**OPERATION SCHOOL BELL® - APPAREL**

**Job Description**

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

The chairman is responsible for organizing and running Operation School Bell® at the warehouse location, currently at Ditch and 86th Street. The Inventory Manager of OSB reports directly to the Chairman. This position and its many facets will be discussed chronologically (below), based on the Assistance League® of Indianapolis fiscal year.

**Required Skills:**

* Effective communication skills (written and oral)
* Some computer skills in order to complete and submit reports

**Training:**

* Understand Budget process.
* Understand Voucher repayment process. VP, Philanthropic Programs (hereinafter VP) will be required to co-sign any voucher repayment requests. It is imperative that all receipts be submitted for payment in a timely manner.

**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 for approval.

**Monthly Duties (as needed):**

* You will be required to submit an updated monthly report prior to each Board meeting. Since you are a member of the Board, you will need to copy VP, however, you will present your own Board report as well as that of the OSB Inventory Manager.
* Keep track of all of your expenditures and watch the Treasurer’s report to make sure the information in your category is up to date and correct.

**Other Specific Duties:**

* Attend training at the beginning of the fiscal year (June).
* Be sure to use Springfest forms compiled by Membership to engage every member who identified interest in helping.
* You will be responsible for writing an end-of-year report. This is due to the President no later than 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.
* 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.

**Timeline (By Month):**

**May/June- (the earlier the better, so that you can meet with social workers before the end of the school year.)**

* Write Board Report (you will be trained this month)
* Work with President Elect to secure your Vice-Chairman who will work with you to develop the calendar and who will replace you at the end of the fiscal year. (May)
* Go to the township and IPS websites and print out their school calendars.
* Read the comments obtained from the survey sent out in January/February.

Take all this information and use as necessary in planning for the upcoming OSB year.

* Enlist the help of FACE manager, Jose Juarez (2021-2022), for IPS contact information. Update IPS Social Worker contact list. Contact Townships for any updates to their contact information.
* Schedule to attend an IPS Social Worker workshop, if possible, to share information and gather questions and concerns.
* Contact IPS, again using the help of the FACE manager, to obtain projected school closings with a charter takeover and existing Innovative/Charter/autonomous schools.
* COMPILE THE NEXT YEAR’S OSB CALENDAR AS FOLLOWS:
  + Print out the blank monthly calendars for August, September, October, and November.
  + Mark the calendar with the following information: dates/weeks each school system is on Fall Break and other holidays
  + Board Meetings
  + Also pencil in any known vacations you or your staff have scheduled for these months
  + Days to avoid scheduling OSB shopping:
    - Regular Meetings
    - Hunt Golf Outing
    - *Fridays- these tend to be difficult to staff-Consider removing these days based on current membership*
    - Election Day if an election year (many schools used for polling locations so possibly making it difficult to contact social workers with questions about student forms)
* Begin scheduling process by selecting the closing date first and working back from that point. Keep in mind that social workers are not available during their Fall breaks to answer questions, give us completed student forms or to pick up or receive delivery of filled bags
* The 2022-2023 goal is to clothe 3,000 students. IPS is allocated 2025, Lawrence Township is allocated 180 students, and Washington, Pike, and Warren Townships are allocated 265 students each
  + Allow 3 days for Lawrence, 4 days for each for Washington, Pike and Warren with (37 allowed, 25 needed) for IPS. (This is assuming filling 100 bags per day with 10 volunteer shoppers in addition to scanners and management staff).
  + After completing the schedule for filling bags for each district, set deadlines for return of completed student apparel forms to OSB.
  + With calendar schedule and deadlines in place, contact each district lead with this information. This is most easily accomplished by sending an email letter to the contact including the following information: weeks we will fill their bags, the items in the bags, deadlines for return of student forms and access information for the school personal area of the website.
  + Complete the Google document “cloud-based” **MASTER COMPLETION CHART** for both IPS and Townships. Type the school number and name, as well as the number of students allocated per day**. Reserve one or two make-up days at the end of the calendar.**
  + This calendar is posted on the bulletin board by the Chairman’s desk and should be updated **DAILY** in Google docs.
* After developing the calendar, begin to contact your leadership team: Chairman of the Day, Scanner Coordinator, and Scanner Assistants. These job descriptions may be tweaked by you, as necessary. As the incoming Chairman, plan on working two days per week; one of those days would be shared with your Vice-Chairman so that she can learn your job. Work out with her what days you want to work, keeping in mind that Wednesday should never be one of those days as you will have a Board Meeting on the third Wednesday of each month and a monthly Assistance League meeting on the fourth Wednesday of each month. Contact former Operation School Bell® chairmen to fill those positions. You will have a job description of all positions and offer training in early August. Check Springfest lists and contact past position holders to identify who would like to take these positions.
* Identify from Springfest Forms and from volunteers, who will be your Chairmen of the Day, Scanners, Scanner Assistants.
* Begin to work setting up workshops to clean and set-up all OSB areas to be done by mid-July.
* Assist with Merchandise Check-in when available.
* Grasp a working knowledge of the point-of-sale inventory system and barcoding procedures, (color of bar code for a particular year)
* Consider possible outside volunteers for large workshops. Arrange to have hold harmless agreements available and training time built into the time volunteers help.
* Update student apparel forms in English and Spanish, if needed. Updates will need the help of a graphic artist specialist, like Kathy Detzler. Begin this process as soon as possible.
* Update parent letters in English and Spanish. We usually have a member do the translation for us but check ahead of time for someone to do this.
* Update social worker letters and information.
* Send calendars and updated contact information, parent letters, social worker letters, and apparel forms (if updated) to Andrea Arbore. She will update website and Social worker online forms and have you review all of these forms. These should ideally be ready for the website by mid-July.
* Confirm which member will be your point person for IVolunteer. Give this person the calendar and management team schedules. She will input into IVolunteer for you.
* Work with Inventory Manager in setting up workshops for merchandise check in and labeling. Arrange workshops to clean and set up all OSB areas – to be held in July.

**July**

* Finalize Chairman of the Day and daily management position list for the calendar days OSB is open. Send to all people on this list/calendar so they know dates they are working. Share with Vice-Chairman as volunteers negotiate actual days.
* **SEND EMAILS TO IPS CONTACT (Jose Juarez) TO BE SENT TO EACH IPS SOCIAL WORKER AND PRINCIPAL THAT IS ON THE OSB CALENDAR. FOR IPS: ATTACH THE CALENDAR AS WELL AS A LETTER WITH OUR WEBSITE LINK AND ALL INFORMATION NECESSARY TO DOWNLOAD FORMS. Set deadline for return of student apparel forms and include this in the contact letters.** This information should be available on the website and available to school personal by mid-July.
* Verify that all supplies are at warehouse location (hang tags, paper, forms, tape). If not available, it is your responsibility to purchase or designate your Assistant chair to do so.
* Rewrite volunteer task assignments for shop. These include cleaning of certain areas, restocking merchandise. Be sure that all volunteers understand what is expected of them when they sign up for their jobs. Coordinate with volunteers the set-up of the “shop” and other areas with the decorating committee, should they be needed, as well as IT people and merchandise chairs/ buyers.
* Facilitate workshops for the set-up of the “shop” and storage areas. Use names provided from Springfest forms as well as merchandise team volunteers. Determine the dates and announce via weekly newsletter or individual e-mail.
* Volunteers and merchandise members work to unload, barcode merchandise and arrange merchandise on the shelving.
* Be sure that the new Vice-Chairman and each of your Chairmen of the Day have a key or entry code. Also, the member in charge of Inventory Control should have a key.
* Have Merchandise Buyers notify you when they are planning to have a workshop. Each day a workshop is held must be noted in the End-of-Year Report. Have an ongoing dialogue with the Merchandise Buyers about inventory received and scanned.
* Update all job descriptions and keep binder on desk at OSB.
* Prepare Sub-lists for all jobs at OSB.
* Buy supplies as needed.

**August**

* Write Board Report
* Complete set-up of the shop. Choose dates and notify the President for newsletter announcements.
* Have volunteer job descriptions, daily sign-in sheets printed and ready to distribute. Maintain a master binder on desk as well as in files on OSB computer.
* Be sure to have ready an ample number of daily shopping checklists for members to use. Check these periodically to be sure that more are run when needed.
* Train Chairmen of the Day. Have job descriptions printed and posted in the Break Area.
* Print and post emergency numbers /contact name for each member. President-Elect is responsible for forwarding that file to the Operation School Bell® chairman.
* Prepare the “break room” for volunteers. Any purchases of coffee, water and other supplies should be submitted to the ALI Treasurer for reimbursement. A Payment Voucher, found in the handbook should be used in making this request. Be sure to include the original receipt and have Philanthropic Chair co-sign prior to submitting for payment. You are NOT required to pay for candy, coffee, water, or other supplies out of your own pocket, unless you wish. These expenses can be included in the Operation School Bell® budget.
* Begin Operation School Bell® on the date designated. The Operation School Bell Vice-Chairman should begin to tally numbers of member days worked. Have a spread sheet emailed to her so that she may begin her tallying.
* Communicate with Beyond the Bell Chairmen about movement of bags to schools.
* Beyond the Bell Chairmen should provide you with “sign-out form/ receiving of merchandise data. The Chair of the Day will facilitate these forms for Beyond the Bell bags to be delivered to IPS schools at the same time as duffle bags are ready for pick up. Beyond the Bell chairman should alert you to times arranged for pick up by Pike Township social workers.
* Either you or Assistant Chair should maintain a log of who works on every day. These numbers are used for end of year reporting.
* Buy supplies as needed.

**September**

* Write Board Report
* Operation School Bell® Vice-Chairman or Chairman continues to tally volunteer days worked.
* Continue to monitor IVolunteer and determine how many OSB members OSB is “short” for particular days. Either send an e-mail blast to the President to recruit workers or call to solicit from a committee of volunteers. Form this calling committee from former OSB chairmen.
* Continue to distribute Beyond the Bell bags.
* Continue to monitor IVolunteer & IPS Background check lists
* Buy Supplies as needed.

**October**

* Write Board Report
* Ditto September job description
* Continue to keep in mind two make-up days.
* Continue to monitor IVolunteer & Background check lists.
* Continue to distribute Beyond the Bell bags.

**November**

* Write Board Report
* Continue to monitor/plan IVolunteer.
* Inventory will be managed by the Inventory Managers.
* Include all merchandise buyers for inventory, as well as other volunteers that they and you decide would be able to help them with the job.
* Work with Inventory Manager to identify who would like to be buyers/merchandise people for following year.
* Assist with Inventory. The actual Inventory of merchandise will be managed by the Inventory managers.
* Schedule work day to clean shop and all other rooms. Be sure that all trash is bagged and put in receptacles for disposal.
* Make a list of items needed for the spring and summer workshops.
* Make a list of any repairs or additions that need to be made over the winter and report to Property Manager for Northbrook Distribution Center.
* Close ”shop” and all other rooms. Cover clothing, furniture. Close doors.
* Write OSB addition to Community Newsletter.
* PREPARE AND SEND OUT A SURVEY TO ALL SOCIAL WORKERS. PER NATIONAL ASSISTANCE LEAGUE, ALL SOCIAL WORKERS MUST RESPOND TO OUR SURVEY, OR THEY CANNOT PARTICIPATE IN THE PROGRAM THE FOLLOWING YEAR!! Send an OSB Outcomes Measurement Report to National when complete.

**December**

* REST

**January**

* Write Board Report
* Meet with Merchandise buyers and Inventory Manager and determine merchandise goals for next year. Be aware of what Inventory Manager is advising buyers based off of Reports Manager’s forecasted buying spreadsheet. Reports Manager will review remaining merchandise numbers and determine percentage for growth (buffer). Determine OSB numbers for next year.
* Inventory Manager/VP of Philanthropic Programs will be involved in the budget process. You are not. But stay involved and be aware of the process.
* Know if and which volunteers will be attending the Half-Price show in Las Vegas for the acquisition of coats and winter sets. Check with Inventory Manager to ensure all plans are in order.
* Begin preparing Survey to be sent to all Schools who participate in OSB programs.
* Visual check of OSB site to ensure everything is OK.

**February**

* Write Board Report
* Visual check of OSB location to ensure everything is OK

**March**

* Write Board Report
* Visual check of OSB location to ensure everything is OK
* Finish Survey and compile data, if not completed in February
* Request end of year reports from all merchandise buyers and Inventory Manager.

**April**

* Write Board Report
* Review the methods of accepting new merchandise for the coming year with Inventory Manager.
* Prepare end of year report. Send to current ALI® President & VP Philanthropic Programs
* Submit report of job description to VP of Education. (update file from previous OSB Chairman)
* Meet with Township Social Workers to discuss future needs.
* Thank your Operation School Bell® leadership team and merchandise volunteers.
* Send requests for reports at end of April to all buyers. Collect End of Year Reports from all buyers and Inventory Manager. Do End of Year report for OSB – Apparel and update Job Description and submit to VP, Philanthropic Programs.

**Helpful Suggestions for Future:**

Signature / Date