

Unit Handbook and Manual in MS Publisher: How-to-Use Guide

The Unit Handbook and Unit Manual are similar except for the amount of information you would add. The Unit Handbook is a “quick and easy” version for new or small Medical Reserve Corps units providing basic information to volunteers. The Unit Manual is an “in-depth” version for established or larger Medical Reserve Corps units with more developed policies, procedures, and related reference materials.

The templates are designed to easily insert a unit’s specific information. Included are sections about the Medical Reserve Corps and the MRC Core Competencies. This information is taken directly from the Medical Reserve Corps web site.

The Unit Handbook template is set up as a folding booklet that can be printed on both sides. The Unit Manual template is set up as a full document.

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