

CHILDREN AND COMPANY
MAIL COLLECTOR/DISTRIBUTOR

AVAILABILITY REQUIRMENT: 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 at the Post Office regularly (at least 1 day per week and on the 8th of the month) and at Community Mail Box on Graywing Ct. across the street from school, mail box number 15. 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. Mail must be picked up yaer-round, during the summer as well as during the school year.
2. 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.
3. Distribute mail to the appropriate people (jobholders) in the school.
4. If on vacation or unable to pick up mail, must get another member to take on responsibilities.
5. 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.

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