



# MONTHLY NEWSLETTER

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August 2024



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## The Clothes Line



# Monthly Message

***Hello CLS Team Members,***

As summer is flying by, we are reminded of how precious our time is. With only a few more weeks until schools are back in session, make the most of the beautiful weather by soaking up the sun and planning those family outings. Creating a memory can be as simple as going out for ice cream or playing in a sprinkler with your kids.

The American Cancer Society means a lot to the CLS family, and each year we put forth efforts to raise money to support them. This year, we've added activities to help our Team Members get more involved in fundraising. Here are all the ways you can get involved:



- **Fuel the Fight!!** Fill your truck bank with coins and dollars – the banks will be collected in late August, so stuff them full until then!
- **Picnics/Fundraisers!** A team has been traveling to all of our locations hosting picnics and fundraising. The Kalamazoo Picnic/Fundraiser is Friday, August 9 at 11AM - 12PM. Make sure to purchase Raffle/Prize tickets and Game tickets to “Dunk” or “Pie” the boss or “Slime” a manager!
- **Boxing Gloves!** Dedicate a pair of gloves to someone you know who is fighting cancer. We will display these on the wall for the month of August.



On August 19, 2024, we will be hosting our 9th Annual Ted Vander Meer Memorial Golf Classic. Our vendors and supplier partners are getting involved by purchasing sponsorships and golfing to support the cause. Ted Vander Meer, our founding family member, was an avid golfer and supporter of the American Cancer Society. This is how CLS keeps Ted's memory alive!

The CLS Executive Team, consisting of our top department leaders, recently completed a very important SWOT review of the company. SWOT stands for Strengths, Weaknesses, Opportunities, and Threats. We gathered information from our teams and reviewed what we felt were the seven common items within each category. This month, the Executive Team will be reviewing the list in more detail to determine which items should be set as future goals for the company.



We are also excited to announce that Tim Balbo, Vice President of Customer Service, retired after 10 years with CLS. Tim's industry knowledge and upbeat spirit will truly be missed. We wish him the best in his new adventure!

Remember to use sunscreen when spending time outside. Sunscreen protects your skin from harmful ultraviolet (UV) rays, which can cause skin cancer, sunburn, and premature aging. Protect yourself and your kids!

We appreciate each and every Team Member here at CLS. We are so proud you choose CLS as your home-away-from-home. Thank you for all you do!!

***Sarah, Kurt, Ron***

# August Highlights



## National Watermelon Day Saturday August 3, 2024

National Watermelon Day is a celebration of the juicy summer delight with its 92% water content, it's the ultimate thirst-quencher on scorching summer days.

## Team Appreciation & Fundraising Picnic Kalamazoo (Manchester Location) Friday, August 9, 2024



Let's keep the party rolling with our last Team Appreciation shindig in Kalamazoo! It's been a blast celebrating all of YOU, our awesome Team Members, while also raising funds to kick cancer to the curb!

Visit page 4 for all the juicy details!

## July 26 to August 11

Celebrate the unity, passion, and athleticism of athletes worldwide as they compete for gold with dedication and spirit.

PARIS 2024



## Wear CLS Blue Day Monday, August 19



As we celebrate the 9th Annual Ted Vander Meer Golf Classic raising funds for the American Cancer Society, we encourage everyone to wear CLS Blue to show support in the fight against cancer. Let's continue to make a difference together!

## August Birthdays

Kim Ball	8/01
Ty Booms	8/01
Ma Larez	8/06
Sven Naeset	8/07
Alejandro Villegas	8/08
Krikor Mouradian	8/10
Ron VanderMeer	8/13
Aurora Paulino	8/13
Elena Guerra Veral	8/13
Mirian Garcia	8/13
Kent Linseman	8/15
Araceli Arcos Gomez	8/15
Chad Gentry	8/19
Victor Ortiz Alvarado	8/19
Stephen Saxe	8/23
Frederick Vandyke	8/23
Scott McSweeney	8/24
William Hilyard	8/25
Brandon Curtis	8/25
Monica Garcia Vazquez	8/27
Amanda Heywood	8/27
Kory Keegan	8/29
Brian Garrett	8/31
Franklin Rodas Mendez	8/31

## August Anniversaries

Dana Duncan	36 years
Bryan Mueller	21 years
Ruben Guerra Veral	17 years
Fidel Martinez Lopez	17 years
Elena Guerra Veral	17 years
Lasheena Daniels	13 years
Laura Torres Mendez	3 years
Hugo Mendez Hernandez	3 years
Sulema Arteaga	3 years
Franklin Rodas Mendez	3 years
Reyna Arriaga Lazaro	2 years
Melvin Silva Sanches	2 years
Victor Santiago Garcia	2 years
Wade McKinney	2 years
Florencio Gomez	1 year
Krystal Ball	1 year
Daryl Johnson	1 year
Melissa Wiers	1 year
Nicholas Percival	1 year

# Hot Off The Press

## UNITING TO FIGHT CANCER

Throughout the month of August, we unite to celebrate our incredible team and join the fight against cancer. We come together to honor your hard work and dedication while supporting a cause close to our hearts. Additionally, we will continue to have opportunities to raise funds to fight cancer. We hope you will join us in our efforts to fuel the fight and make a difference together.

### KALAMAZOO TEAM APPRECIATION AND FUNDRAISING PICNIC

The Kalamazoo Summer Picnic and Fundraiser for Team Members will be on **Friday, August 9, 2024, from 11am-12pm.**

Enjoy delicious food, carnival like games, and raffle prizes!

Raffle and Game tickets are available for purchase from **July 30th to August 8th** from Peter, Sulema, Dawn, Kimberly, and Jonairy(reception). This will be an easy auto-deduction from payroll, and winners don't need to be present.

Proceeds from ticket sales supports the American Cancer Society. CLS Branches participated in fun games like "Dunk-em," "Pie-em," and "Slime-em" and already raised \$2800!

#### GET YOUR GAME TICKETS

Gene, Sarah, Brandon, Peter, Ian, Jon and Steve are just a few of the willing volunteer targets!



Brandon and Sarah are all Pie'd out!

#### RAFFLE PRIZES!



*Some raffle prizes: The Outdoor Adventure, Family Fun, Pet Lovers Survival Kit, Smart TV, PTO Packs 1, 2, and 3, and additional surprises! Watch the screens and email for more info! Get your Tickets!*

Let's come together to support this lifesaving mission and enjoy some summer fun!

### FIGHTING CANCER

Dedicate a pair of boxing gloves to someone you know who has fought cancer! We will proudly display these paper gloves on our walls throughout the month of August.

This initiative symbolizes our collective strength and support for those battling cancer and honors the memory of those we have lost. By standing together, we show that no one fights alone.

Together, we can make a difference and unite against cancer.

**ALL PROCEEDS WILL BENEFIT THE AMERICAN CANCER SOCIETY**

### DRIVE FUNDRAISING and EDUCATION!



Each team member should have received a donation truck "bank" to fill with contributions.

You can gather spare change or ask friends and family to support your fundraising efforts. Let's drive fundraising together!

**DEPOSIT DONATIONS HERE**



**Raise \$25 with your truck banks and be entered for a chance to win a swag bag!**

*Before you dump your truck into the bank - have it verified and be entered to win!*

*A donation station can be found in each Branch location*

AUGUST



# Safety

## CONVEYOR SAFETY - RECOGNIZING CONVEYOR HAZARDS

Conveyors are vital for our operations but can pose several hazards if not handled properly. Be aware of the following common hazards:

- Pinch Points: Where body parts or clothing can get caught between moving parts.
- Nip Points: Areas where rotating parts meet and create a crushing hazard.
- Caught-In/Between Hazards: Risks of getting trapped between the conveyor and other machinery or surfaces.
- Falling Objects: Items that fall off conveyors can cause injuries.
- Electrical Hazards: Faulty wiring or improper use can lead to electrical shocks or fires.

### SAFETY PRACTICES TO FOLLOW

#### **Awareness:**

- Stay alert and aware of your surroundings when working near conveyors.

#### **Guarding and Protection:**

- Always ensure guards and barriers around pinch points and nip points are in place.
- Never bypass or remove guards while the conveyor is in operation.

#### **Emergency Stops:**

- Familiarize yourself with the location and operation of emergency stop buttons.
- Use emergency stops only in urgent situations to prevent accidents.

#### **Housekeeping:**

- Keep the area around conveyors clean and free of debris.
- Report any loose parts or potential hazards to your supervisor immediately.

#### **Lockout/Tagout Procedures:**

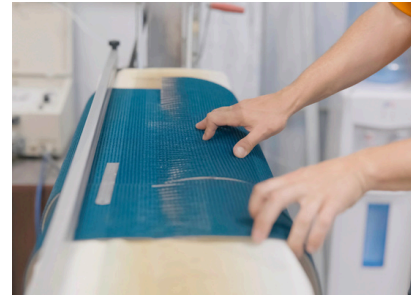
- Follow lockout/tagout procedures strictly during maintenance and repairs.
- Only trained and authorized personnel should perform lockout/tagout.

#### **Regular Maintenance and Inspections:**

- Report any unusual noises or malfunctions to maintenance immediately.
- Do not attempt to fix mechanical issues unless you are authorized and trained to do so.

#### **Communication and Reporting:**

- Communicate any safety concerns to your supervisor or the safety team.
- Use the reporting system to report hazards and near-misses.



**Safety is everyone's responsibility. By following these guidelines, you can help create a safer workplace for yourself and your colleagues.**

**Stay Safe!**



# Wellness

Can you believe it's already time to get ready for back to school? To ensure everyone is well-rested and prepared, check out top tips for starting the new school year with a sense of peace even in a busy schedule.

## Top Tips to get Ready for School!

- **Review the School Supply List:** Ensure you have all necessary supplies.
- **Update Wardrobe:** Check for any clothing needs, and don't be afraid to thrift store or trade with friends. Kids grow so fast!
- **Adjust Sleep Schedule:** Gradually shift to earlier bedtimes and wake-up times.
- **Organize Study Area:** Set up a dedicated, clutter-free space for homework.
- **Health Check-Ups/Sports Physicals:** Schedule any needed doctor's appointments or vaccinations.
- **Review Summer Assignments:** Ensure any summer homework or reading is completed.
- **Plan Lunches:** Decide on healthy lunch and snack options.
- **Label Belongings:** Label all school supplies and clothing with your child's name.
- **Discuss Goals and Expectations:** Talk about the upcoming school year and set goals.
- **Ease Into Routine:** Start practicing the morning and evening routines.



Self-care practices vary from person to person, highlighting the importance of identifying activities that meet individual needs and preferences. This may require some experimentation to find the most effective self-care strategies for yourself. Remember, you can better help others after you take care of yourself.

- **Eat healthy and regularly.**
- **Stay hydrated.**
- **Make sleep a priority.**
- **Try a relaxing activity.**
- **Set goals and priorities.**
- **Practice gratitude.**
- **Focus on positivity.**
- **Stay connected.**
- **Get regular exercise. 15 minutes a day makes a difference.**



## THINK ABOUT SPORTS PHYSICALS!

Sports physicals usually wait until middle or high school swoops in so have a game plan! A sports physical will check if the young athlete's ticker is in tip-top shape for the sports rodeo. But hey, it's not just heart matters - the whole body gets a once-over (yep, brain, bones, tummy, skin, the works!). Get it done in the summer, and you're all set for any sports showdown throughout the next school year. Game on!

Click to access the [MHSAA Sports Physical](#) form.

## BENEFIT SURVEY

Keep an eye on your inbox August 6th, for our benefit survey! We value your feedback and want to ensure our benefits meet the needs. Complete the survey by August 9th, and you'll be entered into a draw to win a Swag Bag! Your input is important to us, so don't miss out on this opportunity to share your thoughts and potentially win a great prize!



# In the News

## Happy Retirement Tim!

July 19, 2024

As we bid farewell to Tim Balbo, we celebrate his remarkable journey and the immense value he brought to CLS. Over the years, Tim has been a beacon of dedication, expertise, and camaraderie. His contributions have not only shaped our success but also left an indelible mark on our hearts.

While we will miss his presence, we are grateful for the enduring impact he leaves behind. Please join us in wishing Tim a fulfilling and joyous retirement!



Tim Balbo celebrating his retirement with colleagues, friends and family!



## CONGRATULATIONS!



**Grandma Deldania**

Zian Anthony  
7lbs 15oz  
20.08 in

**Michael and Jill  
Milliman**

Georgia Anne  
6 lbs 15ozs  
19.5 in



## FILL YOUR POCKETS!



**\$500!**

Team Members can earn a bonus for each successful referral that leads to a new hire who completes the employment milestones at 30, 90, and 180 days!

In an effort to streamline the referral process and make it easy to complete we have made it all digital!

Find the QR code posted in the breakrooms and notice boards in each branch location. The computers in the breakrooms will have a shortcut on the desktop.



Guidelines are on the digital form and notice boards.

## NEW PAYROLL SYSTEM COMING SOON



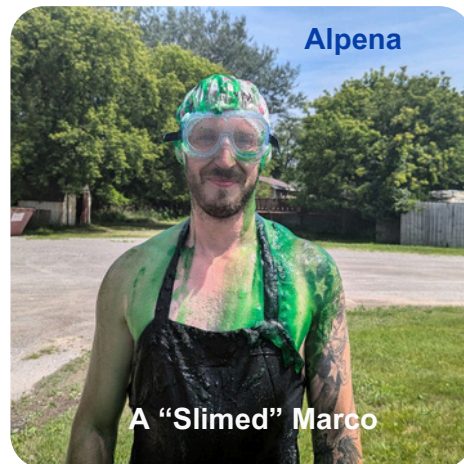
A new payroll system is coming to CLS and it promises to be more user-friendly and loaded with benefits for Team Members! Don't worry, there will be plenty of training when it launches in October 2024. Stay tuned for more details.

# In the News

In July, we embarked on a grand adventure, partying with fantastic Team Members at the Branches! They had a blast and managed to raise a whopping \$2,800 for the American Cancer Society! We thought everyone would like to see a few highlights!



Team Alpena and some party crashers!



Alpena

A "Slimed" Marco



Ahhh... sweet revenge, RM to DSM!



Is that you, Dawn?



Cadillac

Winner Winner Anthony!



Cadillac

A Major pie-mess!



A Refreshed Sarah Wrubel



Cadillac

Who is that masked man?



A dunk tank 2-step in Saginaw!



Team Cadillac!



# In the News

Saginaw



It's Summer! Santa is that you?



Sweet! Team Livonia



Brandon "Bath-bo"

Team Saginaw Swag



Kalamazoo



Wade right in the water, it's nice!

Kalamazoo



Marcus? Polo?

Team Livonia



An extra from "Pirates of the Caribbean"?



Grand Rapids and Kalamazoo we will see you in August!

"Sales" is cut-throat!



## Around the Mitten

PURE *M* ICHIGAN®



August 8-11



August 23-25



August 29- Sept 2



CLS

Continental Linen Services:  
4200 Manchester Rd  
Kalamazoo, MI 49001

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