



**ALA UNIT 164
PROGRAM GUIDELINES
2025**

THANKSGIVING TURKEYS

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
 - Food Boxes
 - Pickup and delivery
 - Thanksgiving messages
 - * Meeting Minutes
- **October**
 - At VA Stakeholders meeting confirm donations from VFW Post (\$500) and VFW Auxiliary (\$500)
 - Confirm donations from Legion Post (\$500) and Legion Auxiliary (\$500)
 - Confirm with Katy Christian Ministries (KCM) they need Thanksgiving meals for 100. Set packing date
 - Contact Wal-Mart, Fry Road to set up shopping needs and discuss budget – adjust 100 families for \$2000 as necessary
 - With Auxiliary establish pickup/packing date and vehicles and truck to haul turkeys
 - Update Calendar with all dates and times and venues
- **November**
 - Box food ready for distribution by KCM

3. CONTACT LIST

- Post Commander
- VFW Auxiliary Pat Byrne 832-437-7835 patbyrne1@comcast.net
- KCM Virginia Gonzalez 915-319-2239

- KCM Nan Kitchen 281-391-5261(w) 281-910-0685(c)
nan.kitchen@kcm.org