

Sending items on AEA 8 vans

The following information is provided to assist in sending items on the AEA van and to ensure that mail is delivered in a timely manner.

Reasons for concern:

- Some mail sorters are not familiar with AEA or LEA personnel, school names/locations, abbreviations, or nicknames.
- All mail not properly addressed takes additional time which could be better spent in providing other services for schools.
- There can be many stops in one town. Example: The van makes many stops in Storm Lake. Therefore, having an item addressed to Storm Lake is not sufficient.
- Several schools have the same building name. Example: There is a Lincoln Elementary in several school districts.

To be delivered to the right recipient in a timely manner, please include:

- The intended receiver's first and last name.
- The building name and number where the delivered item is to be sent.
- The district name, if different from the building name, where the item is to be sent/ or town where building is located.
- The **correct** route number for the building location.
- The first and last name of the sender.
- Neat, readable handwriting or use of printed labels (preferred).

Each building has a unique building number. Example: Storm Lake High School is building 77, Storm Lake Middle School is building 88, etc. These numbers can be found in the current Administrative Directory; they are not the same as the district and building numbers as assigned by the Department of Education.

Please:

- Expect timely delivery for properly addressed items. It is the sender's responsibility to make sure mail is addressed correctly. If you choose to re-use envelopes, please make sure all previous addresses are marked out.
- Avoid using abbreviations such as FO, FOMS, YSC, etc.
- Place a return name and address on van mail so it can be returned to the proper sender if there is difficulty in delivery.
- Send packaged items that are properly sealed. Boxes must have a tight fitting lid with all flaps taped shut.
- Avoid using post-it notes or other insecure methods of addressing items.
- Send folded or flat materials that are 10.25" X 13" or smaller so they fit in mailbox slots.
- Note that items that are of a size and shape that create difficulty in the normal delivery system will not be accepted.
- Limit packages to under 50 pounds. The job description for van drivers indicates that they are not to lift items over this weight limit.
- Send printed materials in suitable container. Use of a manila routing envelope for sending paper is advised. Avoid using paper clips and rubber bands as they are likely to become dislodged during transport.
- Remember that Prairie Lakes cannot control re-distribution and/or timeliness of re-distribution at any given building site.
- Prairie Lakes is not responsible for items reported as non-delivered or not received.

Timelines AEA 8 Vans are loaded at 2:30pm the day before their route delivery; i.e. Route 1 materials are loaded on Friday afternoon for Monday deliveries. All materials need to be in mailboxes **by 2pm** the day before delivery.

All materials for the **Northwest AEA** van run also need to be in mailboxes by the end of the day for delivery the next day. The Northwest AEA van makes a daily trip during the school year to Sioux City and Sioux Center.

The van drivers are on a very tight schedule. They have been instructed to only deliver materials to the designated drop point. Please honor the need for all schools to receive delivery on a timely manner.

Delivery priorities – The following priorities will be in effect if the delivery load exceeds the physical capacity of delivery vehicles and/or the sorting and routing capacity of AEA staff:

1. Media Center material which have a scheduled use date.
2. Printing/Production items which have a scheduled completion date.
3. Items originating from within the AEA.
4. Items originating from K-12 schools within the AEA.
5. Items originating from the Department of Education.
6. Items originating from other agencies.

Items not eligible for delivery include: commercial advertisements (exclusive of items sent by staff as part of curriculum activities and/or “AEA Purchasing” collaboration,) solicitations/membership drives, flammable or hazardous materials, and items weighing over 50 pounds.

Large pick-ups If there is a large volume or large amount of material to be picked up, please assist by making arrangements in advance. This will lessen the potential for disappointment and allows for the proper packing of the van.

Schedule changes.

Weather/Road Conditions: If there is a cancellation of a van route due to weather, that route will be attempted the following day, if possible.

Holiday changes: Typically, if there is a Monday holiday, Route1 will have delivery/pickup on Tuesday. Other changes are noted on the Holiday Van Schedule flier.

Advanced notice of Scheduled Van Route Changes due to Holidays is produced each year and is available on the Prairie Lakes AEA web site. Reminders of the scheduled changes are sent via e-mail to Teacher-Librarians/Media Contacts with the request to forward to all building staff members.

Northwest AEA van delivery instruction

If materials are being sent to locations within Northwest AEA, the following information needs to be on the envelope/box:

- The intended receiver’s first and last name.
- The building name where the delivery is to be made.
- The district name, if different from the building name, where the item is to be sent/ or town where building is located.
- Whether the package/envelope should go to Sioux City or Sioux Center.
- The first and last name of the sender.

Sorting Mail Mail coming in from the regular routes will be sorted on the day it arrives. For

bulk or large mailing, please pre-sort materials by routes, i.e. rubber banding all pamphlets to go on route 4 together, or all notices for Spirit Lake High School together. This can be facilitated by sorting labels before printing/attaching. For assisting with bulk mailings, a database containing a route order of mailboxes is available by [clicking here](#).

Outside organizations

Van Delivery Guidelines for Outside Agencies

Prairie Lakes AEA has partnerships with various organizations, associations, and agencies that support and enhance teaching and learning. Outside organizations are defined as an entity that is not directly related to the work of the Prairie Lakes AEA. On occasion, these outside organizations request that information (mailings, brochures, fliers, announcements, etc.) be delivered to teachers and administrators via the Prairie Lakes van delivery service. To ensure privacy of teachers and school districts and to allow staff to handle items in a standard and efficient manner, the following guidelines have been established. Please note that distribution of mailings through the van delivery service does not infer sponsorship.

Approval Guidelines:

1. Outside organization requesting the use of Prairie Lakes AEA van delivery service must make advance arrangements for each mailing.
2. An advance copy of the requested mailing must be provided to Harriet Adams for approval.
3. The content of the mailing must not be in conflict with Prairie Lakes, mission and must be appropriate for distribution to schools. The mailing must be curricular or instructional in nature.
4. Mailings must be targeted to a specific job (2nd grade teachers, secondary principals, school counselors, etc.). The items must have a clearly defined area where the delivery mail label is attached. If mailing is for one information piece per building, the label should be addressed as such (1 per K-8) building, etc.
5. Mailings must have a return address and contact information to identify the sender.
6. Prairie Lakes AEA will not provide lists of teacher names, lists of schools, or school mailing addresses.
7. Prairie Lakes AEA will not collect and return survey responses.
8. Mailings requiring the return of information from schools should provide instructions for direct return of such information and must not involved the AEA delivery system.
9. Approved items will be delivered at the convenience of Prairie Lakes AEA. Specific delivery dates cannot be guaranteed and tight turn-around schedules will likely not be able to be accommodated.
10. Prairie Lakes AEA is not responsible for items reported as non-delivered or not received.
11. All items must be folded/flat and only items that do not exceed 10.25" X 13" will be accepted.
12. No requests to deliver items to every teacher will be approved.
13. Non-approval of a delivery request is final.

Questions

If you have any questions concerning the addressing and/or van delivery of materials, contact Harriet Adams, 712-335-3588, ext. 2048 or 866-540-3858, extension 2048, or via e-mail at hadams@plaea.org.