June 4, 2019

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

Re: NEW PROCEDURES FOR 2019-2020

PLEASE READ CAREFULLY

September 16, 2019: 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 shoes. The need is growing at an alarming rate with no sign of slowing down in the near future.

SCHEDULING APPOINTMENTS: Appointment scheduling begins Monday, September 9th through Friday, September 13th from 9:00 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.

ELIGIBILITY AND SCREENING GUIDELINES

• Demonstrate need for clothing
• Qualify for free and reduced lunch program
• Attend school regularly
• Enrolled in K through grade 12

PROCEDURES:

• An Operation School Bell Service Request Form (attached) must accompany each student. Both school and parent or guardian signatures are required.

• Only the attached 2019 – 2020 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 accompanying students are required to remain in the waiting area.
**TEEN RETAIL:**
High school students will have the opportunity to use our Teen Retail Program starting in September by shopping at local Fred Meyer stores or coming into the Operation School Bell facility.

Teen Retail information will be emailed directly to the high school counselors in September. Counselors may contact Chris Clements at Christine.clements@comcast.net for further information.

**CLOSURES:** Operation School Bell runs on the Everett Public School calendar. If the Everett School District is 2 hours late or closed, we will be closed.

Assistance League of Everett has provided new school clothes to over 97,000 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,

Gloria Lyon, Claudia Menard and Laurie Robinson
Co –Chairmen, Operation School Bell

Sally Joy, President
Assistance League of Everett

Operationschoolbell@gmail.com
425-252-8671

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