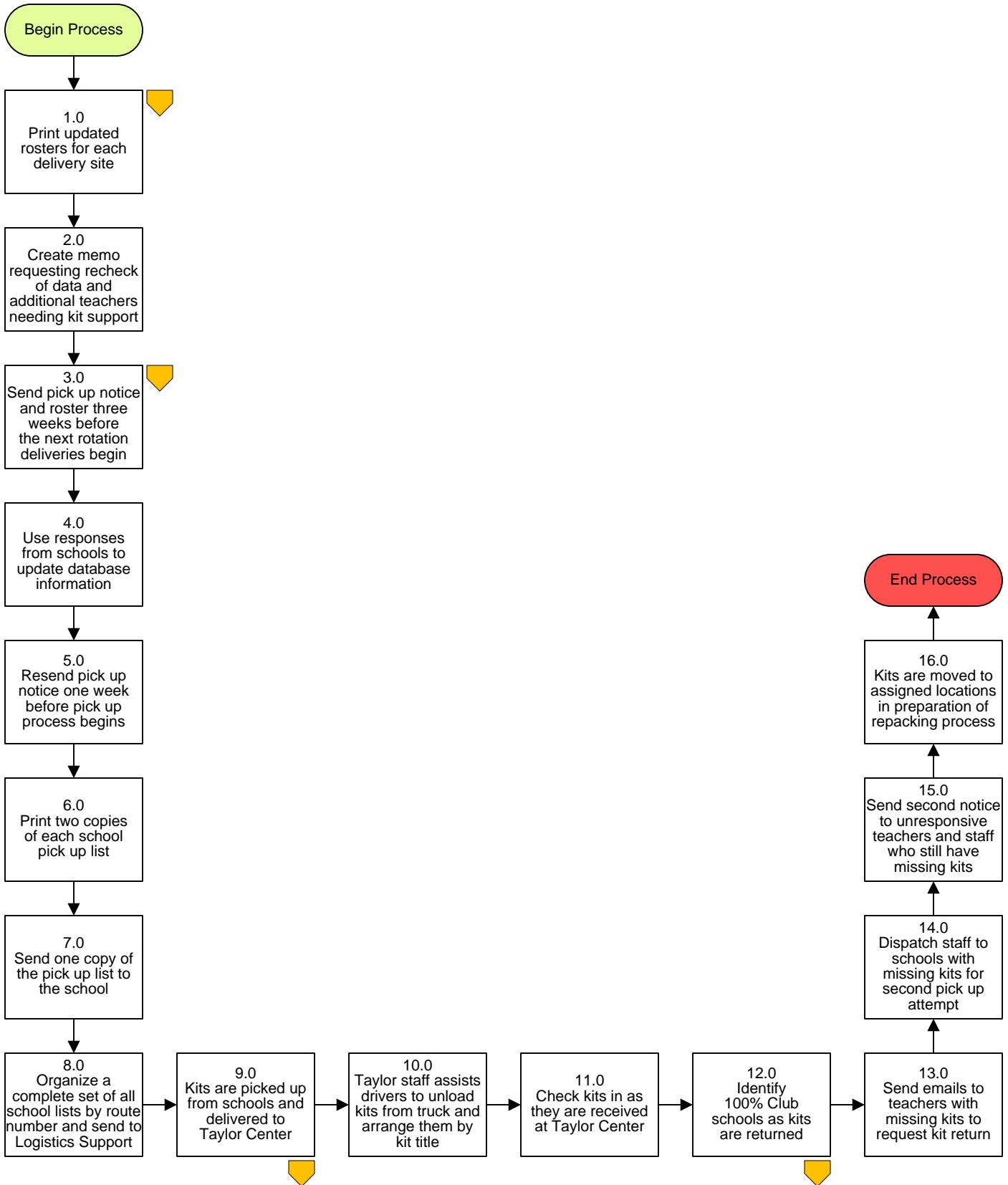


Taylor Science Materials Center – Science Kit Pick Up Process



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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