



EVENT NUMBER: _____

DATE:
TIME:
LOCATION:
ADDRESS:

1. BACKGROUND: *(the event start-up, who is conducting the event, who is supporting the event, what were your past / present goals for this event)*

2. POINTS OF CONTACT: *(Include all your POCs involved in any and all aspect of the event. This list should be updated throughout the year)*

NAME	ACTIVITY	ORGAN	CONTACT INFORMATION



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STATIONS

STATION	DESCRIPTION	LEADER
1 - SIGN-IN	Adopt-A-Soldier sign in (everyone who is supporting the event will sign in and be provided badge lanyard)	
2 - DONATION	Gather, Assemble, Unpack, and Organize all the donations. May need to discard items not on list or are broken, dirty..	
3 - BOX ASSEMBLY	Unpack, assemble and tape bottom of the shipping boxes	
4 - THANK YOU CARD	Write Thank You cards	
5 - PACKING	Gather the items and cards from the Donation Station and Thank You Card Station - place these items in the boxes	
6 - BACKPACKs	Remove items from packing boxes fill the backpacks with items donated for hospital and Deployed Family member kids	
7 - INSPECTION	Inspect the boxes (all items are in good shape, and meet the criteria, items that may leak are sealed in a plastic bags and mark outside box with (F) contains Female items. Seal box (tape)	
8 - CUSTOMS FORM	Using the address list and example form provided, complete the forms and place into the plastic envelope	
9 - FINAL ASSEMBLY	Customs forms (plastic envelope) are sealed -self adhesive to the top of the box ensuring (F) box is addresses to Female	
10 - STACKING	Retrieve boxes from Final Assembly station, count and stack boxes	
11 - E-LETTERS	(if available) Sent-up laptops and connect to internet. Volunteers can send E-mail letters to our deployed service members	
12 - PHOTOS	Ensure your photographers have digital camera. Group photo will be taken after the event – photos will be taken throughout the event. If you have access to a printer, enclose a photo of the group doing the loading or a group picture to put in the box.	
13 - LUNCH	Set up /Serve / Clean up the eating area(s) Served at (time)	



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VOLUNTEER ORGANIZATION LEADERS

(for example Community Center, High School, Church, Youth Club, Senior Center, Radio, TV Station, Stores....)

Name	Organization	Contact Information





ACTIVITY STATUS REPORT (example)

No.	ACTIVITY	STATUS	COMMENTS
1	Gym - Packing Area -Setting up a separate area in the gym to pack the boxes and backpacks	-Name is coordinating with Name to schedule a walk through -Need station leads -Need to complete paperwork for facility use	-Station signage is underway
2	E-mails to the Troops Computer lab (laptops set-up to web-site for the e-mail)	-Name will run lab	Name is picking up the computers from Name
3	Mailing Rosters Update roster of address for the deployed soldiers	-Name is coordinating with Name -Name is reaching out to various POCs for additional addresses	Name provided
4	Roster of Service members and Families from National Guard and Reserve Family Support, Military Installations, VA Hospitals or Veteran Homes	Name is coordinating	Ask if they would like to Join the event
5	Number 4 above Service Members, Veterans, Families Attending	Name is coordinating transportation	Done
6	Back-Pack (<i>coordinate with local representatives</i>)	-Adult backpacks ordered and received -Kids Military Hero bags ordered	Name is coordinating with Name for the pick-up of the Military Hero Kids packs
7	Shipping Materials	-Name ordered ___ boxes, Custom Forms, Customs Envelopes (delivered) Coordinate with local post office for box pickup	Couldn't order tape, need 40 rolls of shipping tape
8	Postage	Our Goal is ___ boxes (\$___)	Postage has gone up this year to \$___ per package
9	Lunch	-Name coordinated with _____ to supply and deliver lunch	-Ensure the number of meals required is updated
10	Local Community or State Representative	Name has begun to put the word out about the event	Name will make an announcement at ___ and will be preparing the media releases (local newspaper(s), web sites, radio stations, Store flyers)
11	Marketing / Media	Marketing resource for the packing dates, notifying department, etc,	Name
12	Volunteer Organization	collecting items to help with the packing	Name
13	Charity Organization	collecting items to help with the packing	Name
14	Teen volunteers	help with collecting items and postage	Name
15	Senior volunteers	help with collecting items and postage	Name
16	Senior volunteers	help with collecting items and postage	Name
17	Advisory Councils	help with collecting items and postage	Name



MAILING ADDRESSES (SHEET 1)

(For mailing addresses: contact your nearest National Guard or Reserve Family Support, Military Installation Family Support or Public Affairs, Veteran Organizations, VA Hospitals or Veteran Homes. Suggest you reach out to your Community through public announcements, newspaper advertisements. Keep this information close hold to your specific event and controlled by numbering your rosters before you distribute. Ensure your station lead signs for the rosters from you and accounts for all rosters before dismissing their station volunteers.)



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MAILING ADDRESSES (SHEET 2)

(For mailing addresses: contact your nearest National Guard or Reserve Family Support, Military Installation Family Support or Public Affairs, Veteran Organizations, VA Hospitals or Veteran Homes. Suggest you reach out to your Community through public announcements, newspaper advertisements. Keep this information close hold to your specific event and controlled by numbering your rosters before you distribute. Ensure your station lead signs for the rosters from you and accounts for all rosters before dismissing their station volunteers.)



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DONATION DRIVE FLYER

(SAMPLE)



SUPPORT DRIVE

**OUR GOAL IS TO PACK ____ BOXES TO BE SHIPPED TO OUR
DEPLOYED SERVICE MEMBERS**

ITEMS NEEDED

- Baby wipes
- Socks
- DVDs
- CDs/CD players
- Liquid body wash soap
- Toiletries (tooth brushes, toothpaste)
- Snacks (Hard candy, crackers)
- Gift Cards
- Water Bottles
- Diapers
- Handheld Games
- Coffee
- Gatorade
- Sun Block
- Paper, pens, pencils, envelopes
- Cocoa butter
- Batteries
- Foot powder
- Toilet seat covers
- Small can food items
- Books, magazines, cross word puzzles
- Board games

PACKING DAY

DATE:

LOCATION:

POC:

Name:

Phone:

E-Mail



NEWS RELEASE

(SAMPLE)

News Release distributed via e-mail

Department of Community and Recreation Services

Address

Phone:

Media Contact: Name, Public Information Officer

E-Mail address

www.americasadoptsoldier.org

Date

Help Send Packages to Our

Troops Deployed Overseas through the America's Adopt A Soldier Program

Our troops need support from us at home. Please join us in supporting our men and women deployed overseas by participating in an ongoing project called, Americas Adopt-A-Soldier. "Our soldiers deserve to know that we care about and support them in their extremely dangerous assignments abroad," says America's Adopt-A-Soldier Chairman Mary Keeser. This project is being conducted in conjunction with the *(It's a good thing to add this project to an already existing community Annual festival, fair or other Community wide activity such as) National Make a Difference Day held annually throughout the United States.*

We are asking all members of the community to come together and help us achieve our goal of packing and shipping _____ boxes to our service members abroad.

1. Give a few hours of your time on Date / Time at Location / Address to pack "Care Packages" for the service members.
2. Collect or donate items to pack in the boxes. Individuals or groups can collect items to be placed in the boxes (see list of suggested items below). Items can be dropped off at Locations/Addresses. A list of the sites is posted on the _____ website at www._____. Items must be dropped off by Date.
3. Donate funds to ship one or more boxes. The cost to mail one box is \$(Check the amount with your local post office). You can make your check or money order payable to the USPS (United States Postal Service) Check with your local post office. Checks or money orders can be mailed or delivered to: Your Local Chapter of America's Adopt A Soldier at Address. The following is a listed of suggested items for our "Care Packages" packages:

Personal Care Items

Eye Drops
Chapstick, Blistex
Shampoo/Conditioner (travel size)
Deodorant - Men and Women
Toothpaste (travel size), Toothbrushes,
Dental Floss
Mouthwash (travel size)
Soap, Body Wash, Hand Sanitizer
Foot Powder
Tube Socks (cotton)
Lotion (small size)
Feminine Hygiene Products
Razors, Shaving Cream (in tubes) **no aerosol**
Travel Size Tissues
Baby Wipes
Baby Powder
Q-Tips
Tums or Roloids
Tylenol, Advil, Sinus Meds
Gel Insoles

Food Items

Small bags or individually wrapped snacks or cans of Pringles, pretzels, cookies, crackers, nuts, trail mix, peanut butter/cheese crackers, sun flower seeds
Hard Candy (Lifesavers, Jolly Ranchers), Mints
Chewing Gum, Blow Pops
Individual servings of powdered drinks for water bottles such as Lemonade, Gatorade, Kool-Aid, Tang, Lipton To Go Tea, Crystal Light On The Go, energy drinks, Propel (powder)
Individual coffee, tea bags
Beef Jerky, Slim Jims (no pork allowed)
Pop Tarts, NutriGrain, Granola, Cereal Bars, trail mix
Cups & small flip top canned fruit, applesauce, pudding
Peanut Butter (small) No Glass Please
Chocolate between the months of October and April only (M&Ms are acceptable anytime)

Other Items

Crossword Puzzles
Playing Cards
Stationery & Envelopes
Pens/Pencils
Disposable Cameras
Assorted Greeting Cards for Soldier to send to family & friends
Journals
AT&T Global Prepaid Phone Cards
Batteries
DVDs, CDs
Video Games
Small board games
Flystrips
Febreze or other freshening spray, no aerosol
Glade Stick-ups or room deodorizers
Small battery operated fan
Bug Repellent in lotions & pump-spray bottles-- NO AEROSOLS
Sun Screen



Won't you join us in this effort? Individuals and groups interested in volunteering on **Date** should call **Number**, and add your name to the list of people supporting the America's Adopt A Soldier program or to find the nearest drop-off center for collected items. Think of it as an opportunity to engage the whole family in doing something to benefit others. Refreshments will be served.



ORDERING SUPPLIES

(No Charge)

<http://shop.usps.com>

Fill in order sheets and go to web site to order online.

BOXES:

Priority Mail Box Flat Rate Box-O-FRB1 11" X 8.5" X 5.5"	Number of Packs	Boxes in Each	Total Number of Boxes
Minimum order: 1 pack of 10 or 25 boxes		10	
Maximum order: 20 packs of 25 boxes (500 boxes total)		25	

These are the smaller boxes, you can send out more boxes and the cost is much less. You can order up to 500 at one time.

CUSTOMS FORMS:

Customs Declaration and Dispatch Note (2976-A)	Total Number of Forms
Minimum Order: 10 Maximum Order: 50	

CUSTOMS FORMS ENVELOPES:

Customs Form Envelope 2976E	Total Number of Envelopes
Minimum Order: 10 Maximum Order: 50	

