



ALA UNIT 164 PROGRAM GUIDELINES 2025

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**
 - ☐ Review school year deadlines and any applications already received.
 - ☐ Set parameters and timeline for judging all applications.
- **March**
 - ☐ Select and notify winners
 - ☐ Set up scholarship presentations
 - ☐ Update Calendar
 - ☐ Create and print award certificates.

3. CONTACT LIST