

**CNY Books for the World, Inc.**  
Project Primary Information Requirements  
October 22, 2017

**The primary information required** by the Operations-Manager to initiate a CNY BFTW project is:

1. Rotary Club Name
2. Rotary District
3. Club Contact
  - a. First name
  - b. Family name
  - c. Street Address
  - d. City, State, Zip
  - e. Primary phone numbers
    - i. Home
    - ii. Cell
  - f. Email address
4. Material description & information
  - a. Number of kits
    - i. Exceptions i.e. less tape handle(s)
  - b. Material anticipated delivery date
    - i. How delivered?
    - ii. By whom?

**Other requirements are:**

1. **Responsibility** – A CNY BFTW Project must be a Rotary Club project
  - a. Club Rotarians are to be involved in the supervision of sorting, packing, and pallet loading as per CNY BTF Packaging Instructions.
    - i. Completed pallet of books are to be made available for pickup at a loading dock or area suitable for the pickup to be made by a common carrier (Bossong's Commerical Delivery)
2. **Required Site information** to be supplied by the Project Area Coordinator to the Operations Manger, who will arrange for the pick-up of the pallet and delivery to our warehouse staging area with Bossong's
  - a. Must be within the service area of the trucker (Bossong's)
    - i. From Bossong's website, their service coverage is described as: *"From Syracuse northward we cover to the Canadian border, along the St. Lawrence Seaway as far as Massena, NY, southward to Conklin NY on the PA border, westward to Canandaigua, NY and eastward to Canajoharie NY. Within this perimeter we service such as Boonville and Lowville, the Mohawk Valley Region inclusive of Norwich, Oneonta and Cooperstown, and the Lake Ontario Region from Henderson Harbor to Sodus."*
    - ii. When in doubt, check with the Operations-Manager who will check with Bossong's
    - iii. If not within the service area, the books must be moved to a suitable pick-up site within that area.
  - b. Site name and address
  - c. Days of the week and hours of operation
  - d. Site contact name and phone number (for trucker's use)
  - e. Condition of pallet
    - i. Wrapped on un-wrapped? If not wrapped, then the trucker will be asked to wrap.
    - ii. Placarded with appropriated placards on all four side of the pallet (approved placards are available for download on the website)

- f. Condition of loading area
  - i. Dock or other
  - ii. Equipment available (forklift or pallet jack)
    - 1. If not available, the trucker needs to know in advance.
- g. Pickup will typically be made within 5 working days of request.
- h. Follow-up to make sure the pallet(s) have been picked and inform the Operation Manager.
  - i. The pickup location folks appreciate this follow-up.