Assistance League® of Salt Lake City

Book Bank Policies

I. Management

A. The Book Bank Chair shall be appointed by the Philanthropic Programs Chairman and approved by the Board.

B. The program shall be in compliance with the National Assistance League® Policies for Chapters and chapter policy statements.

C. The committee shall plan and present a budget to the Finance Committee in February. The Board and membership shall approve the annual plan and budget.

D. An agreement between Assistance League of Salt Lake City and each participating agency shall be signed and current.

E. Instructions and training shall be given to all volunteers working with children.

II. Standards

A. Committee members of Book Bank shall select the books to be purchased for distribution to agencies and/or read to children at the Head Start classes or other selected community events.

B. Only new books shall be distributed.

C. All books shall be clearly identified as a program of Assistance League of Salt Lake City.

D. When distributing books and/or reading to children at community events, Book Bank volunteers shall be identified as members/affiliates of Assistance League of Salt Lake City.

E. When reading in schools, Book Bank volunteers shall check in with the school office before going to the classrooms and identify themselves as members/affiliates of Assistance League of Salt Lake City.

F. Each year Book Bank committee members shall contact community agencies served in the past and assess any needs they may have. They will also determine any new agencies they will be serving during the year.

G. All brochures or materials distributed to community agencies shall be submitted to and approved by the chapter reading committee and shall be clearly identified as being provided by Assistance League of Salt Lake City.

H. All scheduling to read in Head Start classrooms will be made ahead of time. Head Start schools will be identified and grouped by month.