

## **Assistance League® of Salt Lake City**

### **Book Bank Policies**

#### **I. Management**

- A.** The Book Bank Chair shall be appointed by the Philanthropic Programs Chairman and approved by the Board.
- B.** The program shall be in compliance with the National Assistance League® Policies for Chapters and chapter policy statements.
- C.** The committee shall plan and present a budget to the Philanthropic Program Chairman for the succeeding year. The Board and membership shall approve the annual plan and budget.
- D.** An agreement between Assistance League of Salt Lake City and each participating agency shall be signed and current.
- E.** Instructions and training shall be given to all volunteers working with children.
- F.** Community Volunteers shall comply with Assistance League of Salt Lake City Standing Rules 7.01 Orientation and Supervision and 7.02 Policies and Background Screening.

#### **II. Standards**

- A.** Committee members of Book Bank shall select the books to be purchased for distribution to schools.
- B.** Books will be distributed to Head Start classrooms, Title One elementary schools, and Title One middle schools in the districts chosen by the Book Bank Committee.
- C.** Only new books shall be distributed for each child to take home.
- D.** When distributing books or participating in community events, Book Bank volunteers shall be identified as members/affiliates of Assistance League of Salt Lake City.
- E.** When entering schools, Book Bank volunteers shall check in with the school office and identify themselves as members/affiliates of Assistance League of Salt Lake City.
- F.** All brochures or materials distributed to community agencies shall be submitted to and approved by the chapter reading committee and shall be clearly identified as being provided by Assistance League of Salt Lake City.
- G.** Books are usually ordered from Scholastic Books but may be ordered from other vendors as necessary based on availability and cost. Salt Lake School District "Read for the Record" books are usually ordered from Jumpstart due to availability of the specific books chosen by Salt Lake School District.

- H.** A letter is sent to school faculty explaining the mission of Assistance League of Salt Lake City, identifying that donated books came from Assistance League of Salt Lake City, and stating the number and value of books donated. The letter clarifies that the books donated are for the children to take home.