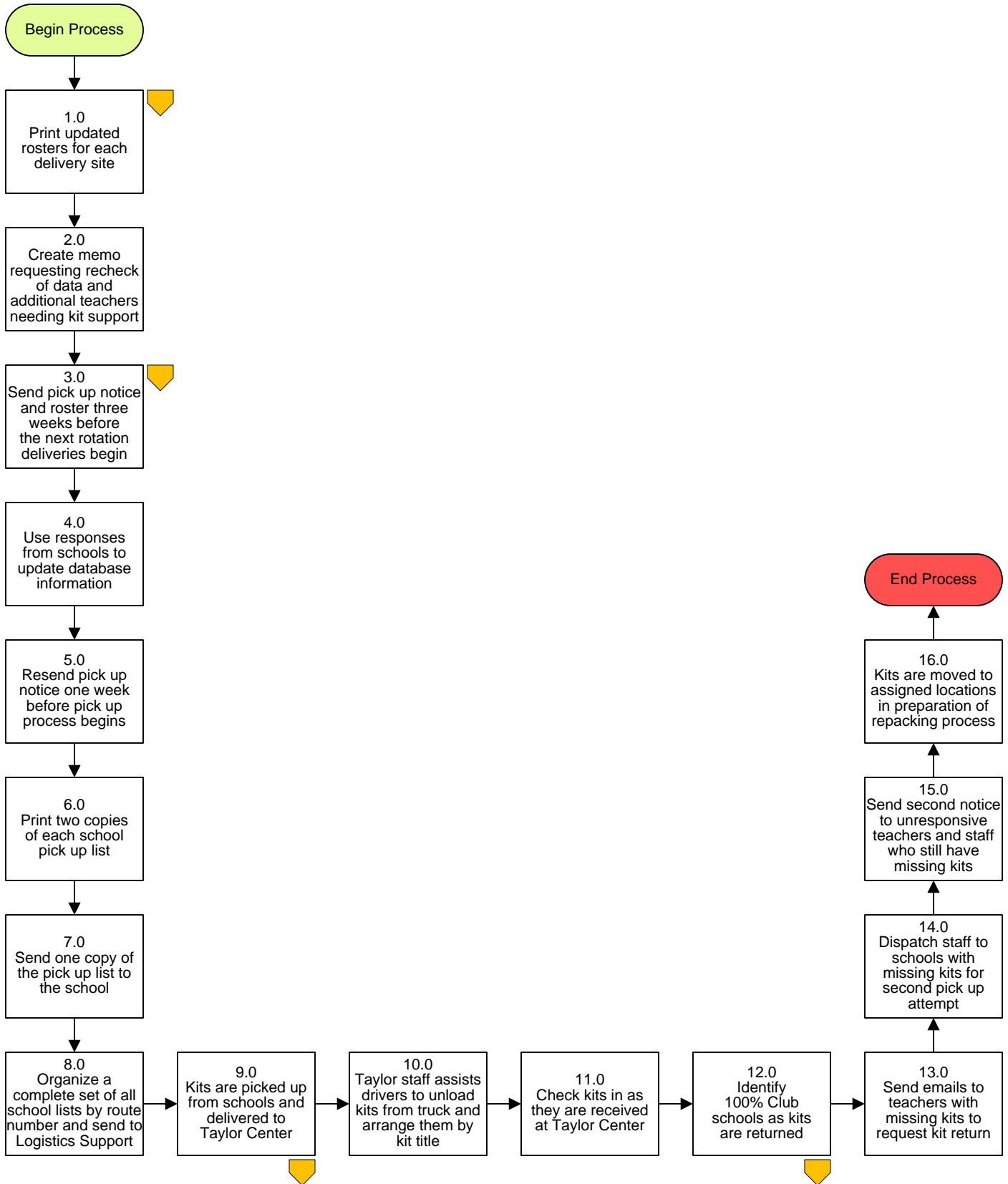


## Taylor Science Materials Center – Science Kit Pick Up Process



[To Details](#)

## 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**



Return to Key Process