**(Operation School Bell® Chairman Job Description**

**2018-2019**

The chairman is responsible for organizing and running Operation School Bell® at Forest Manor Leadership Training Center. The Inventory Manager of OSB reports directly to the Chairman. This position and its many facets will be discussed chronologically, based on the Assistance League® of Indianapolis fiscal year.

**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 Monkey sent out in January/Feburary. Take all of this information and use as necessary in planning for the upcoming OSB year.
* Enlist the help of Tammy Skinner, Social Worker Leader, 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.
* COMPILE THE NEXT YEAR’S OSB CALENDAR AS FOLLOWS:
* Print out the blank monthly calendars for August, September, October, and November.
* Contact IPS to obtain, if possible, projected enrollments per school for upcoming year. (Contact this year: Jamie VanDeWalle, Director, Innovative Strategy. Email: [vandewallej@myips.org](mailto:vandewallej@myips.org)). Ask for help in identifying schools with highest needs students, projected school closings and Innovative/Charter/autonomous schools.
* Work with Books and Hygiene Chairs to guarantee all is running smoothly.
* Using the township and the IPS school calendars, color code or indicate dates/weeks each school system is on Fall Break and other holidays. Find out if we are to participate in the Hunt Golf Outing. Get dates for coming years Board Meetings and Monthly Meetings. Consider not scheduling the day after Labor Day. Consider Election Day if an election year (many schools used for polling locations).
* The 2018-2019 goal is to clothe 3,375 students. Lawrence Township is allotted 200 students, and Washington, Pike, and Warren Townships are allocated 300 students each. Plan on scheduling an average of 70 students on at least two buses per day over the scheduled weeks of Operation School Bell®. All buses will be scheduled to arrive at 10:00 and 11:30 a.m. unless the social worker has arranged otherwise. NOTE: Only Washington Township and Lawrence Township receive Jeans.
* After you have penciled in the schedule with your Vice-Chairman and last year’s Chairman assisting you, contact the lead social workers in the townships, and Tammy Skinner at IPS. Either email, call or schedule a meeting date where you will share calendar dates for their respective visits.
* Download the calendars and type the school number and name, as well as the number of students allocated per day**. Reserve two make-up days at the end of the calendar.**
* This calendar is posted on the bulletin board by the Chairperson’s desk, behind the scanners.
* After developing the calendar, begin to contact your leadership team: Chairman of the Day, Merchandise Managers of the Day (two), Student Room Coordinator, 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, as well as former merchandise/student room chairmen. You will have a job description of all positions and offer training in early August. Check Spring Fling lists and contact past position holders to identify who would like to take these positions.
* Identify at least one member to call all social workers the week before their planned trip to OSB.
* Identify from Spring Fling Forms and from volunteers, who will be your Chairmen of the Day, Scanners, Scanner Assistants, Student Room Leaders and Merchandise Managers of the Day.
* Set up workshops to clean and set up all OSB areas to be done by mid July.
* Work with Books and Hygiene Chairs to guarantee that all is running smoothly and all inventory has been received and shelved.
* 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 and training times. Be sure to certify that background checks have been done if they will be working when children are present.
* Send all calendars and updated contact information to Andrea Arbore. She will update website and Social worker online forms and have you review all of these forms.
* 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.
* 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, Philanthropy.
* Turn in Credit Card/have Treasurer issue new Credit Card for miscellaneous purchases.

**July**

* Finalize Chairman of the Day and daily management position list/calendars. 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 (Tammy Skinner) 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 AND WELCOME THEM TO OSB.**
* Verify that all supplies are at FM (hang tags, paper, forms, tape). If not available, it is your responsibility to purchase. You may be receiving an ALI credit card from ALI Treasurer.
* Send OSB calendar to our member(s) who have agreed to contact the social worker in advance of their visit. The caller will verify the number of students attending, write the social worker’s name on her form and note any special needs and / or very large sizes. She will e-mail her form to the Chairman of the Day, ideally one week in advance of the school’s visit. This form should be downloaded, printed, then taken by the Chairman of the Day to Forest Manor so she knows how many to expect and when.
* Rewrite volunteer task assignments for Forest Manor. These include cleaning of certain areas, restocking merchandise, as well as resupplying the student room. 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 chairmen/ buyers.
* **HAVE PRESIDENT SEND EMAIL OR PUT IN NEWSLETTER INFORMATION ON IPS BACKGROUND CHECKS TO BE DONE ON AUGUST 1 OF EACH YEAR!!**
* 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. Also, the member in charge of Inventory Control should have a key. Have any additional keys made by FM Janitorial Supervisor.
* 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 –the 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.
* Confirm that our social worker callers are on task to call all schools one week prior to their attending OSB. Provide her with Chairman of the Day names so that she can email those chairmen the IPS/ Township confirmations for that day of students.
* Have volunteer job descriptions, daily sign-in sheets and parking permits printed and ready to distribute. Maintain a master binder on desk as well as in files at OSB.
* 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: Merchandise Chairmen and Student Waiting Room Chairmen. Have job descriptions printed and posted in the Break Area.
* Print and post emergency numbers /contact name for each member. In the past. Andrea Arbore has forwarded 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. 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 social workers.
* Beyond the Bell co-chairmen should provide you with “sign-out form/ receiving of merchandise data. The Chairman of the Day will facilitate these forms when a social worker comes early or at their Operation School Bell® shopping date for pick-up. Racks may be rolled down from the gym area to scanning room for easy pick-up. Bags may also be rolled upstairs with the duffel bags.
* Receive IPS Background check lists weekly from OSB President. Keep list of members who have passed their background checks.
* Either you or Assistant Chair to 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 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.
* Be mindful of Township dates to open doors in shop to jeans room.
* 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. Send email to all social workers inviting them to request 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 Manager (Cathy Weimer and Pam Edgington this year).
* 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, Cathy Weimer and Pam Edgington.
* 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.
* Close ”shop” and all other rooms. Cover clothing, furniture. Close doors.
* Write OSB addition to Community Newsletter.

**December**

* REST

**January**

* Write Board Report
* Meet with Merchandise buyers, Merchandise Chairmen, Point of Sale volunteers and determine merchandise goals for next year. Review remaining merchandise numbers and determine percentage for growth. Determine OSB numbers for next year.
* Be aware of what Inventory Manager is advising buyers. Inventory Manager/VP of Philanthropic Programs will be involved in the budget process. You are not.
* Know what volunteers will be attending the Half-Price show in Las Vegas for the acquisition of coats and hat sets. Check with Inventory Manager to ensure all plans are in order.
* Begin preparing Survey Monkey 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
* PREPARE AND SEND OUT A SURVEY MONKEY 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.

**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.
* Contact Forest Manor custodial staff to discuss concerns and suggestions for deliveries for the coming year.
* Prepare end of year report. Send to current ALI® President & VP Philanthropy
* 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.

Respectfully submitted,

Deb Myers, 2017 – 2019 Operation School Bell® Chairman

4/27/19