Foster Bag Tag Instruction Sheet

* Edit the foster bag contents on the first page (if necessary), and add the bag numbers.
* Insert your logo, address, phone number, and web address on the second page. You may also add the name/number of your foster coordinator. However, if you do this you will need to update that information when they leave.
* Print the document double-sided and check for spacing by holding it up to a light. If the spacing is correct, print as many tags as you need. Since we created these tags using Word, you may need to adjust the spacing as you customize the tags. Feel free to recreate these tags in a program like Microsoft Publisher if it would be easier.
* Cut them into 6 evenly sized tags.
* Laminate the tags, leaving a ¼ inch border around the paper to ensure they are properly sealed.
* Cut the tags leaving the ¼ inch border around each one.
* Punch a hole in the upper left hand corner in the plastic part of the tag. Make sure you don’t punch the hole in the paper part that is laminated. If you do, it will ruin the tag when you get it wet during cleaning.
* Attach the tags to the foster bags using a metal binder ring. This allows for easy removal prior to laundering.