

Assistance League® of Salt Lake City

Operation School Bell® Policies

It is the policy of Assistance League of Salt Lake City to fund, manage and conduct Operation School Bell to serve school children in need.

I. Management

- A.** The Operation School Bell Chair shall be appointed by the Philanthropic Programs Chairman and approved by the Board.
- B.** The program shall be in compliance with National Assistance League® Policies for Chapters and chapter policy standards.
- C.** The committee shall present a budget to the Finance Committee in February. The Board and membership shall approve the budget.
- D.** An agreement between Assistance League of Salt Lake City and each school district served shall be signed by the designated district representative to allow for the services of Operation School Bell.
- E.** All brochures or materials distributed by this committee shall be submitted to and approved by the chapter communications reading committee and shall be clearly identified “as a program of Assistance League of Salt Lake City, a chapter of National Assistance League.”
- F.** Instructions and training shall be given annually to all volunteers prior to their working with children.

II. Standards

- A.** Only school counselors, principals, social workers or qualified agencies shall refer clients to receive Operation School Bell clothing, supplies and/or vouchers.
- B.** Only new clothing and/or supplies shall be distributed.
- C.** Vouchers may be given to purchase clothing, shoes or supplies.
- D.** All distributions shall be clearly identified as a “program of Assistance League of Salt Lake City, a chapter of National Assistance League.”
- E.** Distribution shall be made in one or more of the following ways:
 - 1.** Assistance League of Salt Lake City volunteers working on school sites may distribute clothing or supplies bagged for referred individual clients.

2. School counselors may distribute clothing or supplies previously bagged for referred individuals.
 3. School counselors may make distributions to referred individuals from bulk quantities of clothing and supplies as approved by the Operation School Bell Committee.
 4. Operation School Bell Committee may approve distribution of vouchers or other items as deemed appropriate.
- F.** Community volunteers may participate in the activities of Operation School Bell under the supervision of Operation School Bell Committee. Community volunteers must comply with the program standards and rules.
- G.** A volunteer may be denied the privilege of working with Operation School Bell by the Board upon the recommendation of the Philanthropic Programs Chairman if his/her behavior is not lawful or consistent with the mission and rules of Assistance League of Salt Lake City.
- H.** Clothing and supplies distributed by Operation School Bell shall meet any relevant regulations put in place by the federal government and the State of Utah.