



ALA UNIT 164 PROGRAM GUIDELINES 2025

NATIONAL EDUCATION WEEK/ NATIONAL TEACHERS WEEK/ STUDENT AWARDS

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
- **September**
 - ☐ For Education Week contact the school selected and confirm participation.
 - * Determine with contact number of staff to be included and any suggestions for week of activities
 - * Assign activities to committee members
 - ☐ For Student Awards confirm with Post and contact school selected and confirm participation.
 - * Review school year deadlines and any applications already received
 - * Set judging parameters and timeline
 - * Set date and time for presentation
 - * Purchase Legion Award medals
- Write report to be given to members at monthly meeting
- **March**
 - ☐ For Student Awards
 - * Select and notify winners
 - * Set up scholarship presentations
 - * Update Calendar
 - * Create and print award certificates.
- **May**
 - ☐ For National Teachers Week

- * Purchase and present gifts for the school counselors that have worked with the Auxiliary through the year.
- Write report to be given to members at monthly meeting

3. CONTACT LIST