Bell Ringing Procedures

Key URLs

1. <https://monumenthillkiwanis.org/bellringing>
   1. Main site
2. https://monumenthillkiwanis.org/bellringing/emptyslots.html
   1. Allows one to list the timeslots that are not filled for a selected date range
   2. Also lists the ringers and the number of slots they have signed up for as of a selected date
3. <https://monumenthillkiwanis.org/bellringing/ringers.php>
   1. Lists all the ringers that have signed up along with their email and phone numbers
   2. Ringers will be listed regardless of how many timeslots they have signed up for

Preparation

1. King Soopers - A few months before bell ringing go to the King Soopers customer service desk and sign up for the days we will be bell ringing. Usually, they just carry over from one year to the next but it’s important to check.
2. Walmart – It appears the Salvation Army has a contract to allow bell ringing at all the El Paso County stores and we just ring under their auspices. However, check with the El Paso County Salvation Army a month before bell ringing to make sure this is still in effect.
3. Database – only Mark Zeiger or Scott Ross has access to the database
   1. In the bell ringing application database enter the active ringing days in the “ringing\_days” table
   2. Delete all entries in the “ringers” table
   3. Update the entries in the “administrators” table – not the “administration” table
   4. Delete all entries in the “schedule” table
   5. Update the “location” and “timeslots” tables if necessary – it’s usually not necessary
4. A few weeks before bell ringing:
   1. Check to make sure we have enough buckets
   2. Inspect the three stands and make any changes to the items on front and notices on back
   3. Make sure we have enough bells – if not then contact the El Paso County Salvation Army to get more.
   4. Contact Integrity Bank to inform them about bell ringing since all deposits are made there
5. Just before and during bell ringing:
   1. Check to make sure all slots are full for at least the next three days
      1. <https://monumenthillkiwanis/bellringing/emptyslots.html>
      2. Send eBlast to club with the empty slots listing
      3. A few people in the club can send Constant Contact eBlasts (Mark Zeiger, RF Smith, Rich Hicks, Scott Ross (?)
   2. Make sure that deposits are sent by the 6 PM collectors and recorded in the spreadsheet
   3. Spreadsheet is a Google Sheet
6. After bell ringing
   1. Return stands to shed
      1. Check for any money left in buckets
   2. Report final totals to bookkeeper (Kathy)
   3. This includes online donations
   4. Contact Salvation Army to schedule check presentation