



# **ALA UNIT 164 PROGRAM GUIDELINES 2025**

## **PIES FOR HOPE**

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
- **August**
  - ☐ Committee Chair and 2<sup>nd</sup> Vice determine weekends and locations for sponsorship tables and confirm with each location  
**NB: Pies for Hope dates Sept/Oct and WAA dates Oct/Nov**
  - ☐ Update Calendar
  - ☐ 2<sup>nd</sup> Vice set up separate but coordinated SignUpGenius for Pies for Hope Tables and WAA Table Sponsorships
  - ☐ Create flyers, create and print order forms, create spreadsheet for totals
- **September**
  - ☐ Contact Camp Hope and Post to invite participation at the tables.
  - ☐ Committee Chair prepare bags in storeroom for EACH WEEK; each team needs to have:
    - \* bank bag with \$30 bank and Deposit Forms
    - \* credit card charged Zettle
    - \* pencils, flyers and clipboards
    - \* auxiliary brochures, program flyers & membership forms
    - \* table cloth and ALA poppy branding
    - \* donation jar
    - \* flags in sand stand
    - \* large sign and easel with weights
    - \* tape
    - \* at certain locations, tent with weights

- ☐ After each table session
    - \* count sales
    - \* balance money
    - \* give to Unit Treasurer
  - ☐ Write reports to be given to members at monthly meeting
  - ☐ Set a delivery date with Camp Hope
  - ☐ Set a pickup day for personal pies
  - ☐ Contact Sam's Club for pie order
- NB call again one week prior to delivery to confirm order and pick up date/time**

### 3. CONTACT LIST

#### Table Sponsorships

Ace Hardware: Katherine Schneider 832-492-8939 [katherine@katyhardware.com](mailto:katherine@katyhardware.com)

Snappy's: Anna 281-391-8163

Bass Pro: Andy Wohlgemuth 281-644-2200 [awohlgemuth@basspro.com](mailto:awohlgemuth@basspro.com)

Brookshire Brothers: Kyle 281-391-7029

#### Pies for Hope

Camp Hope: Christy Carbaugh 832-912-4429(w); 512-808-7111(c)

[christy.carbaugh@ptsdusa.org](mailto:christy.carbaugh@ptsdusa.org)

Sam's Club: Tricia (bakery manager) 281-578-5480