

August 21, 2007



Dear Middle School Nurse or Counselor:

Operation School Bell® (OSB), philanthropy of Assistance League® of Boise will begin our 2007 season on Tuesday, October 9. We are located behind the ALB Thrift Store at 5825 Glenwood. We provide new school clothing to needy students in elementary through middle school.

**If you are a 6th grade counselor:**

**Sixth Graders** who attend middle schools are eligible for the same level of services we provide to elementary students based on our K-6 criteria.

**Service Hours & Dates** 6th Grade Monday through Friday 9:30 – 1:30 beginning September 10

**Scheduling** – **Bev Siefkes ( 939-2405 )** will take your scheduling requests for:

- Buses – Contact Bev on Monday, August 27, 2007. Plan for 24 students and 1:8 supervisors.
- Half hour Appointments – Contact Bev on Wednesday, August 29, 2007, to schedule the remaining appointments for your students.

**Cancel/Reschedule** – If it becomes necessary for you to cancel or reschedule your students, please contact Bev. She is the only one who can assist you in arranging alternative slots.

**If you are a 7th or 8th grade counselor:**

**Seventh and Eighth Graders** receive a new jacket, hygiene kit and Payless ShoeSource card. We will also have Thrift Shop vouchers available for those students you identify as having exceptional need.

**Service Hours** -- 7th, and 8th Grades Tuesday through Thursday – 9:30 AM to 2:30 PM, October 9 through October 25.

**Appointment Scheduling** -- To set an appointment please send an e-mail request to [kgvaninwegen@cablone.net](mailto:kgvaninwegen@cablone.net) September 1 through September 21. Be sure to include the number of students, method of transportation, arrival time, and your contact information. Gloria will confirm your appointment. If busing, please plan for a maximum of 24 students and a ratio of not less than 1:8 supervisors.

**Cancel/Reschedule** -- If it becomes necessary for you to cancel or reschedule your students, please contact Gloria at the above e-mail.. She is the only one who can assist you in arranging alternative slots for your students.

Go to *your district web site* for Operation School Bell forms. **All students** will need grade level appropriate Parent Release and Request for Clothing Forms.

- **Parent Release Form.** Due to some changes in "hold harmless" language it is imperative that you **use current year materials**. This form *must* be signed by the parent or guardian and retained by the school.
- **Request for Clothing.** Again, we ask that you use the current year form. Please complete the upper portion of the form and bring the form with you to OSB.

I'll be glad to assist you in any way. You can reach me at 377-4327 or [osb@alboise.org](mailto:osb@alboise.org).

To support Assistance League® of Boise, please visit our Thrift Shop. We look forward to providing this service to Ada County children in need.

Very truly yours,

**Revised 7/17/07**

Joyce Davis  
Chairman, Operation School Bell