



Equipment owned by PSO may be loaned to or borrowed from all school divisions, school administrators and external school organizations and clubs. This procedure describes the process by which a department may request the loan of the popcorn machine from PSO.

1. Submit request to your respective school division; High School, Middle School, Elementary School and Early Childhood School VP's at least one week prior to the event.

Early Childhood School VP - psoVPEC@concordiashanghai.org

Elementary School VP - psoVPES@concordiashanghai.org

Middle School VP - psoVPMS@concordiashanghai.org

High School VP - psoVPHS@concordiashanghai.org

2. The VP's will send the request to the Popcorn Chair for approval.
3. The Popcorn Chair will handle the scheduling.
4. The VP's will ensure the borrower knows how to properly operate, clean and transport the popcorn machine.