

September 11th National Day of Service & Remembrance Project



Join Operation Goody Bag's **COMMIT to COLOR** CHALLENGE 2014

THE OPPORTUNITY:

In 2009, Congress designated **September 11th** as a National Day of Service and Remembrance. **Your organization** can participate in this Day of Service by **hosting** a Goody Bag coloring event and / or letter writing event at your location. **It's easy!** But more importantly, it's **POWERFUL!** Participants take **just one hour** in the days leading up to September 11, 2014, to reflect on the memory of 9/11 while saying thanks to America's **First Responders and Troops.**

ABOUT OPERATION GOODY BAG:

Operation Goody Bag is, a student-centered, community service project based in Bergen County New Jersey. Our mission is to remember those we lost on September 11th and to express support and appreciation for Military Men and Women, Veterans and First Responders, through the gift of a Goody Bag.

- 315,000+ Goody Bags distributed since 2001
- 76,000+ participants since 2011

Check out our exciting story here:

<http://operationgoodybag.org/the-project/>

Follow the 4 Easy Steps to **COMMIT TO COLOR TODAY!**

4 Easy Steps to **COMMIT to COLOR!**



STEP 1: **VOLUNTEER** your Organization

1. Present OGB "Commit to Color" challenge to your organization for approval and choose coloring event, letter writing event, or both.
2. Arrange date & time for your event to occur between 8/25/2014 and 9/11/2014.
3. For a Coloring Event:
 - Determine the number of Official **Goody Bags** needed.
 - PLEASE NOTE: WE ONLY ACCEPT **OFFICIAL** 'OPERATION GOODY BAG' BAGS
 - **FREE local pickup and drop-off** available at OGB Headquarters located inside Hackensack Supply, 545 Route 17 South, Paramus, NJ (behind Babies 'R' Us). Headquarters hours: M - F 8am - 5pm, Sat 9am - 4pm. Closed Sundays.
 - Not local? Official **Goody Bags** will be shipped in boxed sets of 250. To cover the cost of shipping & handling, please make a donation of \$20/250 on our website donation page. Payment must clear by 8/1/14 to ensure delivery in time for your event. Website: <http://operationgoodybag.org/donate/>
4. For a Letter Writing Event:
 - Print out the Letter Template of your choice attached at the end of this packet and copy for your number of participants.
5. For ALL events, please complete the attached Pledge Form and fax to Operation Goody Bag at 201-391-6880.
6. You will receive email confirmation when your **Pledge Form** and Donation (if applicable) has been processed.



STEP 2: **PREPARE** for your event

1. Distribute the attached **Event Directions** to team leaders / groups.
2. Distribute blank Official Goody Bags and / or Letter Templates to team leaders / groups.



STEP 3: **MANAGE** the day

1. Follow **Event Directions**.
2. Distribute blank Official **Goody Bags** and / or **Letter Templates** to participants.
3. Color! Write Letters! Have fun and collect completed **Goody Bags** and **Letters**.



STEP 4: **RETURN** the Goody Bags and Letters

1. Fill out **Project Completion Report**.
2. Return your colored **Goody Bags** and written **Letters** in separate boxes. When returning, include 1 **Project Completion Report** INSIDE each box. (For example: 1 box of Letters and 2 boxes of Goody Bags to ship to OGB? 3 copies of the Project Completion Report needed, 1 in each box)
3. All **Letters** and **Goody Bags** should be mailed to or dropped off at OGB Headquarters during store hours by October 1, 2014. Please address as follows:
Hackensack Supply
Attn: Operation Goody Bag
545 Route 17 South
Paramus, NJ 07652

*NOTE: If you wish to share photographs of your event with Operation Goody Bag, please include a CD of images as well as the attached **Photography Release** form and all required individual releases and documentation in hard copy with your **Boxes**.

COMMIT to COLOR 2014 PLEDGE FORM

To Pledge your organization's participation in the
September 11th National Day of Service & Remembrance:
Fill out the information below and fax to 201-391-6880 by August 1, 2014.



SECTION 1: *Your Organization*

Organization name: _____

Organization address: _____

Project Contact Person: _____

Title: _____

Cell phone: _____ Email: _____

Signature of Group Official: _____



SECTION 2: *Your Event*

Date of your event: _____ Time of your event: _____

(Enter # of participants)

(Enter # of Goody Bags needed. Goody Bags will be shipped in boxed sets of 250 bags.)

Age range of participants: K-8th Grade _____ High School _____

College _____ Adult _____

Check one of the below:

PLEASE SHIP the Official **Goody Bags** to our organization. I have made my payment online at <http://operationgoodybag.org/donate>.

I will **PICK UP** our Official **Goody Bags** at OGB Headquarters.

OGB USE ONLY

- | | | |
|---|---|---|
| <input type="checkbox"/> RECEIVED PLEDGE FORM | <input type="checkbox"/> SHIPPED GOODY BAGS | <input type="checkbox"/> SENT C2C CERTIFICATE |
| <input type="checkbox"/> LOCAL PICKUP | <input type="checkbox"/> RECEIVED COMPLETION FORM | |
| <input type="checkbox"/> RECEIVED PAYMENT | <input type="checkbox"/> RECEIVED PHOTO FILES | |



COMMIT to COLOR

Event Directions

DAY OF EVENT:

1. **READ** prepared statement with participants. We suggest you read the statement below to introduce the project. Please feel free to add commentary on why your organization has chosen to participate.

"September 11th has been declared a National Day of Service. Today we join thousands of participants in Operation Goody Bag's Commit to Color Campaign.

Operation Goody Bag's mission is to remember those we lost on September 11th and to express support and appreciation for our Military Men and Women, Veterans and First Responders, through the gift of a Goody Bag. During our event today, we will be (coloring Goody Bags and / or writing thank you letters) to say thanks to America's heroes in memory of 9/11.

After our event, we will send our (Colored Goody Bags and hand-written letters) to OGB where their team will fill them with treats and distribute them to our heroes."

2. IF COLORING:

- **READ** Coloring directions:
 - Fill out name & organization on printed side of Official Goody Bag.
 - Color only on the blank side of Official Goody Bag.
 - DO NOT color on top 2 inches of blank side as this will be folded over.
 - USE markers or crayons only. DO NOT use glue, chalk or glitter!
 - Include only positive messages.
 - Need inspiration? Use a line from song, TV show or cartoon character.
- **DISTRIBUTE** blank Official Goody Bags.
- **COLOR! Have fun!**
- **COLLECT** colored Goody Bags.

3. IF WRITING LETTERS :

- **READ** Letter directions:
 - Fill out name & organization at bottom of Letter template.
 - Include only positive messages.
 - Need inspiration? Share your hobbies, favorite food, or tell a story about a First Responder or Military Veteran in your family.
- **DISTRIBUTE** blank Letter Templates.
- **SAY THANKS! HAVE FUN!**
- **COLLECT** written Letters.

4. **SHARE** your photos during and after the event on [Facebook](#) (tag @OperationGoodyBag), [Instagram](#) (tag @OperationGoodyBag), and [Twitter](#) (tag @OpGoodyBag) with Hashtags #operationgoodybag #c2c #saythanks

5. **FOLLOW** instructions on Page 2, "Step 4: RETURN the Goody Bags and Letters" by October 1, 2014.

Thank you for participating! Many thanks to you and your participants for helping Operation Goody Bag show support and appreciation to the men and women who keep America safe.



PROJECT COMPLETION REPORT

Congratulations! You have completed the COMMIT to COLOR Challenge, a September 11th National Day of Service & Remembrance Project. Fill out the information below and include a hard copy of the form below in each of your return boxes by October 1, 2014.

SECTION 1: YOUR ORGANIZATION

Organization name: _____

Organization address: _____

Project Contact Person: _____

Title: _____

Phone: _____ Email: _____

SECTION 2: YOUR EVENT

Date of your event: _____

Actual Number of participants:

Number of Goody Bags Colored:

Number of Letters Written:

YES! We took photos of our event and have included a CD of images in the Return Boxes for Operation Goody Bag to use on their website and other materials at their discretion.
(See Photography Release Form for details)



PHOTOGRAPHY RELEASE

Please share photographs of your event with Operation Goody Bag!
Fill out the form below and include a CD of pictures of your event, as well as
photography releases for all of the individuals pictured, in your Return Boxes.

SECTION 1: YOUR ORGANIZATION

Organization name: _____

Project Contact Person: _____

Title: _____

Phone: _____ Email: _____

SECTION 2: YOUR PHOTOGRAPHS

All of the below boxes must be checked in order for Operation Goody Bag to
use event photographs.

YES! We took photos of our event and have included a CD of
images in the Return Boxes.

YES! Included in the Return Boxes are signed photography
release forms for all individuals pictured in event images.

YES! Operation Goody Bag has the right to use these images
online, in videos and in printed collateral.

YES! All participants and guardians of participants approve
of Operation Goody Bag's use of the images.

I, _____ certify that the above information is accurate
(your name)

as official representative of _____
(your organization)

I have included the photography release for all individuals photographed
in the Return Boxes. All images in the Return Boxes are approved for use at
Operation Goody Bag's discretion.

Signature: _____ Date: _____



Dear Troops and First Responders:

From:

First name _____ Last initial _____

Organization _____

Send an email
saythanks@operationgoodybag.org



Dear Troops and First Responders:

From:

First name _____ Last initial _____

Organization _____

Send an email
saythanks@operationgoodybag.org



Dear Troops and First Responders:

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Send an email
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