**ASSAULT SURVIVOR KITS (ASK)**

**Chairman, Job Description**

***Reports to VP, Philanthropic Programs***

Assault Survivor Kit (ASK) clothing items are assembled into kits by size. They are then delivered to area hospitals and agencies for distribution to assault, rape and domestic violence victims. Because a victim’s clothing is usually retained as evidence in a criminal investigation, the victim may leave the hospital wearing paper scrubs if there is no one to bring clean clothing. The ASK program began in October 1994, Assistance League members distributed 190 kits to 4 hospitals that year. Since then the program has expanded into surrounding communities in Boone, Delaware, Hamilton, Hendricks, Howard, Madison and Marion counties.

All clothing kits include sweatpants, sweatshirt or T-shirt, briefs and socks. Sizes begin with youth X-small and go through adult 4X-large. We also provide additional clothing items as requested by the agencies that we serve (t-shirts, underwear, bras, socks).

**Required Skills:**

* Effective communication skills (written and oral)
* Computer skills for report generation and inventory tracking (i.e., Excel, Word)

**Training:**

* Understand ASK budget and budgeting process.
* Understand Voucher repayment process. VP, Philanthropic Programs (hereinafter, VP) will be required to co-sign any voucher repayment requests. It is imperative to turn in receipts in a timely manner for bookkeeping purposes.

**Weekly Duties (as needed):**

* Copy VP on all email correspondence.
* Any newsletter announcements are due to the President on the Wednesday prior to the Sunday newsletter. Be sure to copy VP.

**Monthly Duties:**

* Submit an update of program activities to VP prior to each Board meeting. This will include a monthly report, inventory, and price of any distributions. Even if no activity, report that no activities took place that month.
* Keep track of all expenditures and watch the Treasurer’s report to verify the information in the ASK category is up to date and correct.

**Other Specific Duties:**

* Attend Appointive Standing Committee Training at the beginning of the fiscal year (June).
* Use Springfest forms compiled by Membership to engage every member who identified interest in helping with the ASK program.Send emails to these members to notify them when workshops are being held..
* Be responsible for writing an end-of-year report. This is due to the VP no later than May 5th so that VP can submit her report by May 10th. (If you do not have final data for your area, the report can be amended to update data when you have it.) It is helpful to keep notes of activities and pertinent information as the year goes along. This report is extremely helpful to your successor and for completing your end of year report.
* You may be asked to supply information to update the Member Handbook.
* Be familiar with the policies and bylaws/standing rules that pertain to your position.
* Write meeting minutes for every meeting you chair. Copy attendees. Keep a copy for future reference.

**Beginning of Year:**

* Retrieve all folders from prior ASK delivery coordinators by May Regular Meeting, unless they wish to continue in their position. In this case, give them any updated information to add to their folders.
* Contact VP for current agreements with the agencies who receive kits.
* Organize folders with current information regarding agreements, procedures and general information.
* Hold an annual meeting in June for all coordinators to inform them of their responsibilities, procedures and telephone numbers for Chairs.
* Assign coordinators to each hospital/shelter.

**Order Clothing/Supplies:**

* Order clothing from any vendors you find to have the best cost for items we need. Current ASK Chair will give you her records. Typically three large orders are placed each year, with several smaller orders intermittently.
* When items arrive, review the inventory order to check in each item.
* If you order items on the ALI Credit Card, fill out a reimbursement form and have VP approve. Give this form and original copies to Treasurer. She will have a record and can pay the Credit Card Bill on a timely basis.
* Buy ziploc bags for clothing to be placed in. White kitchen trash bags are used for small deliveries and large trash bags for most other deliveries.
* Make copies of the ASK delivery form (updated 3/21) and keep a supply in the folder, also give some to each ALI member who is delivering to agencies.
* Have Demographic Forms Printed. The master is on the thumb drive/file provided to you. There is also a copy of the master in the ASK drawer at the CO. One of these must be placed in each kit distributed.
* Print inserts for each kit. This inserts state the size of the kit and ALI information.

**Assemble Clothing Kits:**

* Hold 2 to 3 workshops per year to maintain a supply of all sized kits so they are ready when agencies request them.
* Notify your committee of workshop helpers (provided by Membership from the Springfest forms) by email at least 2 weeks in advance of a workshop. Verify with the President-Elect that your date for the workshop is available and ask her to put the dates on the chapter calendar and in the President’s newsletter.
* Prepare for the workshop by putting all items needed to assemble the kits in separate areas by size. If you have 50 size adult small sweatshirts, you will need 50 small sweatpants, 50 small ladies briefs, 50 adult socks, 50 plastic bags, and 50 adult small inserts - one for each kit. Make certain you have enough demographic and information inserts printed for the workshop.
* Volunteers can work in teams to assemble the kits. Place socks and briefs inside one of the larger items, then place all of the clothing items in a reclosable bag and add a descriptive insert in the correct color for each size. The paper and original sheets to use to copy them is in the ASK top drawer in the workshop. After all items are in the bag, remove all air from the bag so that it will pack more tightly in the boxes on the shelves.
* Store the kits in boxes marked for each size at the Chapter Office. Mark each box with a number from the felt strip to show how many kits are in each box. This is for the inventory at the Chapter Office.

**Fill Orders for Delivery:**

* Receive orders from the agencies and hospitals via phone call or email. Check the ALI email. Orders may go directly to the Chair, the coordinator or to the Chapter Office. Send periodic reminders to the ALI Coordinators to have them contact their respective agency to get an order. Sometimes the person listed as the contact has changed so it may require persistence to make contact. Please inform VP of and changes in contact names or pertinent information.
* Make arrangements to meet coordinators at the Chapter office to fill the order. The Coordinator should fill out the ASK Delivery Form for each order. Three copies should be made of this form. One for the binder on the shelf in the CO, one for the Coordinator and one to be given to the agency when delivery is made. Also fill out the list in the binder that shows who delivered the items, where and how many. Also add one of the colorful brochures available by the door at the Chapter Office so the agency or hospital knows about our organization.
* The coordinator makes the delivery to the agency or hospital. Please note on the delivery form your estimate of the time it takes for the delivery.
* Each agency has an agreement that specifies how many kits and undergarments they are to receive each year. Try to stay within that agreement. If any agency wants more than their agreement states, discuss with VP.
* Keep records of all transactions at the Chapter Office, with the coordinator and with the agencies.

**Monthly Reports:**

* Keep detailed records of all inventory delivered and costs of the kits and items.
* Keep detailed records of all inventory at the Chapter Office and the value of these items.
* Submit a report of monthly activities at the end of each month, including deliveries and the value of the items delivered, total budget, amount spent, and current inventory at the Chapter Office. Send monthly reports to VP and Treasurer.
* Complete Year-End reports by May 5th so that VP can submit by May 10th. This report should include the number of workshops held during the year, the number of members who attended and hours volunteered. These total hours can be obtained from the hours recorder or ASK delivery forms.
* Report to the members at the monthly meeting as needed.
* Obtain Board and membership approval for changes to existing contracts as needed, send requests to VP for Motions.
* Reports to be completed each month:
	+ ASK Deliveries Made
	+ ASK Inventory
	+ Delivery Cost
	+ Monthly Report

**Miscellaneous Items:**

* Attend Program Chair meeting in January to establish next fiscal year budget for ASK.
* Make recommendations to VP for expansion of agencies served.

**Helpful Suggestions for Future:**

Signature / Date