****

****

**Houston Area Command**

**2024 Christmas Project/Event Assignments**

*Revised 07/1/2024*

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT/EVENT:** |  | **ANGEL TREE** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  | Online Registration Opens  | Sept. 30 |
|  |  | Online Registration Closes | Oct. 11 or When full |
|  |  | Online Registration Follow Up | Oct. 14- 17 |
|  |  | Virtual Angel Tree | Oct. 21 |
|  |  | Corporate Angel Tree | Oct. 21 |
|  |  | Secret Santa Workshop Set Up (Logistics) | Nov. 4 |
|  |  | Toy Shop Set Up  | Nov. 25 |
|  |  | Toy Shop Packing  | Dec. 2 - 12 |
|  |  | Move Out | Dec. 13 |
|  |  | Distribution Dates  | Dec. 16 - 19 |
|  |  | Aldine | Dec 17 - 18 |
|  |  | Conroe | Dec. 18 |
|  |  | Fort Bend | Dec 16 |
|  |  | International | Dec. 18 - 19 |
|  |  | North West | Dec. 18 - 19 |
|  |  | Pasadena | Dec. 18 - 19 |
|  |  | Temple | Dec. 16 |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  | Media spokesperson |  |
| Area Commander (Mrs.) |  | Oversight of Angel Tree Program (Area Wide)Liaison between Corps & AuxiliaryCoordinate calendarCoordinate registration Coordinate Santa’s Secret Toy ShopCoordinate distribution |  |
| Major Linda Keeney |  | Send letters to solicit Corporations to participate in Angel TreeCoordinate the allocations of angels & pick up’s |  |
| Operations Manager |  |  |  |
| Corps Officers  |  | Arrange for mall angel tree logistics (equipment  delivery & set up)Coordinate registration & Distribution for your CorpsArrange for your Walmarts to have Angel TreesCoordinate with your local mall for Angel TreeYour Corps will be used as a drop off location for Angel Tree gifts. |  |
| Ware House Worker |  | Prepare warehouse logistics for toy shop setupAT pick-up days |  |
| Community Relations & Development |  | Solicit donated use of an additional box truck for gift pick up during the busiest timeframe Execute effective supporting PR/marketing strategy for all phases of the program* Enhance/steward media sponsorship/partnership

VolunteersRecruitment/Coordination:* Incomplete application follow up
* Mall Angel Tree Attendants
* Distribution
* Secret Santa Workshop
	+ Solicit donated snack variety for refreshment table
 | *.* |
| Boys & Girls Clubs |  | Conduct registration with eligible families   |  |
| Jones Residence & ARC |  | Conduct registration with eligible client families  |  |
| Women’s Auxiliary |  | Assist with Angel Tree Client Registration Assist with packing AT bags at toy shop |  |
|  |  |  |  |
| **OTHER UNITS** |  |  |  |
| Aldine |  | Coordinate all aspects of registration & distribution locally |  |
| Conroe Corps |  | Coordinate all aspects of registration & distribution locally |  |
| Fort Bend |  | Coordinate all aspects of registration & distribution locally |  |
| Internation Corps |  | Coordinate all aspects of registration & distribution locally |  |
| Northwest |  | Coordinate all aspects of registration & distribution locally |  |
| Pasadena |  | Coordinate all aspects of registration & distribution locally |  |
| Temple  |  | Coordinate all aspects of registration & distribution locally |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT/EVENT:** |  | **KHOU Telethon** |  |
| **DESCRIPTION:** |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  |  |  |
| Area Commander (Mrs.) |  |  |  |
| Angel Tree Coord. |  |  |  |
| Operations Manager |  |  |  |
| Facilities Director  |  |  |  |
| Maintenance/Grounds |  |  |  |
| Community Relations & Development |  |  |  |
| Finance |  |  |  |
| Human Resources |  |  |  |
| Information Technology |  |  |  |
| Boys & Girls Clubs |  |  |  |
| Social Services Director  |  |  |  |
| **OTHER UNITS** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT/EVENT:** |  | **KHOU Toy Drive** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  |  |  |
| Area Commander (Mrs.) |  |  |  |
| Angel Tree Coord. |  |  |  |
| Operations Manager |  |  |  |
| Facilities Director |  |  |  |
| Maintenance/Grounds |  |  |  |
| Community Relations & Development |  |  |  |
| Finance |  |  |  |
| Human Resources |  |  |  |
| Information Technology |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **OTHER UNITS** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT/EVENT:** |  | **KHOU Car Show** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  |  |  |
| Area Commander (Mrs.) |  |  |  |
| Angel Tree Coord. |  |  |  |
| Operations Manager |  |  |  |
| Facilities Director  |  |  |  |
| Maintenance/Grounds |  |  |  |
| Community Relations & Development |  |  |  |
| Finance |  |  |  |
| Human Resources |  |  |  |
| Information Technology |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **OTHER UNITS** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT:** |  | **SPECIAL EVENTS** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  |  |  |
|  |  | Kettle Kick-Off  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commanders |  |  |  |
| Area Commanders (Mrs.) |  |  |  |
| Angel Tree Coord. |  |  |  |
| Social Service Director  |  |  |  |
| Citadel Corps Officer  |  |  |  |
| Operations Manager |  |  |  |
| Facilities Director  |  |  |  |
| Maintenance/Grounds |  |  |  |
| Community Relations & Development |  |  |  |
| Finance |  |  |  |
| Human Resources |  |  |  |
| Information Technology |  |  |  |
| **OTHER UNITS** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT/EVENT:** |  | **Jones Residence HOLIDAY MEAL** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  | Thanksgiving Day |  |
|  |  | Christmas Day |  |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  | Media spokesperson |  |
| Area Commander (Mrs.) |  | Purchase hats & gloves (Thanksgiving)Purchase Precise Promo gift packs for COH guests |  |
| Jones Res Program Manage |  |  |  |
| Operations Manager |  |  |  |
| Facilities Director  |  |  |  |
| Maintenance/Grounds |  |  |  |
| Community Relations & Development |  | Execute effective supporting PR/marketing  strategyRecruit & coordinate volunteersSolicit/coordinate entertainment |  |
| Finance |  |  |  |
| Human Resources |  |  |  |
| Information Technology |  |  |  |
| Boys & Girls Clubs |  |  |  |
| Center of Hope |  | Coordinate meal serviceDistribute hats & gloves |  |
|  |  |  |  |
| **OTHER UNITS** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT:** |  | **Conroe Thanksgiving Meal** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  |  |  |
| Area Commander (Mrs.) |  |  |  |
| Angel Tree Coord. |  |  |  |
| Operations Manager |  |  |  |
| Facilities Director  |  |  |  |
| Maintenance/Grounds |   |  |  |
| Community Relations & Development |  |  |  |
| Finance |  |  |  |
| Human Resources |  |  |  |
| Information Technology |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **OTHER UNITS** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT:** |  | **Conroe Doll & Bear Show** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  |  |  |
| Area Commander (Mrs.) |  |  |  |
| Angel Tree Coord. |  |  |  |
| Operations Manager |  |  |  |
| Facilities Director  |  |  |  |
| Maintenance/Grounds |   |  |  |
| Community Relations & Development |  |  |  |
| Finance |  |  |  |
| Human Resources |  |  |  |
| Information Technology |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **OTHER UNITS** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT/EVENT:** |  | **WOMEN’S AUXILIARY CHRISTMAS PARTY** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  | Christmas Party at Secret Santa Toy Shop | Dec. 10  |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  |  |  |
| Area Commander (Mrs.) |  | Plan & coordinate program logistics.Coordinate gifts |  |
| Assistant to Area Commander |  | Assist with setup and gift prep as needed.  |  |
| Admin to Area Commander |  | Assist with setup and gift prep as needed. Set up Audio |  |
| Women’s Auxiliary |  | Coordinate CateringCoordinate Group Photo |  |
| Tobi |  | Take Group Photo |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT/EVENT:** |  | **Employee CHRISTMAS PARTY** |  |
| **DESCRIPTION:** |  | Area Command, BGC, Jones Residence, YARK, COH Christmas Party |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  | Main Event- Humble 20945 Spring Creek Crossing | Dec. 20 |
| Time |  | TBD |  |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  |   |  |
| Area Commander (Mrs.) |  | Coordinate venue & cateringCoordinate gifts |  |
| Assistant to Area Command |  | Invitation & Program Support |  |
| Admin Assistant |  | Program Support, RSVP’s |  |
| Operations Manager |  | Program Support  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT/EVENT:** |  | **Advisory Board & Council CHRISTMAS PARTY** |  |
| **DESCRIPTION:** |  |  |  |
|  |  |  |  |
|  |  | **EVENT, ACTIVITY, DEADLINE, ETC.** | **DATE(S)** |
| **KEY DATES:** |  |  | Dec 19 |
|  |  |  |  |
|  |  |  |  |
| **POSITION/DEPT.** |  | **RESPONSIBILITIES** |  |
| **AREA COMMAND** |  |  |  |
| Area Commander |  |  |  |
| Area Commander (Mrs.) |  | Plan & coordinate program logisticsCoordinate gifts |  |
| Assistant to Area Commander |  | Assist with setup and gift prep as needed.  |  |
| Admin to Area Commander |  | Assist with setup and gift prep as needed. Set up AudioCoordinate with Area Commanders food |  |
| Maintenance  |  | Seat up Multi purpose room |  |
| Tobi |  | Take Group Photo |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |