

Council Event Description

Event Title: Vets Returning Home Drive

Event Objective: Collect household goods (new or slightly used) to be donated to the local Vets Returning Home organization.

Event Budget: None

Manpower requirements: 18 est.

Sign up genius format: N/A

Schedule: Collection after Saturday and Sunday Masses on weekend of event. Delivery of goods usually on the following Monday.

Facility requirements: Temporary holding area for goods, usually the white room

Equipment requirements: Hand carts to move goods to vehicles, council member vans and trucks, and possible rental truck to transport goods

Dress requirements: Council shirts

Duties: The event chairman will establish the collection dates, coordinate with the parish for the facility, prepare a notice for the bulletin and pulpit announcements, let the council know of manpower requirements, coordinate the movement and storage of goods, arrange to transport goods to collection center on 11 Mile in Roseville (may include the rental of a truck), and write a final report.

Coordinate with: Parish, GK, council and Vets returning home 17955 E Eleven Mile Rd, Roseville, MI 48066 (586) 285-5606

Promotion: Ads in parish bulletin starting three weeks prior to event and announcements at council meeting

Other information:

Council Event Description

Event Final Report:

Date:

Number participants:

Number of awards presented: n/a

Total Cost:

Cost per Serving: n/a

Total man-hours expended:

Total money raised: n/a

Dollars raised per man-hour: n/a

Summary report:

What went right:

What can be improved on:

Special recognitions: