

**AMERICAN LEGION AUXILIARY  
NEWPORT HARBOR UNIT 291**

**JOB DESCRIPTION: TROOP SHIPPING**  
(Updated 1/8/24)

**Position:** Chairman

**Purpose:** To ship Care Packages to Deployed U.S. Service Men and Women. A minimum of one-hundred and fifty (150) Care Packages are sent twice a year.

**Duties and Responsibilities:** A successful Troop Shipping Event requires advanced planning, organization, donations, and dedicated volunteers. The following steps will ensure a smooth, successful event.

1. January 1st
  - a) Select dates, times, and locations for the May and November Troop Shipping Events.
  - b) Forward request to the Auxiliary President to present at the Annual Legion Calendar Meeting scheduled in January. (Example: Saturday, May 18, 2024, Legion Main Hall, 06:30am-12:30pm)
  - c) The times for the actual event are 10:00am-12:00pm.
2. 3 Months prior to event-
  - a) Attend Executive Board and General Membership Meetings.
    - A) Educate members on what Troop Shipping means and the process
    - B) Announce Troop Shipping dates
    - C) Review products that can and cannot be shipped
    - D) Request donations (monetarily or products). Provide members with ALA Donation Letters to encourage members to participate and solicit donations.
  - b) Obtain Rank, Name, and Addresses for Deployed Service Men and Women. Confirm they will be stationed at the given address at least One (1) month after the shipping date.
    - A) Due to security reasons, it is often difficult to obtain the above information. It is recommended to stay in touch with any personnel/contacts made throughout the year in order to facilitate obtaining names/addresses.
    - B) Current contacts include:
      1. Los Alamitos JFTB Active Service Members & Retired
      2. Camp Pendleton Contact Military Family Affairs of Deployed Soldiers
      3. Individual names/addresses provided by Legion/Auxiliary/SAL members and the general public are also welcome.
  - c) 2-3 Months prior to event-
    1. Advertise
      - a. Post Troop Shipping Flyer on ALA 291 Website, Constant Contact, and Facebook.
      - b. Place Flyers on Troop Shipping Box and POST Bulletin Boards.
      - c. Hang Troop Shipping Banner and Flyer Box on POST parking lot Fence. Fence area is facing East, at the exit lane of the parking lot.

- d. Order (200) Large Flat Rate "Priority Mail" Shipping Boxes (12 x 11.75 x 6) from the USPS Website
3. (1) Week prior to event-
  - a) Contact USPS to schedule a "pick up" for the completed shipping boxes at the Legion.
4. (72) Hours prior to event-
  - a) Provide a diagram to the Legion Office of the required table setup Needed for the event.
  - b) Deliver and store all products, shipping boxes, etc., to the Auxiliary Shed.
  - c) Begin printing Shipping Labels (see Appendix "A")

**Donations:**

- Troop Shipping Donation Boxes are located in the View Room. The large box sits next to the POW/MIA Table. The smaller locked box (for cash/checks) is hung on the wall near the large box. The locked box is emptied by the Troop Shipping Co-Chairs and/or the designee who will make the bank deposits.
- A Donation Log will be maintained, listing persons, businesses, and organizations who donated cash, check, gift cards, or products. The Log will include: date, name, address, phone #, donation, \$ amount, check #.
- Thank you cards will be written and sent to donors.

**Products:**

- Due to climate control and lack of storage space in the Auxiliary Shed, the majority of products (food, hygiene/personal items) are stored at the homes of the Co-Chairs.
- Currently, handmade beanies and socks are being donated by outside sources.
- Majority of the products in the Care Packages are purchased by the Co-Chairs. Diligent shopping is essential, due to a set budget.
- Maintain Inventory Logs for all products.

**Correspondence:**

- Heroes Hall and OC Fair & Event Center (Costa Mesa) provide handwritten note cards for the Care Packages. Visitors are encouraged to color and write messages to our deployed while visiting Heroes Hall and the Event Center.
- No personal/individual letters or notes are included in a Care Package.
- A notecard from ALA 291 is included in each Care Package. This notecard indicates our appreciation for their service.

**Budget:**

- The budget for Troop Shipping should be reviewed yearly. This is due to the increase of shipping, product, and operating costs.
- Keep all receipts for reimbursement and send copies to the Unit Treasurer.

**Supplies:**

- See Appendix "B" for list of supplies needed for each Troop Shipping Event.

**Day of Event:**

- Have a few volunteers arrive early (7:30-9:00am) to assist in setting up.
- Don't start event until 10:00am.
- Co-Chairs will meet with USPS driver at scheduled pick-up.

## **APPENDIX "A"**

### **The Printing of USPS Shipping Labels**

- Log in to our account with USPS LOGIN
- Go to SHIP & CLICK tab
- Type "American Legion" on address form (where shipping is from)
- Type "APO, AE, FPO" (where shipping to)
- On Customs Form, type your name, email, & phone number (in multiple places)
- A credit card (Auxiliary or personal) is the preferred payment method. Be sure to use the correct address that matches the name of the credit card.
- Only twenty (20) labels can be printed at one time. Payment is required prior to printing and labels must be printed within three (3) days of shipping date.
- "SAVE" your address entry
- Shipping "Flat Rate," Package Value \$50.00, "Priority" Service, View Service Large Flat Rate
- Enter Package information:
  - a) HUMANITARIAN DONATION
  - b) PERSONAL ITEMS & FOOD & SNACKS (contents)
  - c) Item value- \$50.00
  - d) Weight- 10 lbs. (additional charges over 10 lbs.)
  - e) Quantity- 1
- Enter Export information. If "Enter Export" info appears in RED, you cannot move forward until you make corrections. Scroll down and select items such as Food & Snacks or Personal Items. Re-enter specific items such as Nuts, Hand Soap, Toothpaste, etc. This should correct the problem.
- Once you have twenty (20) individual Soldier's names or ANY SOLDIER and their complete address, you are ready to print.
- Check out SAVE PDF & PRINT
- Enter credit card information (follow online instructions)
- Place more than twenty (20) labels in the printer
- Select PRINT ALL. Be alert for paper jams or low ink. Having to reprint labels is costly.
- Once the first twenty (20) labels are printed, place the "printed labels" back into the printer facing towards you. Then start your next twenty (20) labels using the same label sheet (there are two (2) labels per sheet). If you decide to tear the printed labels apart, then put the blank label on the bottom.

## **APPENDIX "B"**

### **Supplies Needed**

- Computer and Printer
- (Qty- 6) Black Printer Ink Cartridges
- (Qty- 2) Color Printer Ink Cartridges
- (Qty- 200) Avery Shipping Labels (#5126)

- (Qty- 200) USPS shipping boxes, large flat rate (12 x 11.75 x 6)
- (Qty- 20) Rolls of clear packing tape
- (Qty- 4) Packing tape dispensers
- (Qty- 4) Scissors
- (Qty- 4) Box Cutters
- (Qty- 200) Clear (7) gallon (trash) bags
- (Qty- 200) Clear (1) gallon zip-lock baggies
- (Qty- 400) Clear snack-size zip-lock baggies
- (Qty- 400) Misc. small size zip-lock baggies
- (Qty- 200) ALA Unit 291 Care Package Cards
- Misc. black and colored permanent markers

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:

Nothing found

Standing Rules:

Nothing found