BRING CORPORAL JOSHUA HIMAN HOME

CONSTRUCTION START DATE: 4 February 2011

CONSTRUCTION COMPLETION DATE: 28 March 2011

PARADE

- Prince William County has lead
- Need Deputy Lead
    - Liasion with PWC lead, other gov't agencies
    - Focal Point for Northern Virginia (NoVA) Fuller Center for Housing
    - Determine and distribute information from County Lead
    - VOLUNTEERS!

DEDICATION

- Need Chairperson
- Volunteers
- Agenda
- Press/Media
- Coordinate with NoVA Lead
- Coordinate with Parade POC

BANQUET

- NoVA Fuller Center and Himan Family
    - Need Chairperson
    - Volunteers
    - Liasion with NoVa Fuller Center President and Himan Family
    - Coordinate key office involvement (ie. County, USMC, etc..)
    - Determine content of banquet
        - Catered?
        - Plaques
        - Certificates

TEAM LEADER

- LEAD A TEAM OF VOLUNTEER WORKERS
- From within your organization, find other volunteers
- Push out information regarding project
- Capture the volunteer information/contact info

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CHECK IN / CHECK OUT

- NoVA Fuller Center Volunteer (s)
    - Skilled and general labor volunteer
    - Track and record each volunteer/contractor going on site
    - Maintain daily log
    - Coordinate miscellaneous admin actions
    - Available to help work crew as skills permit
    - Provide meal count to meal POC

SKILLED LABOR (12 YRS OF AGE OR OLDER)

- Certified/Experienced in construction skills
    - Assigned to lead contractor
    - Contacted primarily via Contractor distribution list
    - Preferred to have own tools
    - We need to know "best construction skills"

GENERAL LABOR (12 YRS OF AGE OR OLDER)

- Anything other than a skilled construction worker
    - Administration and planning
    - General assistance to contractor tasks
        - Painting, basic construction skills, etc..
    - Can perform "Outreach" or other generally needed activities

DRIVERS

- With your own Vehicle
- With Rental Vehicle
    - Qualified to check in/check out vehicles (Insurance, license, Age, etc.)
- Pick up supplies/meals
- May include driving/transporting other volunteers

ADMIN

- Answering emails
- Thank you letters/Donation Receipts
- Volunteer Tracking
- OTHER DUTIES AS ASSIGNED/NEEDED

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PRESS

- Draft freelance day-to-day stories for submission
- Liaison with press/media agencies via NoVA Fuller Center Press lead

NIGHT CREW

- Debrief with day crew
- Complete day job list
- Clean up/prepare for next day
- Start next day projects if able
- Lock up/secure site

MAP

- NEED SOMEONE TO PUBLISH THE MAP TO VOLUNTEER SITE AND KEY SUPPLY FACILITIES, MEAL LOCATIONS, AND DIRECTIONS

MEALS

- Contact various restaurants / food chains for donating meals to volunteer worker force (daily requirement)
- Coordinate pickup (daily) with drivers
- Coordinate receipt/log/record of donating organizations
- Coordinate with task lead or check in/check out POC
- Coordinate with volunteer lead day prior

FACEBOOK/TWITTER

- Maintain project FACEBOOK/TWITTER Point of Presence (PoP)
- More than one person
    - Facebook/Twitter lead

OTHER

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