



DOING THE MOST GOODSM

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Lt. Colonel Ronnie Raymer, Divisional Commander
Major Rob Webb, Area Commander
MajorCarolynn Webb, Area Commander

August 15, 2018

2018 Shoe-In Program Instruction Sheet

Dear School Counselors,

We are preparing for our annual Shoe-In which will occur on **Saturday September 15th**, 2018. Please read through the instructions carefully and if you have any questions do not hesitate to contact our office.

This year each school is going to be allowed to register **15 families** per school. As we have done in the past, if you feel your school has a higher need let us know as soon as possible so we can accommodate.

- ✚ The application is a Web Link fillable form. Please type in the information and Submit each application on your computer this will automatically e-mail to our offices. **No parent signature is required at time of application** so you can call parents and collect information by phone. We will obtain the signature on the day of the event on Saturday.
- ✚ I would recommend keeping a list of all applicants for your own records, we are working on a print option but, at this time do not have one from the application link. You do not need to submit any excel sheets to us, the submitted online application will be all we need.
- ✚ ***Please SUBMIT all applications NO LATER than **September 10th** **If you have any questions, please feel free to contact salvationarmyshoein@gmail.com.**
- ✚ Please direct all families to take their children to **The Salvation Army Church at 3802 SW Military Dr. on Saturday, September 15th, 2018**. Attached is an appointment card for you to print and write in your schools assigned appointment time. Make sure to print this two sided because it is English on one side and Spanish on the other. Also attached is the School Appointment Times for you to write on the appointment cards. **IF YOUR SCHOOL IS NOT LISTED PLEASE PUT THE TIME 1:00PM** and email me or Alexis Martinez please.

*We can provide shoes for ELEMENTARY SCHOOL children only. If your school has a registered pre-school and/or runs through 6th grade, we will provide for those children. Please do not add younger or older children if you do not serve them at your school. **We do not have shoes in sizes smaller than 10 for Pre-K children.***

Thank you,
MajorCarolynn Webb
Area Commander/ Shoe-in Coordinator

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