



In order for the instructional materials pickup project to run as smoothly as possible, the individual school sites need to execute the following tasks in advance of the project:

Check once each task has been completed

- 1. Select a location in the school to designate as a collection point and pickup spot
  - a. Pickup location must be on the ground floor and near a perimeter exit in the rear of the building
  - b. Follett uses 26-foot trucks to pickup materials. The best pickup locations are near perimeter doors where a truck can safely back in and quickly load the materials
  
- 2. Collect out-of-adoption and surplus instructional materials
  - a. Includes: textbooks, workbooks, TE's and supplemental material
  - b. Excludes: e-waste, flammable or toxic materials, plastic binders, CDs, VHS, etc.
  
- 3. Position materials at designated pickup area
  - a. Textbooks should be stacked, preferably not in boxes
  
- 4. Secure the Follett pickup sign on the material designated for pickup
  
- 5. Notify District Contact that your school is ready
  - a. Send email with the following information
    - i. School name and address (including zip code)
    - ii. School contact name, phone number and email address (please provide information for a contact that will be on site and available the week of the pickup)
    - iii. School hours of operation
    - iv. Specific location of instructional materials
    - v. Total quantity to be removed – number of units – books/boxes/pallets.
    - vi. Site specific comments
  
- 6. Notify school office staff of where the materials are located and when the Follett team is projected to stop by for pickup