



ALA UNIT 164 PROGRAM GUIDELINES 2025

CHRISTMAS FAMILIES

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

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
- **October/November**
 - ☐ Contact KCM and VA Reps for vetted families needing adoption
 - ☐ Determine number of families/single parent families, number of children (ages/sex/wish lists)
 - ☐ Make a master list of all requested items by age and sex
- **November/December**
 - ☐ Check Operation Homefront for excess Thanksgiving food donations on day of their event
 - ☐ Create shopping team and shopping dates
 - ☐ Get donations and/or purchase needs (BLANKET RIBBON, TAPE, SCISSORS, TAGS, PENS, wrapping paper, tissue, gift ribbon etc.)
 - ☐ Contact Blanket Brigade with blanket requirements by kids age/sex and adults
 - ☐ Get donation and/or purchase Christmas ornaments for blankets
 - ☐ Set date for wrapping packages and gift pickup
 - ☐ Contact families for pickup at Post
 - ☐ Update calendar
- Write report to be given to members at monthly meeting

3. CONTACT LIST