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Subject: FW: Request by USAFA Parents Club to Volunteer Nov 6 Operation Gratitude Assembly
Attachments: ORELEASE_FORM_dwngrd.doc

From: Cheryl Kramer
Sent: Monday, October 17, 2011 1:14 PM
Subject: Fwd: Request by USAFA Parents Club to Volunteer Nov 6 Operation Gratitude Assembly

*Hello All,
Hope this message finds everyone well and with their cadet son's/daughter's enjoying much success in all of their AFA endeavors this fall. Please find below the information for our next USAFA Parent's Club event on **SUNDAY, NOVEMBER 6th.***

(Our apologies for having to plan this event the weekend of the AF-Army football game, however we had to work within the parameters of Operation Gratitude's schedule).

*If everyone could please read the following message as received by the **OPERATION GRATITUDE** coordinator and be sure to complete and bring the release form with you. **Please read the entire message as all information you needed for this event is included.***

Please sign in individually when you arrive and we will meet up once inside.

Thanks and we look forward to having as many of you join us as possible for this most worthwhile event.

Reminder: Dinner to follow at very casual restaurant immediately following our volunteering (details to follow in next week).

Additionally, there is a "Wish List" toward the bottom of the message below for anyone who would like to make contributions or items or money. Donations can be brought with you to the event.

Finally, please be sure to RSVP by Wednesday, November 2nd, to MelanieorFrank@aol.com if you are coming. We need to give a final count to Operation Gratitude by Thursday, November 3rd. Thanks and look forward to seeing everyone.

*Best Regards,
[Brian Katz \(brian@usafaparents.org\)](mailto:brian@usafaparents.org) and [Cheryl Kramer \(cheryl@usafaparents.org\)](mailto:cheryl@usafaparents.org)*

Message from OPERATION GRATITUDE:

Please make sure each volunteer reads the below information (please note that we have a very strict policy regarding age for kids), and also, we need each volunteer, adult as well as teen, to sign and bring the attached release form to

turn in at the check-in table when they arrive. After you have read the info/instructions, please let me know if you have additional questions. See you November 6th, "ASSEMBLY DAY."

Thank you for your interest in supporting our Military through Operation Gratitude, a 501(c)(3) non-profit, volunteer-based organization that sends care packages year-round to individually named troops deployed overseas, to their children left behind, and to Wounded Warriors in Military hospitals and transition units. To date, we have sent over 650,000 care packages to individually named troops in hostile regions such as Iraq, Afghanistan and onto ships all over the world.

We hold two campaigns each year to assemble the care packages: A Patriotic Drive in the spring, and a Holiday Drive in the fall-winter. We expect to assemble and deliver 100,000 care packages per year between the two campaigns.

If you have not already done so, please visit the Operation Gratitude website www.OperationGratitude.com to learn more about the organization: View pictures in the Photo Gallery; read letters from the troops in Mail Call, and peruse articles in News and in Updates. "Like" and "Follow" us on Facebook and Twitter for up to the minute information.

Please print out, sign and bring our [RELEASE FORM](#) with you when you volunteer (adults as well as teens).

"Assembly Day" work includes production of the care packages, labeling, taping, custom forming, letter reading and writing, running packages, re-stocking the lines, breaking down cartons and many other tasks.

We have seated and standing jobs for everyone.

BASIC RULES AND INFORMATION:

We greatly appreciate your volunteer efforts and spirit! To ensure your own safety and enjoyment, and to preserve our welcome at the Armory, we ask that you read and follow these requirements:

1. Parking will be in the parking lot around the building and on the dirt lot adjacent to the building. Please follow the directions of the Soldier-Guard at the Gate. No vehicles are allowed in the motor pool area (where the Military vehicles and our supplies are located). There are no exceptions, even for dropping off or moving donations.
2. Inside the Armory, volunteers are ONLY allowed on the Drill Floor; please do not go

into Military offices or upstairs.

~NO FOOD OR DRINKS ON DRILL FLOOR AT ANY TIME PLEASE!

3. Clothing, Shoes, Purses, etc.

~Please wear closed-toe shoes: no sandals or flip-flops.

~Wear comfortable clothing; please avoid political statements on clothing.

~Please lock purse or other valuables in your car: We do not have a safe place for them and will not accept responsibility for personal property.

4. SIGN-IN

~All volunteers must sign in at the Volunteer Table by the front door and fill out a new Release form for the current Drive--even if you have volunteered in the past.

~Please wear a nametag at all times.

~To receive a certificate for Community Service Credit, you MUST sign-in and sign-out at the COMMUNITY SERVICE TABLE--this is separate from the Volunteer Sign In Table. We do not mail the certificates, and it is up to each student to make sure he gets his certificate when he leaves, and to keep track of it as we do not give out duplicates.

5. Location:

California Army National Guard Armory

17330 Victory Boulevard

Van Nuys, CA 91406

Corner of Victory and Louise

6. Donation Drop-Off:

~Please drive to the Northwest Corner of the parking lot to drop off donations.

~Fill out the donation log-in sheet and receive an acknowledgment

ADDITIONAL SUPPORT ACTIVITIES:

Assembly and shipping of the Operation Gratitude care packages occurs only at our headquarters in Van Nuys, CA for security purposes. However, we work with supporters all over the country who organize collection drives, letter writing and recycling campaigns, fundraisers, crafts projects and other activities that are critical to our ability to send the care packages. I have included information below on how you can be involved with Operation Gratitude throughout the year.

MOST URGENT NEEDS:

- a. Financial donations to pay the postage on our care packages
- b. Personal letters of appreciation
- c. Small plush animals (Beanie Babies/Webkinz/Trolls: 6 inches or smaller)
- d. Large Stuffed Animals (12-15 inches tall) for Battalion Buddy Program
- e. Hand-knit or Crochet Scarves and Sewn Bandana cool-ties

Wish List:

Knit Hats, Scarves, Neck Gators, Bandana Coolers/Cool-Ties (details here: Scarves)
Beanie Babies, Webkinz, Trolls or other Small Plush Toys (6 inches or smaller)
Large Stuffed Animals (12-15 inches tall) for Battalion Buddy Program
Halloween Candy-- More info: Halloween Website and Halloween Facebook Page
Socks (preferably black, brown, green, tan; no white)
DVDs and CDs, Computer Flash Drives, Video Games
iPods, DVD Players
Headsets (earpiece and microphone) and WebCams
Energy Bars and Drinks, Beef Jerky, Healthy Snacks
Single Serving Boxes of Cold Cereal; Individual Packets of Hot Cereal
Commercially wrapped individual packets of Trail Mix, Nuts
Boxes of Girl Scout Cookies
Travel Size containers of moist towelettes and foot powder
Commercially sealed Lip Balm, toothpaste, toothbrushes, roll-on deodorant, sunscreen
Individually packaged razors, shaving gel
Travel Size Board Games, Novelty Items, Yo-Yos, etc.
Screenprinted T-shirts, Baseball Style Caps
Unsealed personal cards and letters (accepted year-round)
Used Cell Phones, Ink Jet Cartridges, Laptop Computers, iPods, PDAs (for recycling)

Operation Gratitude welcomes donations of all products in furtherance of its mission to support our Military. We reserve the right to determine the appropriate use of each donated item, including but not limited to inclusion in our care packages, donation to Military bases or other charities, and/or for fundraising or volunteer appreciation purposes.

FINANCIAL DONATIONS to Operation Gratitude, a 501(c)(3), non-profit, volunteer organization, are devoted to production, shipping and communication expenses and are tax deductible as provided by law. The cost of shipping each package averages \$15/package (all items included in the packages are donated and valued at ~\$125) ; Operation Gratitude ships 100,000+ care packages each year, making our cash needs over \$1.5 Million annually. Donations can be made year-round by Credit Card from the Operation Gratitude website or by check payable to Operation Gratitude and mailed to:

Operation Gratitude
16444 Refugio Road
Encino, CA 91436