

2024 Annual Toys for Tots Coordinator Training
Program of Events: 12 – 15 September 2024
As of 9 September 2024

Based Grand12 September			
<u>Time</u>	<u>Description</u>	<u>Instructor</u>	<u>Notes/Comments</u>
1200 – 1700	Arrive St. Louis International Airport (STL) Check-In Processing @ Hyatt Regency St. Louis at the Arch Check in with Regional Coordinator & Hotel from 1200 – 1600	Ops Team	See Enclosure (3) for shuttle information from STL to Hyatt Check-In at Hyatt Front Desk for rooms and TFT Check In Desk for Training Materials (Grand DE Foyer)
1300	A/V Check – Grand Ballroom and Preconvention meeting	David/Mike/Tammy/Matt/Steven Thursday /Rico Diana/Amey	Verify all presentations are loaded correctly, all videos play correctly, sound/volume is good to go
1800 – 2100	Welcome “Meet ‘N Greet” Reception	Foundation Staff	<ul style="list-style-type: none"> • Regency Ballroom CD • Introduce Foundation Staff • Identify the lanyard colors for Foundation Staff (Black), Regional & National Winners (Gold), and Mentors (Bronze) Please wear your issued Conference Badge to each

Social Media will be collecting stories from Coordinators on the 4th floor Mills Studio 6.

IT Support will have a room on the 4th floor Mills Studio 5.

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13 September			
<u>Time</u>	<u>Description</u>	<u>Instructor</u>	<u>Notes/Comments</u>
0600 – 0800	Breakfast		<ul style="list-style-type: none"> • Regency Ballroom CD Please wear your issued Conference Badge to each
0730 – 0830	Distribute SOP's/binders/folders to late arrivals	Ops Team	<ul style="list-style-type: none"> • Grand Ballroom DE Foyer
0830 – 0840	Opening Remarks	David Cooper	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
0840 – 0900	Welcome from the Foundation President & CEO	LtGen Laster	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
0900 – 1000	Toys for Tots Campaign Fundamentals	David Cooper	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
1000 – 1015	Break / Movement to Breakout Rooms		
1015 – 1200	Breakout General Information, Room directions are in your SOP folder	Regional Campaign Managers	<ul style="list-style-type: none"> ○ Region 2 and Region 6– Regency Ballroom AB ○ Region 1, Region 5 and Region 7 – Grand Ballroom FGH (Streaming Room) ○ Region 3 and Region 4 – Regency Ballroom EF
1200 - 1300	Lunch		<ul style="list-style-type: none"> • Regency Ballroom CD Please wear your issued Conference Badge to each meal
1200 - 1300	Lunch with Regional / National Winners		<ul style="list-style-type: none"> • Gateway East/Gateway Terrace
1300 – 1400	Corporate Sponsors & Social Media	Ted Silvester	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
1400 – 1445	Website Management	Matt McDonald	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
1445 – 1515	Office of Marine Corps Reserve	Maj Holt	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
1515 – 1530	Break / Movement to Breakout Rooms		
1530 – 1630	Breakout Campaign by Sizes, Room directions are in your SOP folder	Regional Campaign Managers	<ul style="list-style-type: none"> • Extra Small, Small – Recency Ballroom AB Tammy, Karen and Angie • Medium and Large – Grand Ballroom FGH (Streaming Room) - Valerie, Brianna and Tatiana • Extra Large and Double Extra Large -Regency Ballroom EF Katherine and Jennifer
1630 - 1700	Picture at the Arch	All attendees	
1900 - 2200	Coordinators of the Year Recognition Dinner (National Winners to speak)	Foundation Staff	<ul style="list-style-type: none"> • Regency Ballroom CD

Social Media will be collecting stories from Coordinators on the 4th floor Mills Studio 6 during breaks and meals.

IT Support will have a room on the 4th floor Mills Studio 5 during breaks and meals.

Enclosure (1)

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14 September			
<u>Time</u>	<u>Description</u>	<u>Instructor</u>	<u>Notes/Comments</u>
0600 - 0800	Breakfast		<ul style="list-style-type: none"> • Regency Ballroom CD Please wear your issued Conference Badge to each meal
0800 – 0820	Guest Speaker (Marine Corps League)	Russ Miller	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
0820 - 0915	Closeout / Carryover Inventory 2024 After Action Report (AAR Review)		<ul style="list-style-type: none"> • Grand Ballroom ABCDE
0915 – 0930	Break/Movement to Breakout Rooms		
0930 - 1100	Breakout Session: MFR Marines and LCOs Marines will stay in Main Ballroom, LCO's will go to assigned Breakout Rooms)	Marines: MFR & Foundation Leadership / OMFR LCOs: Regional Campaign Managers	<ul style="list-style-type: none"> • Marines: Grand Ballroom ABCDE • LCOs: <ul style="list-style-type: none"> ○ Region 2 and Region 6– Regency Ballroom AB ○ Region 1, Region 5 and Region 7 – Grand Ballroom FGH (Streaming Room) ○ Region 3 and Region 4 – Regency Ballroom EF
1100 – 1110	Movement to main session		<ul style="list-style-type: none"> • Grand Ballroom ABCDE
1110 – 1200	Campaign Points of Interest	LtGen Laster	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
1200 - 1300	Lunch		<ul style="list-style-type: none"> • Regency Ballroom CD Please wear your issued Conference Badge to each meal
1300 - 1600	Panel Discussions: (Panel to move rooms every hour) Panel #1 I.T. is it (Matt, Steven, Karen, Angie & Katherine) Panel #2 Boots On The Ground (GypC Serna, Flo Torres-Adkins, SSgt Palagallo, GySgt Sardine, Jennifer, Tammy, Brianna) #3 Ted (+) Talk (Marketing staff, Valerie, Tatiana)	Foundation Staff & Guests	<ul style="list-style-type: none"> ○ Region 2 and Region 6– Regency Ballroom AB ○ Region 1, Region 5 and Region 7 – Grand Ballroom FGH (Streaming Room) ○ Region 3 and Region 4 – Regency Ballroom EF
1600 - 1615	Break/Movement to Main Session		
1615 - 1700	Vendor Raffle & Closing Comments	David Cooper	<ul style="list-style-type: none"> • Grand Ballroom ABCDE
1700 – 1800	Dinner		<ul style="list-style-type: none"> • Regency Ballroom CD Please wear your issued Conference Badge to each meal
1800	Volunteer participation: Regional Campaign Managers Q & A, Special Projects Q & A and Website Q & A		<ul style="list-style-type: none"> • Website Q & A – Grand FGH • Regional Campaign Managers Q & A – Regency Ballroom AB • Special Projects Q & A– Regency EF

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15 September			
<u>Time</u>	<u>Description</u>	<u>Instructor</u>	<u>Notes/Comments</u>
0400 – Comp	Check Out/Return to Home Site	Ops Team	See Enclosure (3) for shuttle information from Hyatt to STL
0600 – 0800	Breakfast		<ul style="list-style-type: none"> • Regency CD Please wear your issued Conference Badge to each meal

AS ANNOTATED IN THE LOI, SECTION 4, ADMINISTRATION AND LOGISTICS

1. Attendance for all classes and events is mandatory.
2. Uniform for Military (includes active/reserve LCO Military personnel):
 - a. Service C uniform for all training sessions (Friday and Saturday).
 - b. Service A uniform for the Recognition Dinner Friday evening.
 - c. Marines being recognized as Regional/National Coordinators of the year in Blue Dress “B”. **Note to SNCOs: Although the training is during the summer, the uniform for the dinner is Blue Dress “B” and not Dress Blue-White “B”. This is to ensure uniformity per Section 2003.1 of MCO 1020.34H dtd 01 May 2018.**
3. Attire for LCOs (Civilians):
 - a. Collared shirt and slacks for all training sessions (comparable attire for woman).
Coat and tie for the gentlemen; and tea length skirt/dress or pantsuit for the ladies for the Recognition Dinner Friday evening.