



ACTIVITY STATUS REPORT

(example)

No.	ACTIVITY	STATUS	COMMENTS
1	Gym - Packing Area -Setting up a separate area in the gym to pack the boxes and backpacks	-Name is coordinating with Name to schedule a walk through -Need station leads -Need to complete paperwork for facility use	-Station signage is underway
2	E-mails to the Troops Computer lab (laptops set-up to web-site for the e-mail)	-Name will run lab	Name is picking up the computers from Name
3	Mailing Rosters Update roster of address for the deployed soldiers	-Name is coordinating with Name -Name is reaching out to various POCs for additional addresses	Name provided
4	Roster of Service members and Families from National Guard and Reserve Family Support, Military Installations, VA Hospitals or Veteran Homes	Name is coordinating	Ask if they would like to Join the event
5	Number 4 above Service Members, Veterans, Families Attending	Name is coordinating transportation	Done
6	Back-Pack (<i>coordinate with local representatives</i>)	-Adult backpacks ordered and received -Kids Military Hero bags ordered	Name is coordinating with Name for the pick-up of the Military Hero Kids packs
7	Shipping Materials	-Name ordered ___ boxes, Custom Forms, Customs Envelopes (delivered) Coordinate with local post office for box pickup	Couldn't order tape, need 40 rolls of shipping tape
8	Postage	Our Goal is ___ boxes (\$___)	Postage has gone up this year to \$___ per package
9	Lunch	-Name coordinated with _____ to supply and deliver lunch	-Ensure the number of meals required is updated
10	Local Community or State Representative	Name has begun to put the word out about the event	Name will make an announcement at___ and will be preparing the media releases (local newspaper(s), web sites, radio stations, Store flyers)
11	Marketing / Media	Marketing resource for the packing dates, notifying department, etc,	Name
12	Volunteer Organization	collecting items to help with the packing	Name
13	Charity Organization	collecting items to help with the packing	Name
14	Teen volunteers	help with collecting items and postage	Name
15	Senior volunteers	help with collecting items and postage	Name
16	Senior volunteers	help with collecting items and postage	Name
17	Advisory Councils	help with collecting items and postage	Name