



MAIL COLLECTOR/DISTRIBUTOR

AVAILABILITY REQUIREMENT: Must be able to go to the Post Office at least 1 day per week (also over the Summer) and on the 8th of the month and distribute the mail in a timely fashion (within a few days of pick up).

1. Pick up mail **REGULARLY** (at **LEAST** 1 day per week and on the 8th of the month) from two locations:

- Post Office – The Post Office is on the first floor of the American City Building in downtown Columbia, across from The Columbia Mall on the lakefront, mailbox #1364.
- Community Mail Box - on Graywing Ct. across the street from school, mail box number 15. This mailbox is shared with the other tenant located in our building. Take only mail addressed to Children and Company.

2. Mail must be picked up **YEAR-ROUND**, during the summer as well as during the school year.

3. Sort through mail AT the Post Office; if there are post cards or notes telling you that there is a package or something that needs to be signed for, do it at that time.

4. Distribute mail to the appropriate people (jobholders) in the school **AS SOON AS POSSIBLE** (some of the mail may be bills or other time-sensitive material).

5. If on vacation or unable to pick up mail, **MUST** get another member to take on responsibilities.

6. In August, fill out a new Application at the Post Office, with your name associated with the account. The PO Box # will not change, we just need to update the information. Bring with you a letter from the President on letterhead stating that you are Mail Distribution Parent. You will also need two forms of ID for this process.

Note: Routine costs (up to \$40.00) are the responsibility of the jobholder. Amounts in excess of \$40.00 will be reimbursed by the school upon request and submission of all receipts for all disbursements made on behalf of the school.

Revised 02/2014 MLDG