



STATIONS:

STATION	DESCRIPTION	LEADER
<b>1 - SIGN-IN</b>	Adopt-A-Soldier sign in (everyone who is supporting the event will sign in and be provided badge lanyard)	
<b>2 - DONATION</b>	Gather, Assemble, Unpack, and Organize all the donations. May need to discard items not on list or are broken, dirty..	
<b>3 - BOX ASSEMBLY</b>	Unpack, assemble and tape bottom of the shipping boxes (500)	
<b>4 - THANK YOU CARD</b>	Write Thank You cards	
<b>5 - PACKING</b>	Gather the items and cards from the Donation Station and Thank You Card Station - place these items in the boxes	
<b>6 - BACKPACKS</b>	Remove items from packing boxes fill the backpacks with items donated for WRAMC and Kids and Deployed Family member kids	
<b>7 - INSPECTION</b>	Inspect the boxes (all items are in good shape, and meet the criteria, items that may leak are sealed in a plastic bags and mark outside box with (F) contains Female items. Seal box (tape)	
<b>8 - CUSTOMS FORM</b>	Using the address list and example form provided, complete the forms and place into the plastic envelope	
<b>9 - FINAL ASSEMBLY</b>	Customs forms (plastic envelope) are sealed -self adhesive to the top of the box ensuring (F) box is addresses to Female	
<b>10 - STACKING</b>	Retrieve boxes from Final Assembly station, count and stack boxes	
<b>11 - E-LETTERS</b>	Five laptops will be sent-up and connected to internet. Volunteers can send E-mail letters to our deployed service members	
<b>12 - PHOTOS</b>	Group photo will be taken after the event – photos will be taken throughout the event	
<b>13 - LUNCH</b>	Served at 1200	

DATE:

TIME(S):

Station Leaders In-Brief and Table Set-Up

Event Start

Event Out-Brief

Lunch

Event Ends

LOCATION:

ADDRESS: