



Assistance League® of Everett

Volunteers Serving Snohomish County Since 1965sm

August 24, 2022

To: **OPERATION SCHOOL BELL® CONTACTS:** Counselors, Health Room Coordinators, Family Support Specialists

Re: **NEW PROCEDURES FOR 2022-2023**

PLEASE READ CAREFULLY

This year we will be using a new hybrid schedule for clothing students. We made this decision as a result of a survey that was sent to the school districts last spring. We will be open to in-person students on Tuesdays and Wednesdays, and will do the bagging model (which was used last year), on Thursdays and Fridays.

September 26, 2022: Operation School Bell will open its doors to students in need of new school clothes and shoes. All elementary and middle school students will receive services directly through Operation School Bell. The ECEAP Program will serve preschool students and Teen Retail will serve the majority of high school students.

ELIGIBILITY AND SCREENING GUIDELINES

- Demonstrate need for clothing
- Enrolled in K through grade 12

SCHEDULING APPOINTMENTS: Appointment scheduling **FOR IN-PERSON STUDENTS** will take place Monday, September 12th through Wednesday, September 14th from 9:30 a.m. to 1:00 p.m. Dial: **425-252-8671**

When scheduling your school appointment, please make us aware of any unusual situation regarding students' size, non-English speaking, or other special needs. (Please note, an assistant must accompany any student incapable of functioning independently.)

If you need to cancel an appointment or will be late, please let us know by dialing 425-252-8671 as soon as possible.

PROCEDURES FOR STUDENTS WHO COME INTO THE BUILDING TO SELECT THEIR CLOTHING, SHOES, ETC.:

- An **Operation School Bell Service Request Form** (attached) **must** accompany each student. **Both school and parent or guardian signatures are required.** Only the attached **2022-2023** Student Request form will be accepted. We also are sending it in Spanish. **Please discard any old forms.**
- Please advise parents that clothing and shoe exchanges are not allowed.
- It is the school's responsibility to arrange transportation. Students must be transported to Operation School Bell by an authorized school representative or volunteer.

- **If bringing 20 or more students, please provide an alphabetical list of students coming on that day.**
- School personnel are required to remain in the waiting area unless a student needs special assistance.

FOR STUDENTS BEING SERVED BY THE BAGGING MODEL:

- Attached to this email and posted on the Assistance League of Everett website are the service request forms for 2022-23, children's sizes order form, adult sizes order form, and children's shoe sizing template.
- School personnel will print off and send home a service request form for each student as well as the appropriate order form.
- Parents will complete the service request and order forms and return them to school.
- School personnel will drop off or mail in the completed forms. Please do not email or fax the completed forms, as our printing capacity is limited. We encourage schools to wait until they have at least 10 completed packets before returning them to Operation School Bell.
- Operation School Bell volunteers will fill and bag the orders. When the school's orders have been filled, we will contact the school for a pick-up.
- School personnel will pick up the bags and distribute them to their students. **Prompt pick-up is especially important this year, since we have limited storage capacity due to students also coming into the building.**
- **School personnel do not need to schedule appointments and can turn in orders as often as needed, although, as mentioned above, working in batches of 10 or more will be more efficient.**

TEEN RETAIL:

Assistance League volunteers will distribute Fred Meyer clothing certificates to high school counselors. The counselors will then distribute them to students who qualify for assistance. The students will have until December 1 to purchase school related items.

Teen retail information will be distributed directly to the high school counselors in August and September. Counselors may contact Patti Cartmill at patti.cartmill@assistanceleagueofeverett.org for further information.

ECEAP:

The preschool ECEAP program will operate as it has in the past. Our ECEAP coordinator, Wanda Corcoran, will be in contact with the ECEAP program managers on the first of September.

Assistance League of Everett has provided new school clothes to over 110,000 students through Operation School Bell since 1965. We look forward to meeting and serving your students this year. If you have questions, please do not hesitate to call 425-252-8671.

Sincerely,

Jeanne Ferguson and Kristy Kelly, Operation School Bell Co-Chairs
Doreen Boy, President, Assistance League of Everett

Operationschoolbell@gmail.com
425-252-8671

Assistance League of Everett is a nonprofit 501(c)(3) corporation.
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