

# RECEIVING AND DISTRIBUTION DAY TIPS

## RECEIVING DAY (set the date when order is placed)

- ❑ Be available the day you are to receive your shipment
- ❑ Have important numbers with you. (principal, president, custodian)
- ❑ Make sure you have keys for school. (if necessary)
- ❑ Call your volunteers to help unload truck. (some custodians will help with this but find out in advance)
- ❑ Determine a safe location where you will store and distribute your kits.

### BEFORE THE DELIVERY PERSON LEAVES

- ❑ Verify number of boxes received matches truck driver's paperwork before he leaves.
- ❑ If any boxes arrive damaged, have the driver make a notation on his paperwork before you sign off on it.
- ❑ Sort your kits by grade level and verify quantity is correct.

## DISTRIBUTION DAY (schedule with your school)

- ❑ Have a list of kits ordered by grade level.
- ❑ Mark off kits as they are picked up.
- ❑ If you are a large school, break down the list by last names or grade level. It will speed up the distribution.
- ❑ If you have parents that don't show up, call and leave a message where they can pick up their kits. Some coordinators leave them with the secretary and some choose to take them home.

NOTE: Your receiving and distribution day should not be the same day. Have them about one week apart.