

# Picture Process Maps (PPM)

## Processing Donation Drive Weights and Payment

## PURPOSE

This Picture Process Map (PPM) outlines the steps for processing donation drive weights and payments. It provides instructions for both in-store and on-site processes, including how to tally weights, complete check requests, and submit documentation to ensure accurate and timely payments to donation partners. This guide ensures that all required actions, from receiving weight sheets to mailing completed checks, are followed, to maintain accuracy in handling donation drives.

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When doing donation drives, you must ensure that these steps are followed:

1. **Receive all weight sheets after donation drives.**
  - a. **In-Store:** Store Managers are to email Weight sheets to the donation drive inbox by the Monday following the donation drive. Save the file to the corresponding partner folder.
  - b. **On-Site:** Pick up the donation drive folder from the dispatch desk. Scan the file and save it in the corresponding partner folder.
2. **Tally weights for In-Store or On-Site.** After completing the substeps below for In-Store and On-Site weight tallying, continue to page 6.

### In-Store Drives Procedures

- a. Use the Weight Conversion Tally and the Weight Sheet from the drive to determine weights.
- b. Enter the **Donor Group** and the **store number** at the top of the sheet.
- c. Enter the number of tally marks per **category** under each **% of Gaylord full** column. The weights are automatically calculated.
- d. After entering all the tallies in the Weight Conversation, take the total with the 10% adjustment and use that to determine the check amount.

- e. To record the weights from the drives each week, create a new sheet in the Drive Weights W/ & W/O Pallet Jack Scale Google Sheet and label it with the drive's date. Copy each drive's filled-out weight template into the sheet and separate each weight result by a line.

**Goodwill donationdrive**  
**In-Store Donation Drive Weights**

Using tally marks, record amount of donations in each Donation Drive gaylord.  
If unable to do a full sort, please use the hard/soft categories.  
For pieces of furniture, assess size and tally in correct box.

DATE: 11/22/23 STORE NUMBER: 110  
DONATION DRIVE GROUP: Starlight Community Theater

Gaylord Category	% of Gaylord full			
	100%	75%	50%	25% or Less
Cloth				
Linen				
Misc.				
Electrical				
Books				
Shoes				
Mixed Hard				
Mixed Soft				
Pieces of Furniture:		Small	Medium	Large

Manager Signature: [Signature]  
Email final donation drive weight to [DonationDrive@goodwillaz.org](mailto:DonationDrive@goodwillaz.org) Questions? Call or text Angie Tapia at 623-340-1985

Donation Drive Conversion Sheet (In-Store)		Donor Group: <u>Starlight Community Theater</u>		Store Number: <u>110</u>	
CATEGORY	% of Gaylord Full				
	100%	75%	50%	25%	
Cloth	2	0	0	0	
<b>TOTAL</b>	<b>448</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>448</b>
Linen	0	0	1	1	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>58.5</b>	<b>29.25</b>	<b>87.75</b>
Misc.	3	0	0	0	
<b>TOTAL</b>	<b>495</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>495</b>
Electrical	0	0	1	1	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>107.5</b>	<b>53.75</b>	<b>161.25</b>
Books	0	0	0	1	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>126.25</b>	<b>126.25</b>
Shoes	0	0	0	1	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>65</b>	<b>65</b>
Mixed Hard	0	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Mixed Soft	0	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Mixed Gaylord	0	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Furniture sizes				
	Large	Medium	Small		
Furniture	0	2	1		
<b>TOTAL</b>	<b>0</b>	<b>100</b>	<b>25</b>	<b>125</b>	

**Total Weight from Donations:** 1508.25

**10% Adjustment** 1659.075

# CALCULATING ON-SITE WEIGHTS

### On-Site Procedures

- a. To determine the On-Site weights, use the Drive Weights Sheet and the [Drive Weights W/ & W/O Pallet Jack Scale Google Sheet](#).

**Goodwill donation drive**  
**Donation Drive Weights**

Using pallet jack scale, weigh each gaylord of donations and record the weight displayed on the screen below.

DATE: 1-25-23 DRIVE START TIME: 8:00-10:00

DONATION DRIVE GROUP: Peoria traditional booster club

DRIVER: Rolando Hurtado

HELPER: Joe

Circle "S" for Single Gaylord or "D" for Double Stacked then record weight.

S	D	710	S	D	641	S	D	S	D	S	D	S	D	S	D
S	D	826	S	D		S	D	S	D	S	D	S	D	S	D
S	D	709	S	D		S	D	S	D	S	D	S	D	S	D
S	D	728	S	D		S	D	S	D	S	D	S	D	S	D
S	D	786	S	D		S	D	S	D	S	D	S	D	S	D
S	D	792	S	D		S	D	S	D	S	D	S	D	S	D
S	D	838	S	D		S	D	S	D	S	D	S	D	S	D
S	D	758	S	D		S	D	S	D	S	D	S	D	S	D
S	D	710	S	D		S	D	S	D	S	D	S	D	S	D
S	D	687	S	D		S	D	S	D	S	D	S	D	S	D

Questions? Call or text Angle Tapia at 623-340-1885  
DISPATCH: Please scan and email this form to DonationDrive@GoodwillAZ.org

Peoria Traditional Booster Club		
710	260	450
826	260	566
709	260	449
728	260	468
786	260	526
792	260	532
838	260	578
758	260	498
710	260	450
687	260	427
641	260	381
		5,325

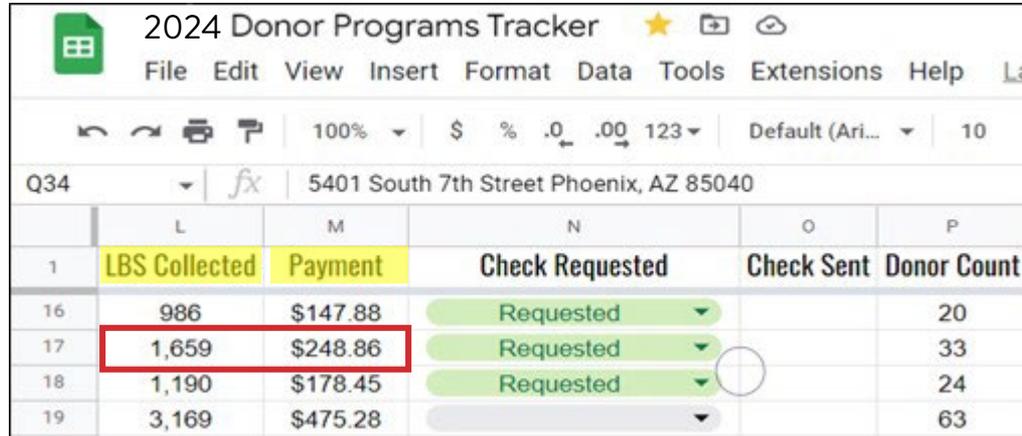
**Grand Total**

### On-Site Procedures Cont.

- b. The weight is written in the box. The letter **S** (single) or **D** (double) is circled, indicating whether the weight is from one or two Gaylords stacked on the weight sheet.
- c. Enter the Gaylord weight in the first column on the tally.
- d. In the second column, select the appropriate gaylord weight. 260 for double stack OR 130 for single.
- e. The column on the right will automatically generate the total. Once all weights have been entered, use the grand total generated at the bottom.
- f. Follow **step e** in the In-Store steps above and record all of the on-site drives weight in the Drive Weights W/ & W/O Pallet Jack Scale Google Sheet.

# FINALIZING AND INITIATING CHECK REQUESTS

- Once you have completed tallying the weights, enter the total **LBS Collected** column in the 2024 Donor Program Tracker. The payment total will automatically be calculated in the **Payment** column.



The screenshot shows a Microsoft Excel spreadsheet titled "2024 Donor Programs Tracker". The spreadsheet has a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a toolbar with various icons. The address bar shows "Q34" and "5401 South 7th Street Phoenix, AZ 85040". The spreadsheet contains a table with the following data:

	L	M	N	O	P
1	LBS Collected	Payment	Check Requested	Check Sent	Donor Count
16	986	\$147.88	Requested		20
17	1,659	\$248.86	Requested		33
18	1,190	\$178.45	Requested		24
19	3,169	\$475.28			63

- Begin the Check Request. Using the **Check Request Template**, enter all the information in the Vendor information fields and the day's date.
- Choose whether this check request is for an On-Site or In-Store Donation Drive under the **Charge description** column.
- Enter the date of the drive under **Date**, enter the weight under **Weight**, and choose the corresponding pay-per-pound under **Agreed Upon \$/lbs**.