



# **ALA UNIT 164 PROGRAM GUIDELINES 2025**

## **BACKPACKS**

Please Note: If you require space at the Post for any reason (event, meetings, prep work etc.) make sure you've booked the time and date on the Calendar. Text Gillian Woodstrom at 281-615-5670 or email her at [gwoodstrom@woodborne.com](mailto:gwoodstrom@woodborne.com)

**1. GENERAL INFORMATION**

- ☐ Event Name
- ☐ Event Date
- ☐ Time
- ☐ Place
- ☐ Budget
- ☐ Committee Chair & Committee Members

**2. ACTION PLAN**

- ☐ Planning Meeting
  - \* Date
  - \* Agenda
  - \* Timeline
  - \* Roles & Responsibilities
  - \* Meeting Minutes
- **May**
  - ☐ Connect with Post for financial assistance (split cost?)
  - ☐ Hold Planning Meeting
  - ☐ Assign committee members to:
    - \* Contact schools for requirements
    - \* Price and purchase supplies and backpacks
  - ☐ Set packing date/personnel
  - ☐ Set delivery dates/personnel
  - ☐ Update Calendar
- **August**
  - ☐ Pack and deliver backpacks
  - ☐ Write report to be given to members at monthly meeting

**3. CONTACT LIST**

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