

ISI Kit Delivery and Return

Receipt of Kit:

To Be Performed By Teacher

- Collect kit from designated distribution point
- Make sure that the totes have your name on them—*if they do not*, please contact isikits@istemnetwork.org
- Inventory each tote and initial each box on the check sheet (if you have missing materials or damaged items please notify us as soon as you inventory your kit via email at isikits@istemnetwork.org)
- **SAVE** check sheet for return

Kit Return

- Return all materials in the correct tote as indicated on the tote and check sheet
- Initial boxes on the check sheet as you are putting materials into tote
- If you have a missing or damaged item please make a note on the check sheet
- Make sure all containers have been cleaned and dried

Kit Return

- Place all bottles of liquids into Ziploc bags and seal the bags
- Return kit to designated collection point or notify the district personnel who fills out the kit return forms
- Kit return form and instructions are online at <https://www.indianascience.org/materials-management/>

Important Points

- ISI will ship kits to meet delivery dates
- ISI will collect the kit on the designated return date
- Subsequent kits will not be scheduled for delivery until previous kits have been scheduled for pick-up
- School will be held responsible for the replacement of any damaged, broken, or missing re-usable materials