



Assistance League® of Everett

Volunteers Serving Snohomish County Since 1965sm

August 1, 2024

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

Re: **NEW PROCEDURES FOR 2024 - 2025**

This year Operation School Bell will be continuing with the hybrid schedule for clothing students. We will be open to **in-person students** each Wednesday and Thursday and will complete the **bagging model** each Monday and Tuesday.

The week beginning September 23, 2024: Operation School Bell will open its doors to provide for students in need of new school clothes and shoes.

SCHEDULING APPOINTMENTS: The initial appointment scheduling **FOR IN-PERSON STUDENTS** begins **Monday, September 9, through Wednesday, September 11** from 9:00 a.m. to 1:00 p.m. Phone: 425-252-8671 to schedule appointments.

Beginning Monday, September 23, subsequent scheduling **FOR IN-PERSON STUDENTS** can be completed during Operation School Bell's regularly scheduled business hours (Monday-Thursday, 9:00 a.m. to 1:00 p.m.). Call 425-252-8671 to schedule appointments.

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 contact us **24 HOURS IN ADVANCE** by phone: 425-252-8671.

ELIGIBILITY AND SCREENING GUIDELINES

- Enrolled in Pre- K through grade 12 and attend school on a regular basis.
- Student qualifies for additional support services based on **FINANCIAL NEED**.
- Clothing is offered one time per school year per student. (September 2024-June 2025).
- Clothing is for the student in need and the sizes on the Size Order Form must match the child.

Note: We are unable to provide clothing for anyone other than the qualifying child.

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

- An Operation School Bell **Service Request Form** and **Size Order Form** must accompany each student.

These forms are available on the Assistance League of Everett website, under the link for Operation School Bell – District Information. The Service Request Form and the Size Order Form (child size and adult size) are offered in English and in Spanish. Both the school representative and parent or guardian signatures are required on the Service Request Form. Only the 2024-2025 forms will be accepted for processing.

- It is the school's responsibility to arrange transportation. Students must be transported to Operation School Bell by an authorized school representative or volunteer.
- School personnel **are required** to remain on-site and supervise students.

FOR STUDENTS BEING SERVED BY THE BAGGING MODEL:

- Available on **Assistance League of Everett** website, under the link for Operation School Bell – District Information, is the **Service Request Form** and the **Size Order Form** (child size and adult size). The Service Request Form and the Size Order Forms are available in both English and in Spanish. Only the 2024-2025 forms will be accepted for processing.
- School personnel will print off and send home, for the student, the **Service Request Form** and the **appropriate** clothing **Size Order Form** (child size or adult size).
- Parents will accurately complete the **Service Request Form** and the **Size Order Form** and return them to school. **Both the school representative and parent or guardian signatures are required on the Service Request Form.**
- All areas on the Size Order Form must be completed, or we will assume the child does not need that item.
- **School personnel are required to review each form for completion and accuracy.** **Note: Ensure the correct Size Order Form is completed, as appropriate, Child Size Order Form or Adult Size Order Form.**
- School personnel will drop off or mail in the completed forms. Please **do not** email or fax the completed forms.

**Assistance League of Everett
Attn: Operation School Bell
5107 Evergreen Way
Everett, WA 98203**

- The Service Request Form and the student's Size Order Form will be processed on a first come, first served basis. **Incomplete or improperly completed documents and forms will be returned to the school for corrections and will then be processed, in que, once returned to Operation School Bell.**
- School representatives must pick up the prepared clothing bags **PROMPTLY** once contacted they are ready. In addition to regularly scheduled business hours, (Monday-Thursday, 9:00 a.m. to 1:00 p.m.) Bag pick-up will currently be offered each Friday, 10:00 a.m. to 1:00 p.m.

Please advise parents that clothing and shoe exchanges are not permitted. It is to the benefit of the student to have the school schedule and transport students for the **In-Person** appointment. When coming to Operation School Bell for an **In-Person** appointment, the child benefits from the experience of a personal clothier. The child selects new clothing of preference and has the opportunity to try on their selected clothing items. The In-Person appointment ensures the child receives clothing that is **well-fitting**.

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 Mary Jo Goodwin at maryjogoodwin@assistanceleagueofeverett.org for further information.

ECEAP:

The ECEAP coordinator, Wanda Corcoran, will be in contact with the ECEAP program managers at the beginning of September. Information will be provided to the ECAP program managers at that time.

Assistance League of Everett has provided new school clothes to over 130,000 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,

Mary Anne Walters, Chair, Operation School Bell
Carol Burk, President, Assistance League of Everett

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425-252-8671

Assistance League of Everett is a nonprofit 501(c)(3) corporation. Federal Tax Identification #91-6069747