



**ALA UNIT 164
PROGRAM GUIDELINES
2025**

**OPERATION HOMEFRONT
(THANKSGIVING)**

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 Dates
- Times
- Place
- Budget
- Committee Chair

2. ACTION PLAN

- Planning Meeting
 - * Date
 - * Agenda
 - * Timeline
 - * Roles & Responsibilities
 - * Meeting Minutes
- **October**
 - Contact Operation Homefront Senior Program Coordinator Sharon Fenton for date, time and location
 - Coordinate with Post for setup – tent, weights, table, chairs
 - Contact Girl Scouts, Boy Scouts to volunteer
 - Make candy bags, posters etc.
 - Update Calendar
- **Day of**
 - Setup tent, weights, table, chairs and distribute candy to cars in lineup

3. CONTACT LIST

- Post Commander
- Sharon Fenton 210-598-3566 (w) 469-265-8162 (c)
Sharon.fenton@operationhomefront.org