



STATIONS

STATION	DESCRIPTION	LEADER
1 - SIGN-IN	Adopt-A-Soldier sign in (everyone who is supporting the event will sign in and be provided badge lanyard)	
2 - DONATION	Gather, Assemble, Unpack, and Organize all the donations. May need to discard items not on list or are broken, dirty..	
3 - BOX ASSEMBLY	Unpack, assemble and tape bottom of the shipping boxes	
4 - THANK YOU CARD	Write Thank You cards	
5 - PACKING	Gather the items and cards from the Donation Station and Thank You Card Station - place these items in the boxes	
6 - BACKPACKs	Remove items from packing boxes fill the backpacks with items donated for hospital and Deployed Family member kids	
7 - INSPECTION	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)	
8 - CUSTOMS FORM	Using the address list and example form provided, complete the forms and place into the plastic envelope	
9 - FINAL ASSEMBLY	Customs forms (plastic envelope) are sealed -self adhesive to the top of the box ensuring (F) box is addresses to Female	
10 - STACKING	Retrieve boxes from Final Assembly station, count and stack boxes	
11 - E-LETTERS	(if available) Sent-up laptops and connect to internet. Volunteers can send E-mail letters to our deployed service members	
12 - PHOTOS	Ensure your photographers have digital camera. Group photo will be taken after the event – photos will be taken throughout the event. If you have access to a printer, enclose a photo of the group doing the loading or a group picture to put in the box.	
13 - LUNCH	Set up /Serve / Clean up the eating area(s) Served at (time)	