



# OPERATION RACK PACK

## Operation Help a Hero

Providing for those who serve at home and abroad

### Name of Unit:

#### Contact Information

Name of Primary Point of Contact for Unit:

Position of POC:

Phone Number:

Email address:

Best Time of Day to Call:

Alternate points of contact for unit:

#### Dates/Planning Info

Expected week of return for "main body": (We understand that OPSEC and unforeseen changes occur, but please give us as close of an estimate as you can for our planning/staffing purposes):

Expected week of return for ADVON:

#### Marine/Sailor Population

Total number of single Marines/Sailors returning to barracks:

Any female service members in that total? If so, please give us numbers:

Number of single Marines/Sailors returning with the ADVON:

#### Other Agencies, Organizations and/or City Adoptions

Please list any agencies, organizations or city adoption committees you would like us to work with along with POCs for each:

#### Barracks Info

Location of Barracks Buildings (please include building numbers if you have them when filling in this application):

If your unit is broken up into multiple barracks buildings/locations, please provide the number of Marines/Sailors returning to each area/building:

Do the buildings have an elevator?

How many laundry/common areas are in each building?

Do your barracks rooms share bathrooms (are they joined by bathrooms)?

How many barracks ROOMS will we be working with? (We use this info for planning items we give per room.)

Typically how many Marines will return to each room? (Just give us an average, are they 2 or 3 person rooms?)

Will any rooms be occupied by other Marines on our "day of work"? (We do not enter occupied rooms.)

#### Supplies/ Items to Consider

Will your unit have bed linens ready for us to use/prepare?

Will your unit have enough toilet paper for all Marines/Sailors returning?

Will your unit already have a record of broken furniture, toilets, fridges, etc? Or would you like us to help compile a list of needed fixes before the return of your Marines/Sailors?

**We will need THREE tables – one for snacks/drinks, one for volunteer check in and one for donation drop off.**

**More items we consider: Please place a check in the box of all that will apply.**

The unit will do a “sweep” of the rooms to remove all personal belongings before OHH volunteers arrive.

The unit will supply a “working party” to assist with opening of rooms and some minor heavy lifting.

There a larger space the unit will reserve as a “rainy day alternative” location.

The unit will place special events signs leading volunteers to the rally point the day of the project.

The unit will supply OHH with a list of rooms they will prepare no later than two days prior to the project.

The list will give:

1. Room numbers
2. # of Marines/Sailors in each room
3. A star or highlighting to indicate rooms that will have occupants

These lists will be returned to the unit or shredded to protect the privacy of your Marines/Sailors immediately following the project.

**Wish List**

Our Operation Rack Pack project wish list includes toiletry items, snack foods, entertainment items, towel sets, gift cards, drinks, laundry detergent and “kitchen kit” supplies.

If your unit has any items/ideas you would like us to add to our wish lists, please list your ideas below:

**Day of the Project Suggestions/ Things that Help**

It is always nice to have a unit representative speak to volunteers when we rally/before we begin the project, but this is not a requirement for consideration.

If the project begins early in the day, we may ask the unit to help us by setting up a coffee station for volunteers.

**Direct questions to our project coordinators:**

**Project coordinator:** Cindy Farnum [cfarnum@operationhelpahero.com](mailto:cfarnum@operationhelpahero.com) (Cindy focuses on volunteer assignments, coordinating with the “green side” and community relations.) Please direct unit questions to Cindy but know that Wendy is available as a secondary point of contact.

**Co-coordinator:** Wendy Ruiz [ruiz01@cox.net](mailto:ruiz01@cox.net) (Wendy focuses on the organization of our donations and the assembly line the day of the project)