Begin Process

1.0 Send latest rosters to elementary and special schools with memo on how to update

2.0 Schools send updated roster to Taylor Center

3.0 Roster received?
   YES
   4.0 Send e-mail reminders to principals and their secretaries
   5.0 Remind schools by phone
   6.0 Update roster with current data
   7.0 Print individual school roster and place in school folder
   8.0 Cards placed in school folder
   9.0 Routerize school folders
   10.0 Assign kits to school process
   11.0 Record assigned kit box # by school on delivery card
   12.0 Place assigned delivery card into slip sleeve located on kit
   13.0 Record same number on school roster (School Pick List) SPL
   14.0 Stack kits assigned to same school together

   NO
   24.0 Assist drivers with loading of pallets
   23.0 Routerize delivery
   22.0 Write # of boxes to deliver to each school & secure to pallet with school copy of SPL
   21.0 Shrink wrap pallet (individual schools)
   20.0 All kits checked against SPL?
   YES
   19.0 Go to kit location and pull assigned kits for individual school
   18.0 Make 2 copies of school roster – SPL: 1 for school & 1 for DMM driver
   17.0 Identify missing kits
   16.0 All needed kits by school assigned?
   YES
   15.0 Check collected kits against school roster
   14.0 Stack kits assigned to same school together
   13.0 Record same number on school roster (School Pick List) SPL
   12.0 Place assigned delivery card into slip sleeve located on kit
   11.0 Record assigned kit box # by school on delivery card
   10.0 Assign kits to school process
   9.0 Routerize school folders
   8.0 Cards placed in school folder
   7.0 Print individual school roster and place in school folder
   6.0 Update roster with current data
   5.0 Remind schools by phone
   4.0 Send e-mail reminders to principals and their secretaries
   3.0 Roster received?
   NO

27.0 Return to Taylor Center with signed SPL

26.0 Deliver pallets to schools

25.0 Give driver a copy of SPL for school signatures

24.0 Assist drivers with loading of pallets

23.0 Routerize delivery

22.0 Write # of boxes to deliver to each school & secure to pallet with school copy of SPL

21.0 Shrink wrap pallet (individual schools)

20.0 All kits checked against SPL?

19.0 Go to kit location and pull assigned kits for individual school

18.0 Make 2 copies of school roster – SPL: 1 for school & 1 for DMM driver

17.0 Identify missing kits

16.0 All needed kits by school assigned?

15.0 Check collected kits against school roster

14.0 Stack kits assigned to same school together

13.0 Record same number on school roster (School Pick List) SPL

12.0 Place assigned delivery card into slip sleeve located on kit

11.0 Record assigned kit box # by school on delivery card

10.0 Assign kits to school process

9.0 Routerize school folders

8.0 Cards placed in school folder

7.0 Print individual school roster and place in school folder

6.0 Update roster with current data

5.0 Remind schools by phone

4.0 Send e-mail reminders to principals and their secretaries

3.0 Roster received?

2.0 Schools send updated roster to Taylor Center

1.0 Send latest rosters to elementary and special schools with memo on how to update

End Process
3. **PROCESS AREA/BUSINESS AREA DESCRIPTION**

**Step 1.0:** Send latest rosters to elementary and special schools with memo on how to update

Annual roster update request memo should be sent to teachers by grade level by mid-July.

**Step 2.0:** Schools send updated roster to Taylor Center

**Step 3.0:** Roster received?

If no, proceed to Step 4.0. If yes, skip to Step 6.0.

**Step 4.0:** Send e-mail reminders to principals and their secretaries

**Step 5.0:** Remind schools by phone

**Step 6.0:** Update roster with current data

**Step 7.0:** Print individual school roster and place in school folder

Do this in early August/mid-November/mid-December/mid-March.

**Step 8.0:** Cards placed in school folder

**Step 9.0:** Routerize school folders

**Step 10.0:** Assign kits to school process

**Step 11.0:** Record assigned kit box # by school on delivery card

For example: RSS 007.

**Step 12.0:** Place assigned delivery card into slip sleeve located on kit

**Step 13.0:** Record same number on school roster (School Pick List) SPL

**Step 14.0:** Stack kits assigned to same school together

**Step 15.0:** Check collected kits against school roster

**Step 16.0:** All needed kits by school assigned?

If no, proceed to Step 17.0. If yes, skip to Step 18.0.

**Step 17.0:** Identify missing kits

Once identified, return to Step 11.0.
Step 18.0: Make two copies of school roster – SPL: one for school and one for DMM driver

Step 19.0: Go to kit location and pull assigned kits for individual school

Step 20.0: All kits checked against SPL?
If no, return to Step 19.0. If yes, skip to Step 21.0.

Step 21.0: Shrink wrap pallet (individual schools)

Step 22.0: Write number of boxes to deliver to each school and secure to pallet with school copy of SPL

Step 23.0: Routerize pallets for delivery

Step 24.0: Assist drivers with loading of pallets

Step 25.0: Give driver a copy of SPL for school signatures

Step 26.0: Deliver pallets to schools

Step 27.0: Return to Taylor Center with signed SPL

Step 28.0: File SPL in binder by rotation

Step 29.0: Proceed to Kit Pickup Process

This ends the process.