9/17/2016

Hi ladies!  **IMPORTANT INFO REGARDING SITE CAPTAINS Please Read :-)**

Thank you for volunteering to be a "Captain" for Coats for Kids.  there are many in our communities of Rochester that will benefit from warm, winter wear because of your dedication.

School Site Chairs:

Immediately determine your school contact plus the chairman of the school's e-news letter.  Send them info to put in the school newsletter each time it is published during the month of October.  It might be a good idea to get something in prior to the 1st of October.

Nursery School locations:  Follow basic rules.  Please find out how many students they have.  We have fliers to send home with each child explaining the mission.  Perhaps they also have an e-news chairman so find out and get the info out in each letter.

Leave your name and contact info with the school's secretary so you are able to be contacted if our box is overflowing - and we hope it is.

Other sites:  Be sure to contact the person in charge of the location, get your box in place, leave your contact information.

Boxes Ready - you provide your own hug box.  Decorate in fall colors, tape the hyper-orange fliers on all sides and place one above the box int the designated location.  Be sure your box is in the school prior to October 1st.

If you can not store everything, please call me, and I can take some items and store them.  585-248-8651.

**GO THRU THE ITEMS YOU PICK UP AND SEE IF THEY ARE DIRTY OR IN NEED OF REPAIR.  PLEASE WASH THE SERVICEABLE ITEMS AND TAKE THOSE LESS DESIRABLE TO THE "SHED".  IF YOU WOULDN'T WEAR IT, WE DON'T WANT TO GIVE IT TO SOMEONE ELSE.  PLEASE CUT OFF THE SKI PASSES THAT ARE OFTEN LEFT ATTACHED.**

Finally,  Please keep track of your hours that you work on Coats for Kids.  I will be collecting those numbers later.  Should you need flyers, any notices for schools, please let me know.  I will leave information on my front porch for pick up.

I have contacted the Agencies and they are very excited about this year.  I have also been in contact with the Central School District Office - they have our information and sent it to the Pittsford Schools, letting them know we are doing Coats for Kids again this year.

My address is:  Toni Amico 12 Southern Woods, Pittsford.

Thank you again for all you do and please let me know if you need anything or have any questions.

Toni