

Hello Charter Leaders!

The State Charter Schools Commission is offering an opportunity to secure furnishings and materials for your schools in the coming weeks.

Over the years, the SCSC has retained inventory of closed schools. In an effort to consolidate these assets, our agency will be redistributing these items to both state charter schools and locally-approved charter schools. If you are interested in securing inventory items for your school, please review the redistribution request process and onsite protocol listed below. Given the impact of COVID-19, we have adjusted our procedures so please review them carefully.

1. Inventory Requests: Attached, you will find the inventory of items available. **Items will need to be requested in advance through the attached inventory request form.** Completed requests must be sent to darcy.callaway@scsc.georgia.gov by **July 29, 2020**.
 - a. A complete inventory list is attached; however, items of particular interest may include:
 - i. Chairs (appropriate for office use or older students)
 - ii. Office/teacher desks
 - iii. File cabinets
 - iv. Storage cabinets and credenzas
 - v. Computer tables
 - vi. Tables that may be used in classrooms for older students or cafeteria settings
 - vii. Computer keyboards
2. Pickup Confirmation: Once Darcy receives your form, she will confirm if the items are available and will schedule a designated pick-up time during the time frames listed below.
3. Pickup Logistics: Schools will need to arrive onsite prepared to move, load, and transport their selected items. A representative from SCSC will be available to assist in locating the items.
 - a. Redistribution Date: **Friday, July 31, 2020**
 - b. Time: **10-12PM State Charter Schools only; 2-4PM all approved charter schools. Note - morning time slots are reserved for SCSC state charter schools, but the units will be open to all charter schools operating in Georgia during the afternoon.**
 - c. Site Address: **1150 Murphy Avenue, Atlanta, 30310**
 - d. Site Notes: *The storage facility is behind a locked gate and loading will be available in the back of the building. Please call Darcy Callaway if the gate is locked and she will provide you with access.*
4. Safety Considerations: All school representatives will be required to wear face masks during their onsite pick-up. SCSC will have sanitizing products available and will encourage safe social distancing in compliance with Georgia Department of Public Health's most updated guidance.

If you have any questions or concerns about this process, please reach out to Darcy Callaway at darcy.callaway@scsc.georgia.gov. The onsite contact for each site will also be Darcy Callaway, and her contact information is (678) 621-3566.