



Assistance League® of Everett

Volunteers Serving Snohomish County Since 1965sm

September 1, 2020

To: OPERATION SCHOOL BELL® CONTACTS

Re: NEW PROCEDURES FOR 2020-2021

PLEASE READ CAREFULLY

Operation School Bell will be working with participating school districts to meet the needs of as many students as possible during this time of remote learning and pandemic protocols. We know that all involved will need to be flexible as we adapt to a new and, hopefully temporary, service model.

Students qualify for services when they:

- Demonstrate need for clothing
- Qualify for free and reduced lunch program or show significant need
- Are enrolled in PreK through grade 12

General guidelines:

- Operation School Bell services will begin **October 1, 2020**.
- We will be serving students in elementary school with this fall's service model. Due to sizing difficulties, middle school students will be served when they can come to our building to select and try on their clothes.
- We will continue to work with students that have an emergency need.
- An Operation School Bell Service Request Form as well as an order form must be completed for each student. Both school personnel and parent/guardian signatures are required.
- Only the attached 2020-2021 Student Request form will be accepted. We are providing the form in English and in Spanish.

New procedures for the 2020-2021 school year:

- Attached to this email and posted on the Assistance League website are the service request forms for 2020-2021, 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 and return to the school the service request form and order form.
- School personnel will drop off at our building or mail in completed forms. We encourage schools to wait until they have at least 10 completed packets before returning them to OSB.
- OSB volunteers will fill and bag the orders. When a school's orders have been filled, OSB will contact the school for pick-up.
- School personnel will pick-up their bags and distribute them to their students.
- School personnel do not need to schedule appointments. Schools can turn in orders as often as they need to although, as mentioned above, working in batches of 10 or more will be more efficient.

TEEN RETAIL:

Our Teen Retail Program will be significantly different than years past. There will not be Teen Retail shopping nights this year. Assistance League volunteers will distribute Fred Meyer gift cards to school counselors. The counselors will then distribute them to students who qualify for assistance. The students will have several months to purchase school related items.

Teen Retail information will be emailed directly to the high school counselors in September. Counselors may contact Chris Clements at christine.clements@comcast.net or Judi Drake at twoduckies@gmail.com 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 the first of September.

Assistance League of Everett has been providing new school clothes to over 100,000 students through our Operation School Bell program 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, Laurie Robinson, Co-Chairs
Operation School Bell

Donna Day, President
Assistance League of Everett

Operationschoolbell@gmail.com
425-252-8671



Operation School Bell® - Service Request Form 2020-2021

Operation School Bell provides clothing to students who demonstrate financial need and attend schools in Snohomish County. Your child's school will arrange for your child to receive new school clothing.

This completed form must be returned to your child's school.

School Section

Everett School District

Date _____

Student Name _____
(Please Print) First name

_____ Last name

Student I.D. Number _____ Gender _____

School Name _____ Grade _____

School Representative Name and Title _____

Student Ethnicity

_____ Caucasian
_____ African American
_____ Asian/Pacific Islander
_____ Eastern European
_____ Middle Eastern
_____ Native American/
Alaskan
_____ Other

Parent/Guardian: *Please complete this section of the form, sign and return to your child's school.*

Student Name _____
(Please print)

☐ Male ☐ Female

School Name _____

Grade _____

Student qualifies for the Free or Reduced Lunch Program at school.

Yes _____ No _____

☒ I give permission for my child to be served by Operation School Bell.

☒ Please check one: ☐ I give ☐ I do not give Assistance League of Everett permission to publish in print, electronic or video format, the likeness or image of my child for publicity purposes solely for the benefit of Assistance League and waive any right of compensation or copyright ownership thereto. This photo permission does not affect your child's ability to receive clothing.

Parent/Guardian Signature _____

Print Name _____

Please complete the attached Operation School Bell Order Form 2020-2021.

We encourage you to size up if you are in doubt about the correct size. Clothing cannot be returned.

OPERATION SCHOOL BELL USE ONLY

Shoes _____ Socks _____
Pants _____ Jacket _____
Shirts _____ Hat/Gloves/Scarf _____
Underwear _____ Grooming Kit _____
Cami/Bra _____ Sweatshirt _____
Book _____ Other _____
Volunteer _____ Date _____



Operation School Bell® - Service Request Form 2020-2021

Operación School Bell ofrece ropa a estudiantes que demuestren necesidad económica y asisten regularmente a la escuela. La escuela de su estudiante le va a organizar que esté equipado con ropa nueva.

Padre/Tutor: Por favor, complete la sección hacia abajo para padre/tutor y devuélvelo a la escuela.

Este formulario completo deberá ser presentada a la Operación School Bell.

Everett School District

Fecha _____

Nombre del estudiante _____

Please Print

Nombre

Apellido

Número del estudiante _____ Sexo ☐ Masculino ☐ Femenino

Nombre de la escuela _____ Nivel _____

Representante escolar _____

Título del representante escolar _____

Etnicidad de Estudiante

_____ Caucasian

_____ African American

_____ Asian/Pacific Islander

_____ Eastern European

_____ Hispanic

_____ Middle Eastern

_____ Native American/

Alaskan

_____ Other (specify)

Padre / Tutor: *Por favor, complete esta sección y devuelva el folmulario a la escuela de su estudiante.*

Nombre del estudiante _____ Sexo ☐ Masculino ☐ Femenino
(Por favor imprimir)

Nombre de escuela _____ Nivel _____

Est udiente cualifica para el programa de almuerzo gratuito o a precio reducido en la escuela. ☐ Sí ☐ No

☐ Doy permiso para que mi hijo/a esté ayudado por la Operación School Bell.

Por favor marque una: ☐ Doy ☐ No doy permiso a la Liga de Ayuda de Everett, para publicar en impresos electrónicos o formato de vídeo o imagen de mi hijo/a con fines publicitarios para el beneficio exclusivo de la Liga de Ayuda. Renuncio cualquier derecho de compensación o propiedad de los derechos del autor. Este permiso para la fotot no afecta la capacidad del estudiante para recibir la ayuda.

Firma del padre/tutor _____/
Impresa del nombre _____

Por favor completa el formulario "Operation School Bell Order Form 2020- 2021".

Les animamos a ustedes que den un tamaño más grande si tengan duda del tamaño correcto. Se prohíbe delvolver la ropa.

Solo para el uso de Operation School Bell

Shoes _____ Socks _____

Pants _____ Jacket _____

Shirts _____ Sweatshirt _____

Underwear _____ Grooming Kit _____

Cami/Bra _____ Hat/Gloves/Scarf _____

Book _____ Other _____

Volunteer _____ Date _____

Operation School Bell CHILD SIZE Order Form – 2020/2021

Student Name _____ Preferred color(s) _____

Body Type: _____ Slim _____ Regular _____ Husky Is there anything special we should know about clothing your child? _____

Male

Shirt	Sweatshirt	Jacket
_____ 4	_____ 4	_____ 4
_____ 5/6	_____ 5/6	_____ 5/6
_____ 7	_____ 7	_____ 7
_____ 8	_____ 8	_____ 8
_____ 10/12	_____ 10/12	_____ 10/12
_____ 14/16	_____ 14/16	_____ 14/16
_____ 18/20	_____ 18/20	_____ 18/20

Pants (total of 3 pairs) waist size _____"

Jeans		
_____ 5 slim	_____ 5 regular	
_____ 6 slim	_____ 6 regular	
_____ 7 slim	_____ 7 regular	
_____ 8 slim	_____ 8 regular	_____ 8 husky
_____ 10 slim	_____ 10 regular	_____ 10 husky
_____ 12 slim	_____ 12 regular	_____ 12 husky
_____ 14 slim	_____ 14 regular	_____ 14 husky
_____ 16 slim	_____ 16 regular	_____ 16 husky
_____ 18 slim	_____ 18 regular	_____ 18 husky
_____ 20 slim	_____ 20 regular	_____ 20 husky

Athletic Pants	Sweatpants	Athletic Shorts
_____ 4	_____ 4	_____ 8
_____ 5/6	_____ 5/6	_____ 10/12
_____ 7	_____ 7	_____ 14/16
_____ 8	_____ 8	_____ 18/20
_____ 10/12	_____ 10/12	
_____ 14/16	_____ 14/16	
_____ 18/20	_____ 18/20	

Underwear

Boxers	Briefs
_____ 6/8 (small)	_____ 4 (xsmall)
_____ 10/12 (medium)	_____ 6/8 (small)
_____ 14/16 (large)	_____ 10/12 (medium)
_____ 18/20 (xlarge)	_____ 14/16 (large)

Shoes

Youth Sizes (see size template for sizes 8-4)

_____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____ 13 _____ 1 _____ 2 _____ 3 _____ 4

Adult Sizes (size template not available)

_____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____ 13

Female

Shirt	Sweatshirt	Jacket
_____ 4	_____ 4	_____ 4
_____ 5/6	_____ 5/6	_____ 5/6
_____ 6X	_____ 7	_____ 6X
_____ 7	_____ 8	_____ 7
_____ 8/10	_____ 10/12	_____ 8/10
_____ 12/14	_____ 14/16	_____ 12/14
_____ 16	_____ 18/20	_____ 16
		_____ 18

Pants (total of 3 pairs) waist size _____"

Leggings	Jeggings	Jeans
_____ 4-6X	_____ 4	_____ 4
_____ 7/8	_____ 5	_____ 5
_____ 10/12	_____ 6	_____ 6
_____ 14/16	_____ 6X	_____ 6X
	_____ 7	_____ 7
	_____ 8	_____ 8
	_____ 10	_____ 10
	_____ 12	_____ 12
	_____ 14	_____ 14
		_____ 16

Underwear

Briefs	Camisole	Sports Bra
_____ 4	Adult Sizes	Adult Sizes
_____ 6	_____ Small	_____ S/M
_____ 8	_____ Medium	_____ L/XL
_____ 10	_____ Large	
_____ 12	_____ XLarge	
_____ 14		

We encourage you to size UP if you are in doubt about the correct size. Clothing cannot be returned or exchanged.

Operation School Bell ADULT SIZE Order Form – 2020/2021

Student Name _____ Preferred color(s) _____

Body Type: _____ Slim _____ Regular _____ Husky Is there anything special we should know about clothing your child? _____

Male

Shirt	Sweatshirt	Jacket
_____ Small	_____ Small	_____ Small
_____ Medium	_____ Medium	_____ Medium
_____ Large	_____ Large	_____ Large
_____ XLarge	_____ XLarge	_____ XLarge
_____ 2XL	_____ 2XL	_____ 2XL
_____ 3XL	_____ 3XL	_____ 3XL
_____ 4XL	_____ 4XL	_____ 4XL

Pants (total of 3 pairs) waist size _____"

Jeans	Athletic Shorts
_____ 28/30	_____ Small (28/30)
_____ 30/30	_____ Medium (32/34)
_____ 30/32	_____ Large (36/38)
_____ 30/34	_____ XLarge (40/42)
_____ 32/30	_____ 2XL (44/46)
_____ 32/32	_____ 3XL (48/50)
_____ 34/30	
_____ 34/32	Athletic/Sweat Pants
_____ 34/34	_____ Small
_____ 36/30	_____ Medium
_____ 36/32	_____ Large
_____ 38/30	_____ XLarge
_____ 38/32	_____ 2XL
_____ 40/30	_____ 3XL
	_____ 4XL

Underwear

Boxers	Briefs
_____ Small (28/30)	_____ Small (28/30)
_____ Medium (32/34)	_____ Medium (32/34)
_____ Large (36/38)	_____ Large (36/38)
_____ XLarge (40/42)	_____ XLarge (40/42)
_____ 2XL (44/46)	_____ 2XL (40/42)
_____ 3XL (48/50)	_____ 3XL (48/50)

Shoes

Youth Sizes (see size template for sizes 8-4)

_____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____ 13 _____ 1 _____ 2 _____ 3 _____ 4

Adult Sizes (size template not available)

_____ 5 _____ 6 _____ 7 _____ 8 _____ 9 _____ 10 _____ 11 _____ 12 _____ 13

Female

Shirt	Sweatshirt	Jacket
_____ XSmall	_____ Small	_____ Small
_____ Small	_____ Medium	_____ Medium
_____ Medium	_____ Large	_____ Large
_____ Large	_____ XLarge	_____ XLarge
_____ XLarge	_____ 2XL	_____ 2XL
_____ 2XL	_____ 3XL	
_____ 3XL	_____ 4XL	
_____ 4XL		

Pants (total of 3 pairs) waist size _____"

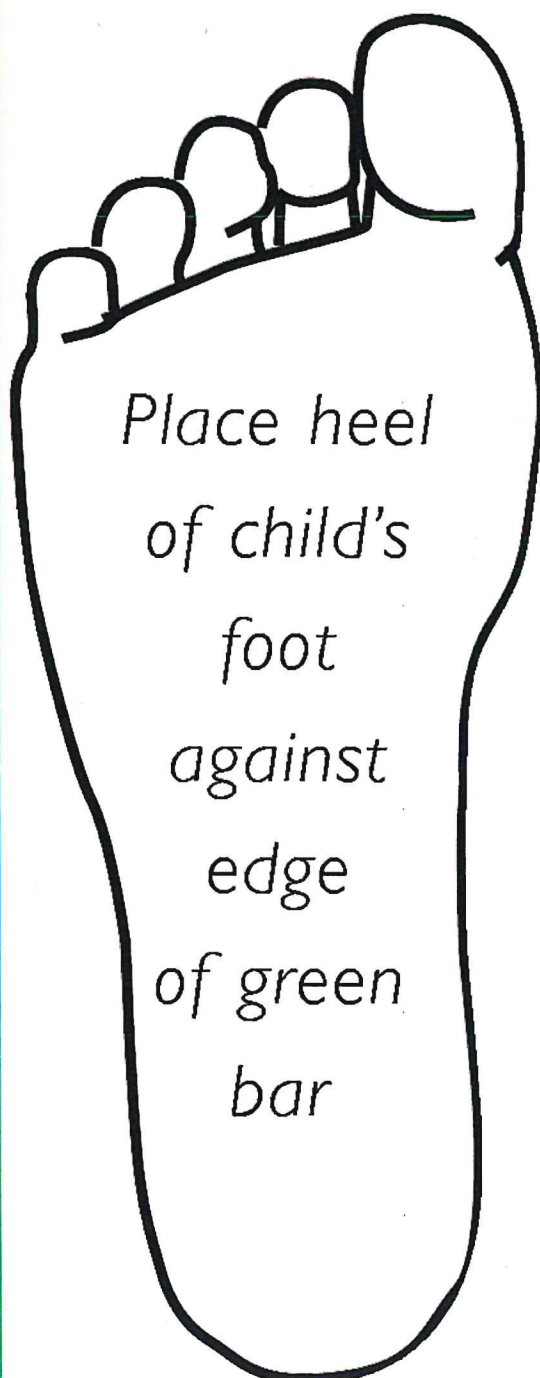
Jeans	Athletic/Yoga	Leggings
_____ 0	_____ Small	_____ S/M
_____ 1/2	_____ Medium	_____ M/L
_____ 3/4	_____ Large	_____ 1X/2X
_____ 5/6	_____ XLarge	_____ 2X/3X
_____ 7/8	_____ 2XL	
_____ 9/10	_____ 3XL	
_____ 11/2		
_____ 13/14		
_____ 18		
_____ 20		
_____ 22		

Underwear

Briefs	Camisole	Bra
_____ 5	_____ Small	_____ S/M
_____ 6	_____ Medium	_____ L/XL
_____ 7	_____ Large	_____ 2X/3X
_____ 8	_____ XLarge	
_____ 9	_____ 2XL	
_____ 10	_____ 3XL	
_____ 11		
_____ 12		
_____ 13		

We encourage you to size UP if you are in doubt about the correct size. Clothing cannot be returned or exchanged.

Kids' Shoe Size Chart



*Place heel
of child's
foot
against
edge
of green
bar*

Operation School Bell offers
children's sizes **8 through 4**
and adult sizes **5 through 13.**