g amazon)	varies
Pressure Mapping System (MatScan) ***Laptop and mouse*** ***power strip*** ***printer and printer paper***		OPTIONAL USE ONLY for gait analysis and foot measuring *(note: metrics found MUST match metrics on HAS that is reported if NOT using MatScan)*	1 unit	varies	varies

General Supplies					
Name Badges for Volunteers		to idenifty team memebers	1 per volunteer and CD	local store/online (e.g amazon)	varies
Storage box/bin		to put paper forms in to transport	1		
Office Supplies	*Suggest having 1 kit with all your office supplies that you can use for each event.*				
pens/pencils (only needed if no tablet)		to fill out any paper forms/documents as needed	varies		
clipboards (only if no tablets)		for HAS and score cards as needed	20 per 100 atheletes		
tape (packing,masking, ducktape)		for hanging signs/packing boxes	2 roll each		
stapler & staples / paper clips		to complie all education material for athlete	per education material/HAS		
zip-ties or string		for hanging signs	1 box/roll		
scissors		cutting tape and prep of day	1		
Hand Santitizer		help with hand hygeine between volunteers and atheletes and between stations	1-2 per station)		
Disenfectent Wipes		used to clean materials/equipments	1 per station		
Paper Towels		to use between patients and exams	1 roll per station		
Trash Bags		clean up and for waste during screenings	1-2 per station		varies
Name Badges/Tags		to provide volunteers for day of operations	1 per volunteer		varies
Athlete Educational Giveaway Items					
Sneaker Balls		These are examples. Work with local companies to see what you might be able to get donated.	1 per athelete	Varies	Varies
Shoe Laces					
Podometer					
Shoes					
Socks					
Inserts					
Shoe vouchers/coupns		great way to connect athelets to get proper footwear for sport or proper sizing			