

## 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 5<sup>th</sup> of the month and sort/distribute the mail in a timely fashion (within a few days of pick up). May require more often pickups for fundraising mail prior to silent auction.

1. Pick up mail REGULARLY (at LEAST 1 day per week and on the 5<sup>th</sup> of the month) from two locations (this is essential due to tuition payments):
  - 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 03/2016 TAB