



cordovan
ARTschool
Delivery of Camp Pottery

1. Preparation

- a. Create a spreadsheet of the names and addresses of clay camp students who have not yet picked up their pottery.
- b. Map the addresses and identify which students live within 10 miles of the studio. (Do not deliver to addresses beyond 10 miles)

2. Parent Contact

- a. Call parents directly (do not use email). Use this script:

“We want to ensure your child receives the clay creations they made during summer camp. Our next clay camp delivery is scheduled for [Friday, the _____]. If we do not hear back from you today letting us that you would prefer to pick up your pottery yourself, then we will have it delivered to your door with our delivery driver on [Friday, the _____]”

- b. If parents don't answer, deliver the pottery to their home. (about 90% fall into this category.)
- c. If parents respond that they prefer to pick up the pottery themselves, leave the pottery at the studio (about 10% will fall into this category)

3. Packaging Pottery

- a. Wrap the pottery in newsprint, place it in a brown bag, and write the family LAST name on the bag with Sharpie (don't write the child's name)
- b. Staple the note with the Cordovan logo on the bag.
- c. Print address labels and place them on the bag. Make sure the name on the bag matches the name on the address label. (don't use child's name)
- d. If multiple bags are going to the same address, tie them together with string so the driver delivers them together.



4. Delivery

- a. Drivers must sign the “**Delivery Contractor Agreement**” before making deliveries. Map the delivery route:
- b. Copy and paste the spreadsheet of names and addresses into Batchgeo. (<https://batchgeo.com/>).
- c. Save the map and email the interactive link to yourself.
- d. Click on a pin and address will automatically open it in your maps app for navigation. Create and share QR codes for the maps if needed (free tools like Canva.com can be used though other apps may be easier) Provide each delivery driver with their digital map and route.
- e.
- f. For the safety of the driver, deliveries should occur ONLY during daylight hours. No deliveries past dark. The delivery driver should wear a Cordovan Art School apron so they are easily identifiable.

5. Record Keeping

- a. Delivery drivers must take a photo of each delivered package on the doorstep and send it to the manager
- b. The manager must keep a record of all delivery photos, saved in a folder labeled with the delivery date, as proof of delivery.

