

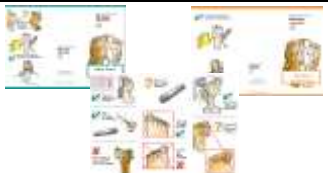






Equipment and Supply List 2023








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/Printable Materials					
Banners - Fit Feet		ensure proper branding (including program name and sponsors) - check with FitFeet manager	2	Horizontal 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 athletes are to go next and keeps flow of screening	1 per station	Local Printing, Found in Branding Link on SOI FUNfitness Resources Website	varies based on local printing
<i>Check In</i>					
<i>Station 1 - Biomechanics, Joint Range of Motion, Skin, Nail and Toe versus Biomechanical, Structural and Dermatological Exam</i>					
<i>Station 2 - Shoe and Sock Exam and Shoe Size Measurement</i>					
<i>Education/Check Out</i>					
	<i>Exit</i>				
HAS Form (if not using tablets)		printed to track progress through screen and indicate need for referrals. <i>Only use printed form IF not using tablets</i>	1 per athlete	Print Locally SOI Fit Feet Resources website.	
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 & referce to resource/myhealth website		to provide to athletes pending their results from HAS form at education station	1 per athlete	Print Locally SOI Fit Feet Resources website.	varies based on local printing
Athlete Fitness Scorecards		to provide athlete with outcome of screen and indicate needs for referrals	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 <i>suggest using 183cm (6 ft) tables</i>	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 examiners 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 clinical volunteers	max # of volunteers x 1/3 of athletes = # 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 athletes (2 adult female, 2 adult male, 2 childrens)	performance health local store/online (e.g amazon)	vaires <i>generally prefer mid range quality to ensure lasting for multiple events (e.g ~ \$60 - 80)</i>	
Optional Screening Supplies as Appropriate						
stools to sit on (examiers)		optional use for examiners to utilize during foot exam	1 per clinical volunteer in screening station	performance health local store/online (e.g amazon)	varies	
Shoe/Foot covers or Slippers		athletes will be barefoot at times and this will give covering between stations	1 per athlete	local store/online (e.g amazon)	varies	
Shoe Storage		for athletes to store shoes during screen	1 per athlete	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)		OPTIONAL USE ONLY for gait analysis and foot measuring <i>(note: metrics found MUST match metrics on HAS that is reported if NOT using MatScan)</i>	1 unit	varies	varies	
Laptop and mouse						
power strip						
printer and printer paper						

General Supplies					
Name Badges for Volunteers		to identify team members	1 per volunteer and CD		
Storage box/bin		to put paper forms in to transport	1		
Office Supplies	<i>Suggest having 1 kit with all your office supplies that you can use for each event.</i>				
<i>pens/pencils (only needed if no tablet)</i>		to fill out any paper forms/documents as needed	varies	local store/online (e.g amazon)	varies
<i>clipboards (only if no tablets)</i>		for HAS and score cards as needed	20 per 100 athletes		
<i>tape (packing, masking, ducttape)</i>		for hanging signs/packing boxes	2 roll each		
<i>stapler & staples / paper clips</i>		to compile all education material for athlete	per education material/HAS		
<i>zip-ties or string</i>		for hanging signs	1 box/roll		
<i>scissors</i>		cutting tape and prep of day	1		
Hand Sanitizer		help with hand hygiene between volunteers and athletes and between stations	1-2 per station)		
Disinfectant 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 athlete	Varies	Varies
Shoe Laces					
Podometer					
Shoes					
Socks					
Inserts		great way to connect athletes to get proper footwear for sport or proper sizing			
Shoe vouchers/coupons					