The following procedures are put in place to ensure the orders you have placed for your clients are distributed accurately and efficiently. We work with 56 partner agencies and 90 programs, many of which have similar names and we rely on volunteer support to sort, organize, fill and put away orders.

We want to make sure you, the provider, return back to work with the items requested by the clients. Furthermore, EBC undergoes a yearly audit to ensure accuracy in the numbers we report. The signed copy of your order list is an important document that verifies our distribution reports.

We request that the following procedures be followed on Thursdays between 9:00 am – 11:00 am:

1. Arrival
   a. Please arrive between 9:00 am - 11:00 am
   b. Enter the EBC hub through the door marked “Provider Pick-ups” (if picking up at Issaquah)
   c. Please communicate with our Partner Services Coordinator, Ruchi Charekar-ruchic@babycorner.org if you or your volunteer cannot make it during the time frame on a particular Thursday.

2. Check-in
   a. Please see the Check-in person, just inside the “Provider Pick-ups” door (Issaquah) and get the copy of your order list.
      i. The Check-in person will tell you if there are N/A or canceled items, and we will let you know about any items that were too large for your bin (e.g., car seats, beds, etc.)
      ii. An EBC volunteer will retrieve your large items, and will let you know where to find them

3. Checking Off Items
   a. Your bin number assignment will be on a list next to the Check-in desk
   b. Using your copy of the Order List, confirm every item is received, and check-off each item on your copy of the list
   c. If there are items missing, alert the Check-in person
      i. The Check-in person will find a volunteer who can help you locate your items
      ii. It is important that you not load anything into your car until you have checked off all items on your order and checked out with the check-out person
   d. Large items will generally be placed outside of the Hub
      i. An EBC staff member or volunteer will tell you where to find them
      ii. Check to be sure the tag on the large item matches your order
      iii. Occasionally, we may have you drive to the end of the warehouse to pick up large items

4. Check-Out
   a. Once you have checked off all of the items on your order list, including the large items, go to the front desk (in the office space) of the hub to check-out (Issaquah)
   b. Sign the EBC copy of the sign off sheet to confirm that you’ve received your order
   c. Please include a cell phone number, in case we find something left behind
   d. Exit through the front door marked, “Provider Exit”

5. House Shopping
   a. Extra inventory is occasionally available, such as formula, diapers or seasonal items
   b. These items are generally located outside the hub.
   c. If you are interested in these items, you may ask our Partner Services Coordinator about the list of items available and take as many as you can use
   d. Please completely fill out a House Order Form and give to Check-out Person
      i. Please be sure we are able to read your full name, site name.
ii. If you are taking items for a client who has order for pick up on that particular Thursday, please enter order number in the individual order section.

iii. In case you are taking stuff for your program, please be sure to enter the items with the name and the quantity in the program order section.

Thank you – We really appreciate your partnership with EBC!
Provider Pickup Procedures - Northshore

The following procedures are put in place to ensure the orders you have placed for your clients are distributed accurately and efficiently. We work with 56 partner agencies and 90 programs, many of which have similar names and we rely on volunteer support to sort, organize, fill and put away orders.

We want to make sure you, the provider, return back to work with the items requested by the clients. Furthermore, EBC undergoes a yearly audit to insure accuracy in the numbers we report. The signed copy of your order list is an important document that verifies our distribution reports.

We request that the following procedures to be followed on Thursdays between 9:00 am – 11:00 am:-

1. Arrival
   a. Please arrive between 9:00 am- 11:00 am
   b. Enter the EBC hub through the front door.
   c. Please communicate with Northshore hub Coordinator, Kelly Costinnett- kellyc@babycomer.org if you or your volunteer cannot make it during the time frame on a particular Thursday.

2. Check-in
   a. Please check in with Northshore hub coordinator.
      i. The hub coordinator will tell you if there are N/A or canceled items, and will let you know about any items that were too large for your bin (e.g., car seats, beds, etc.) and will let you know where to find them.

3. Checking Off Items
   a. Using your copy of the Order List, confirm every item is received, and check-off each item on your copy of the list
   b. If there are items missing, alert Kelly
      i. We will do our best to locate your items
      ii. It is important that you not load anything into your car until you have checked off all items on your order and checked out with Kelly.

4. Check-out
   a. Once you have checked off all of the items on your order, including the large items, go to the front desk of the hub to check-out
   b. Sign the EBC copy of the sign off sheet to confirm that you’ve received your order
   c. Please include a cell phone number, in case we find something left behind
   d. You may pull your car up to the curb in front for loading

5. House Shopping
   a. Extra inventory is occasionally available, such as seasonal items.
   b. These items are generally located near the Check-out Desk
   c. If you are interested in these items, you may take as many as you can use
   d. Please completely fill out a House Order form and hand it in when you check out.
      i. Please be sure we are able to read your full name, site name.
      ii. If you are taking items for a client who has order for pick up on that particular Thursday, please enter order number in the individual order section.
      iii. In case you are taking stuff for your program, please be sure to enter the items with the name and the quantity in the program order section.

Thank you – We really appreciate your partnership with EBC!
Provider Pickup Procedures- West Sound

The following procedures are put in place to ensure the orders you have placed for your clients are distributed accurately and efficiently. We work with 56 partner agencies and 90 programs, many of which have similar names and we rely on volunteer support to sort, organize, fill and put away orders.

We want to make sure you, the provider, and return back to work with the items requested by the clients. Furthermore, EBC undergoes a yearly audit to insure accuracy in the numbers we report. **The signed copy of your order list is an important document that verifies our distribution reports.**

We request that the following procedures to be followed on Thursdays between 9:00 am – 11:00 am:-

1. Arrival
   a. Please arrive between 9:00 am-11:00 am
   b. Enter the EBC hub through the front door.
   c. Please communicate with WestSound hub Coordinator, Ashley Hutchinson-ashleyh@babycorner.org if you or your volunteer cannot make it during the time frame on a particular Thursday.

2. Check in
   a. Please check in with WestSound hub coordinator.
      i. The coordinator will tell you if there are N/A or canceled items, and will also let you know about any items that were too large for your bin (e.g., car seats, beds, etc.)
      ii. An EBC volunteer will retrieve your large items, and will let you know where to find them.

3. Checking Off Items
   a. Using your copy of the Order List, confirm every item is received, and **check-off each item on your copy of the list**
   b. If there are items missing, alert the Check-in person
      i. The Check-in person will find a volunteer who can help you locate your items
      ii. It is important that you **not load anything into your car** until you have checked off all items on your order and checked out with Ashley.

4. Check-Out
   a. Once you have checked off all of the items on your order, including the large items, go to the **front desk** (in the office space) of the hub to check-out
   b. Sign the EBC copy of the sign off sheet to confirm that you’ve received your order
   c. Please include a cell phone number, in case we find something left behind
   d. Exit through the front door.

5. House Shopping
   a. Extra inventory is occasionally available, such as formula or seasonal items
   b. These items are generally located near the **Check-out Desk**
   c. If you are interested in these items, you may take as many as you can use
   d. Please completely fill out a **House Order form** and give to Check-out Person
      i. Please be sure we are able to read your full name, site name.
      ii. If you are taking items for a client who has order for pick up on that particular Thursday, please enter order number in the individual order section.
      iii. In case you are taking stuff for your program, please be sure to enter the items with the name and the quantity in the program order section.