



Planning Guide Summary



(This page can be modified, but all headings need to be in the correct order)

Identify Needs

The local Foster Care Agency needs suitcases for foster children.

Objective

Regal Grange #000 will host a suitcase drive for the local Foster Care Agency in May for Foster Care Awareness Month.

Planning Process

Who: Regal Grange #000

John and Jane Doe, committee chairs

What:

Host a suitcase drive

When:

May 10, 1-4PM

Where:

Regal Grange Hall

123 Any Street,

Anytown, USA 12345

How:

Before: Advertise in local newspapers, social media ads, local news (TV), radio ads, etc. Organize volunteer list and specific jobs for people. Reach out for monetary donations/sponsorships. Reach out to Foster Care Agency to find specific needs.

During: Volunteer check in, have name tags for volunteers, create signage for donation drop offs.

After: Organize a time to take the donation to Foster Care Agency.

Resources:

Before: Flyers, Volunteers to distribute advertisements

During: Grange Hall, Tables, Chairs, Signage, Volunteers

After: Thank you cards

Cost: Newspaper Ads

specific costs should be laid out in the Pillar Project Portfolio



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Before:

- Contacted local foster care agency about specific needs
- Created Advertisements, shared social media posts
- Distributed flyers around community four weeks prior to event.
- Appeared on *The Afternoon Show with Newsman Anchor* on April 30th.
- Continued post on social media up to the day before the event.
- Organized volunteers and assigned them to specific jobs.

Action

During:

- Volunteers arrived and were briefed on their jobs
- Set up tables and donation drop off stations, starting at 9am
- Opened doors at 1PM with
- Collected ### suitcases

Be detailed about your event. In your Pillar Project Portfolio you will need to add documents, advertisements, pictures, etc. to show people what was done with your event. On the Planning Guide, summarize what happened.

After:

- Delivered the suitcases to the local foster care agency
- Wrote thank you notes to: sponsors, volunteers, and to people who donated (if they left their names)
- Received thank you notes from several children in the foster care system.

Follow-Up

We felt that our event went well for the first time. We needed to have a better flow of traffic inside when dropping off the suitcases. In the future we will take the suitcases at the "check-in" station and organize it with our volunteers rather than have people check-in first and then go to each different type of suitcase station. We are excited to continue with this event and expand into making toiletry bags for the children next year.

*This section will be how you wrapped up your event; Thank you letters, donations made, etc. A reflection needs to be included in this section. In your Pillar Project Portfolio, you will need to include the things you sent, pictures of your donations/evidence of your donations, media coverage (newspaper clippings, etc.) On the Planning Guide Summary summarize what you did as a follow up and include the reflection. *