

NOVEMBER NEWS-----DECEMBER EVENTS

NOTE FROM EXECUTIVE DIRECTOR

The Salvation Army bell ringing campaign is upon us. In Orleans County, the funds raised play a huge role in us being able to meet client needs. I ask that staff consider helping out by signing up for a time slot of bell ringing at Wal-Mart in Albion. Experience tells us that there is a direct correlation between the amount of funds raised and the number of hours that we have volunteers ringing the bells! Unfortunately, bell ringers must stand outside to ring the bell (Wal-Mart policy), therefore it's more difficult to get volunteers. If you are able to ring, plan for the weather conditions! As an agency, we will again this year allow staff up to 4 hours of paid time to ring bells during work time as long as it's approved by your supervisor and director and can be scheduled within your normal scheduled hours with minimal disruption to agency operations/services. Please contact Annette Finch for further information and scheduling. **Thank you** to all who have already volunteered!

ANNIVERSARIES

Annette Finch – 12/05/1977

Craig Platter 12/04/2013

Sally Snider 12/05/2011

Becky Capwell – 12/08/2008

James Willis 12/08/2008

Ann Dhanda 12/17/2012

Sheila Colf 12/06/2012

DECEMBER

Diane Bruce – 12/02/2008

Ruth Bell – 12/08/2008

Nora Campbell 12/18/2012

NEW STAFF

Courtney Stanford – 11/04/2014 – Head Start Sub

Courtney lives in the Medina area and is a sub at the Medina Center.

Donna Sprandel – 11/03/2014 – Cook Assistant

Donna is the new cook assistant in Batavia. She has a daughter, Susan, son-in-law, Gary, son, Joseph, and 2 grandchildren, Garrett and Jessica. She loves horseback riding. She has her cosmetology license and is a registered medical assistant who has worked in pediatric offices, a family medical office and owned her own day care.

Teri Lester – 11/20/2014 – Project Facilitator Assistant

Teri lives in Kent and is working at the Main Street Thrift Store. She like biking, quilting, and reading.

Holidays

Thursday, December 25, 2014 – Christmas Day

Friday, December 26, 2014 – Floater

Thursday, January 1, 2015 – New Year's Day

Mileage – Mileage paid in December for the month of November will be paid out with the pay date of December 12 so make sure to get your mileage into your supervisor in time to be approved, signed and to Barb Kiefer (Fiscal Office) by December 3.

The phone tree list for Snow Days is set for this year.....if you have questions as to how the snow day policy works check with your supervisor. Remember you only get paid for a snow day if the Executive Director calls it a snow day!!

Paychecks available to cash or view online next week, Wednesday, November 26, 2014

EVENTS

Call 589-5605 for More Info on Events

DECEMBER CALENDAR

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|--|---|---|--|--|
| | 1 | 2 | 3 Mileage Due in to Fiscal | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 Pay Date | 13 – Holley Breakfast with Santa 10-2 |
| 14 | 15 | 16-Holiday Basket Distribution Holley | 17-Holiday Basket Distribution Holley/Albion | 18-Holiday Basket Distribution Holley/Albion | 19-Holiday Basket Distribution Albion Last Day for HS - EHS | 20 |
| 21 | 22 | 23 | 24 Pay Date | 25 Christmas Holiday | 26 Floater Holiday | 27 |
| 28 | 29 | 30 | 31 | 1 New Year's Day | 2 | 3 |

Holiday Baskets – Needed: proof of household income, identification for all in household, proof of address

Albion - Distribution to take place Dec. 17th- 19th

Holley - Distribution to take place December 16th –18th 9:00am – 2:00pm

Coat Drive Donate gently-used or new coats. We are accepting hats, gloves, scarves, sweaters, boots and other winter attire for all ages. Drop off at Albion Main Office or Holley Center.

Breakfast with Santa - Holley - 12/13/2014 - 10:00-12:00

Christmas Dinner Holley – 12/24/2014 @ 11:30

HAVE A GREAT THANKSGIVING!!

