Procedure for selling lockers

1. At the last general Pharmacy Council meeting of the summer session, the organization responsible for selling lockers for the upcoming academic year will be determined. Each interested organization will put their name on a piece of paper and by secret means, 1 piece of paper will be drawn. This will be the organization responsible for selling lockers during the upcoming academic year.

2. The previous organization in charge of locker sales shall have cleaned out lockers and cut off locks during the week following the end of the summer session. This organization shall notify students via email of lock removal and locker cleaning during the last week of summer session. If locks and/or items remain in the locker, locks will be cut off (destroyed) and items will be held for a few weeks and then given to charity. The email to students should mention that the College of Pharmacy is not responsible for lost or donated items. If locks need removal, the previous organization should get the cutters from Joe in the mailroom and cut off locks.

3. Each locker will be sold for $0.50 each (includes fall, spring & summer semesters). This is a fundraising source for the selected organization.

4. Lockers will be sold for Pharm.D. students for floors 2-4.

5. Each student will provide a lock to secure items in the locker.

6. Locker sales will occur during the lunch hour during the first week of the fall semester and be announced at least one week prior to the sales. THERE WILL BE NO EARLY SALES!

7. For each locker, the name of the student, year and locker combination will be collected on notecards.

8. These notecards will be maintained by the current organization in charge of locker sales that academic year. The notecards will subsequently be shredded once the academic year (following summer session) has ended.

9. On the day of the sale, a table shall be set up on each floor of lockers. Lockers on that floor will ONLY be sold at that table. Traffic flow should be maintained.

The following are the numbers of lockers on each floor of the old Pharmacy building:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Lockers</th>
<th>Number of lockers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd</td>
<td>1-104; 113-134; 119A-134A (stairwell)</td>
<td>142</td>
</tr>
<tr>
<td>3rd</td>
<td>135-150</td>
<td>16</td>
</tr>
<tr>
<td>4th</td>
<td>223-306</td>
<td>84</td>
</tr>
</tbody>
</table>

Total number of lockers: 242