Begin Process

1.0 Print updated rosters for each delivery site

2.0 Create memo requesting recheck of data and additional teachers needing kit support

3.0 Send pick up notice and roster three weeks before the next rotation deliveries begin

4.0 Use responses from schools to update database information

5.0 Resend pick up notice one week before pick up process begins

6.0 Print two copies of each school pick up list

7.0 Send one copy of the pick up list to the school

8.0 Organize a complete set of all school lists by route number and send to Logistics Support

9.0 Kits are picked up from schools and delivered to Taylor Center

10.0 Taylor staff assists drivers to unload kits from truck and arrange them by kit title

11.0 Check kits in as they are received at Taylor Center

12.0 Identify 100% Club schools as kits are returned

13.0 Send emails to teachers with missing kits to request kit return

14.0 Dispatch staff to schools with missing kits for second pick up attempt

15.0 Send second notice to unresponsive teachers and staff who still have missing kits

16.0 Kits are moved to assigned locations in preparation of repacking process

End Process
Taylor Science Materials Center – Science Kit Pick Up Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Print updated rosters for each delivery site

Do this in late October/late February/late May.

Step 2.0: Create memo requesting recheck of data and additional teachers needing kit support

Step 3.0: Send pick up notice and roster three weeks before the next rotation deliveries begin

Step 4.0: Use responses from schools to update database information

Step 5.0: Resend pick up notice one week before pick up process begins

Step 6.0: Print two copies of each school pick up list

Step 7.0: Send one copy of the pick up list to the school

Step 8.0: Organize a complete set of all school lists by route number and send to Logistics Support

Step 9.0: Kits are picked up from schools and delivered to Taylor Center

Step 10.0: Taylor staff assists drivers to unload kits from truck and arrange them by kit title

Step 11.0: Check kits in as they are received at Taylor Center

Step 12.0: Identify 100% Club schools as kits are returned

Schools who return kits on time qualify to become a 100% Club member.

Step 13.0: Send emails to teachers with missing kits to request kit return

Send email to teachers assigned to missing kits to request they return the missing kits.

Step 14.0: Dispatch staff to schools with missing kits for second pick up attempt

Step 15.0: Send second notice to unresponsive teachers and staff who still have missing kits

If teacher of missing kit doesn’t respond to pick up notice, send a second notice.

Step 16.0: Kits are moved to assigned locations in preparation of repacking process