



# **ALA UNIT 164 PROGRAM GUIDELINES 2025**

## **POPPY PROGRAM**

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
- **4 months prior to event**
  - ☐ Committee Chair and 2<sup>nd</sup> Vice determine weekends and locations for sponsorship tables and confirm with each location (Memorial Day and Veterans Day)
  - ☐ Update Calendar
  - ☐ Check poppy inventory (2500 per event).
  - ☐ Order poppy kits if needed. Set dates for making poppies
- **2 months prior to event**
  - ☐ 2<sup>nd</sup> Vice set up combined Auxiliary/Post SignupGenius for table volunteers (2 Auxiliary and 2 Legionnaires per 3-hour shift).
  - ☐ Send link to Post Hubmaster
- **Day before event**

At the Post stage items for 4 poppy distribution locations

  - ☐ Pack list:
    - \* 2- 10 X 10 American flag tents (ACE Hardware and Brookshire Bros)
    - \* All tent leg weights
    - \* 4 folding tables (one for each location) and 4 chairs for each location
    - \* 4 boxes of completed poppies (750-Ace Hardware and Bass Pro/500 Snappy's and Brookshire Bros)
  - ☐ Each location needs to have a bag containing:

- \* bank bag with \$30 bank and Deposit Forms
  - \* credit card charged Zettle
  - \* flyers and clipboards
  - \* auxiliary brochures, program flyers & membership forms
  - \* table cloth and ALA poppy branding
  - \* pens
  - \* donation jar
  - \* flags in sand stand
  - \* large sign and easel with weights
  - \* tape
  - **After each table session**
    - ☐ count sales
    - ☐ balance money
    - ☐ give to ALA Treasurer
- NB: Donation split 50/50 between Auxiliary and Post after adjustment for cost of poppies**
- Write report to be given to members at monthly meeting

### 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