



LETTER OF INSTRUCTION (LOI)

Date: 3 July 2024

From: Vice President, Operations

To: Conference Attendees

Subj: 2024 ANNUAL MARINE TOYS FOR TOTS FOUNDATION COORDINATOR TRAINING SYMPOSIUM
FROM 12 – 15 SEPTEMBER 2024

Ref: (a) Marine Corps Order (MCO) 5726.14F
(b) Force Order (ForO) 5000-24.2
(c) 2024 Standing Operating Procedures (SOP)

Encl: (1) Program of Events – To be published at a later date
(2) Transportation Information
(3) STL-Hyatt / Hyatt-STL Shuttle Plan (FINAL)

1. **Situation.** The annual Marine Corps Reserve Toys for Tots campaign is the hallmark community outreach program of the United States Marine Corps (USMC). The mission of the Toys for Tots (TFT) Program is to collect new unwrapped toys and distribute those toys to less fortunate children at Christmas in order to help bring the joy of Christmas and send a message of hope to America's less fortunate children. Local Campaign Coordinators, either Marine Forces Reserve Marines / Sailors, or a Local Community Organization (LCO) volunteer, lead and supervise over 860 local campaigns across our great Nation. The Foundation hosts an annual training conference to prepare both new and veteran Toys for Tots Campaign Coordinators for the upcoming campaign. This annual training conference began in 1999 and grew to a level of approximately 500 Coordinators. The training that the Coordinators receive is through active participation in classes provided in all-hands sessions, panel discussions, and Regional group breakout sessions. The training is also provided virtually via WebEx to allow campaign staff and volunteers to participate. The speakers include members of the MTFTF staff, USMC and Marine Forces Reserve (MARFORRES or MFR) leadership, and current TFT Campaign Coordinators.

2. **Mission.** From 12 – 15 September 2024, the Marine Toys for Tots Foundation (MTFTF) hosts the annual Campaign Coordinators Training Symposium at the Hyatt Regency St. Louis at The Arch, St. Louis, Missouri in order to (IOT) train and educate new and Veteran Campaign Coordinators to properly execute a successful TFT campaign collecting, purchasing, and distributing toys which brings the joy of Christmas to their community's children in need.

3. **Execution**

a. **Intent**

1) The purpose of the annual training conference is to (1) train new and Veteran Campaign Coordinators to successfully execute a local TFT campaign within the Marine Corps and MARFORRES orders/policies, the IRS laws/regulations, and pertinent state/local laws and (2) provide a venue for Coordinators and Foundation staff to exchange ideas, learn from each other, and build camaraderie before the upcoming campaign season. The conference is designed to enhance local operations, explain the rules and guidelines as established by the U.S. Marine Corps, and to improve the overall effectiveness and efficiency of the program. As important, these sessions also provide an opportunity for Coordinators to establish and nurture relationships for a common cause. The two-day training event presents the attendee's opportunities to not only increase their knowledge on how to run a campaign and the policies and regulations guiding its execution, but also to recognize the top performing Coordinators from the previous year's campaign.

2) Upon the completion of the training, the Marine Unit and Local Community Organization (LCO) Coordinators, as well as the Marine Toys for Tots Foundation, are prepared to execute an outstanding 2024 campaign collecting, purchasing, and distributing as many toys as possible to the Nation's children in need.

b. **Concept of Operations**. The training conference will be executed in 6 phases:

- 1) Phase I – Travel to the Hyatt Regency St. Louis at The Arch/Check In/Meet & Greet
- 2) Phase II – Day 1
- 3) Phase III – Awards Dinner
- 4) Phase IV – Day 2
- 5) Phase V – Check Out/Travel to Home Station
- 6) Phase VI – Submission of Conference Evaluation Forms

c. **Tasks**

1) **Conference Attendees**

a) LCO Campaign Coordinators:

- (1) All first-time (new) Campaign Coordinators must attend training.
- (2) Any Coordinator that has not attended in person training in the past 5 years.
- (3) If your unit is on probation for the 2024 campaign.
- (4) If a new LCO Coordinator is unable to attend the training, approval to conduct a campaign in 2024 will be rescinded. Any costs associated with the training are required to be reimbursed by the traveler.

(5) Invited Veteran LCO Coordinators please come prepared to provide information and ideas to our first time and inexperienced Coordinators. Your help and assistance is critical with enabling them to have a successful campaign.

b) Marine Force Reserve Campaign Coordinators:

(1) MFR will release a message to instruct all Marine Corps Campaign Coordinators of their requirement to attend and any other specific instructions specifically related to MFR personnel.

(2) Veteran Marine Coordinators please come prepared to provide information and ideas to our first time and inexperienced Coordinators. Your help and assistance is critical with enabling them to have a successful campaign.

c) All Coordinator Attendees (i.e., gear common to all)

(1) Once a Coordinator has either been identified by their respective Regional Campaign Manager, formally known as Accounting Specialist, as “required to attend,” or you have RSVP’d to this LOI and your Regional Campaign Manager approves your attendance, you must attend.

(2) Virtual Training is an extension of the conference and not an option for those required to attend training. It is the opportunity for Campaign Staff, Volunteers and Unit Personnel to attend training and become more familiar with the program.

(3) Virtual Training information including details and instructions on how to participate in the Annual Training virtually, will be provided the week prior to the start of the training.

d. Coordinating Instructions

1) **Event Dates.** 12 – 15 September 2024 where 12 and 15 September are travel days and 13 and 14 September are training days.

2) Hyatt Regency St. Louis at The Arch is located at 315 Chestnut Street, St. Louis, MO 63102.

3) Attendees are required to RSVP, verifying full name and any special needs/dietary concerns, to the appropriate Regional Campaign Manager. RSVP’s need to be via email, not phone, so the Regional Campaign Manager can properly track and have written verification of the correspondence.

4) Attendees MUST be either the actual Campaign Coordinator or the assistant who is responsible for any/all local Toys for Tots administrative matters, i.e., accounting and general administration. Any person that is not the actual Campaign Coordinator that plans to attend the conference MUST be approved by the Vice President, Operations via your Regional Campaign Manager.

a) The exception to the above is for Marine Coordinators. Per MARFORRES, all Marine Coordinators must attend this training and cannot send their assistant Coordinator.

5) First time (new) Campaign Coordinators must attend and are not authorized to send their assistant.

6) RSVPs are required to be communicated to your Campaign Manager not later than (NLT) Tuesday 1 August 2024.

7) References (a) through (c) can be found at www.toysfortots.org [https://www.toysfortots.org/about_toys_for_tots/coordinators_corner/Default.aspx] as well as on the Secure Section [<https://lco-admin.toysfortots.org/local-coordinator-sites/lco-admin/secure-site/>] under number 8 – MARINE ORDERS AND MANUALS.

8) Only one (1) TFT Coordinator from each campaign site is authorized to attend the training. Do not contact the Foundation to request authorization to bring a guest to the conference. The contract that the Foundation has with the Hyatt only allows for one person per room. This is primarily since the Foundation has only paid for enough food for one person per room. If a Coordinator brings an unauthorized guest, they will be asked to leave the Hyatt and their approval to be a Coordinator will be revoked. For Marines, the Foundation will notify their chain of command.

a) Exception to this rule is the Regional and National Coordinators of the Year winners. Each can bring one guest.

9) Staying at another facility or getting a rental car is a personal expense and is not reimbursable.

10) **Arrival.** Not earlier than (NET) 1000, Thursday, 12 September 2024. Please understand that the Hyatt advertises that the earliest time rooms are available is 1600, so there may be a delay in your ability to enter your assigned room prior to 1600. In most cases, the Hyatt can get everyone who checks in to their assigned room by mid-afternoon. In previous years, there were some attendees that tried to check into the hotel on Wednesday. Unless you have the Vice President, Operations approval to check in on Wednesday, 11 September 2024, you will be turned away and will need to secure lodging at another hotel at your own expense.

a) If you arrive on Wednesday, 11 September and attempt to check into the Hyatt without receiving authorization from the Vice President, Operations, you will not be allowed to stay at the Hyatt. If they allow you to stay, your room charge WILL NOT be funded by the Foundation.

b) If you arrive late and have not received authorization from the Vice President, Operations to do so, your room charge for the days you miss WILL NOT be funded by the Foundation.

c) **Note that Shuttle Service information is in Enclosure (3).**

11) **Departure.** Once the Foundation receives all the travelers flight information, the Warehouse Manager will coordinate the shuttle service to accommodate most of the attendees. Please look at the transportation schedule which details the time the shuttle service between Hyatt and St. Louis Lambert International Airport (STL) commences/concludes when published. If you are required to depart Hyatt earlier, you will need to arrange your own transportation. The Foundation recommends Uber or Lyft as these services are less expensive than a taxi. In previous years, there have been attendees that depart the training early. Remember that the Annual Coordinator's Training Conference is funded by donors. Bottom line --- Departing the training early is not authorized and it is a disservice to our donors.

a) If a Coordinator decides to ignore this and depart training early without prior authorization, any change fees will not be reimbursed and will be at the Coordinator's expense.

b) Note that Shuttle Service information is in Enclosure (3).

12) If you have received prior authorization from your Regional Campaign Manager to depart on Saturday, you must check out of your room that morning and have the Hyatt hold your luggage. We do not want to have the Foundation charged for an extra day that is not used.

13) Cost Accounting/Purchase of Airline Reservations

a) Travel costs to and from the local campaign site and the Hyatt is the responsibility of each local campaign. Travel reservations WILL BE MADE using the Toys for Tots Purchase Card. Funding comes from the Foundation managed account for each community. Other items associated with the reservation will be made on the Purchase Card as well, i.e., parking and baggage fees.

b) Of note, sites with Veteran Coordinators that have limited or no funds in the Foundation-managed account should consider attending our virtual sessions to save money, to ensure any/all funds are used to purchase toys/gifts for the 2024 campaign.

c) New campaign sites will not have funds in their Foundation-managed account; therefore, the Foundation will assist by making funds available on your TFT purchase card. Make travel reservations using the TFT Purchase Card and the Foundation will transfer the cost of the reservations to your account. If you are not in possession of your TFT Purchase Card currently, request your card by contacting the appropriate Regional Campaign Manager.

d) Billeting and all meals at the Hyatt is paid for by the Foundation.

e) When RSVP'ing to your appropriate Regional Campaign Manager, indicate if you require the TFT Purchase Card to make reservations.

f) After receipt of this LOI and confirmation from your Regional Campaign Manager confirming your participation in training, make your flight reservations IMMEDIATELY. Funding for the training is from our donors, so we must be conscience about the cost of airline reservations. The sooner you purchase a reservation, the less costly it will be.

g) Flight reservations MUST be made NLT 23 August 2024. Airline reservations made after 23 August are subject to Vice President, Operations approval.

h) Flight reservations will only be made arriving and departing from St. Louis Lambert International Airport (airport code: STL). This airport is the closest to the Hyatt and the Foundation will coordinate a shuttle for most attendees. If you decide to make a reservation at an airport other than STL, your transportation will not be reimbursed nor should the TFT Purchase Card be used for this expense.

i) When making reservations via air travel, coach is the **ONLY** authorized travel class. This means that you ARE NOT authorized to upgrade to premium seats with extra leg room if there is an additional cost. If your ticket is for premium seats with extra leg room, you will owe the Foundation the difference between the two fares.

j) Once you purchase your airline tickets, please provide your specific flight information via your Admin Site found on the Secure Site #2 – Annual Training, Annual Training Travel Itinerary Form (<https://lco-admin.toysfortots.org/local-coordinator-sites/lco-admin/secure-site/forms/training-travel.aspx>) in order for the Foundation to better allocate the shuttles.

k) When making air reservations, purchase travel insurance for the ticket. Experience shows that there are always a few Coordinators that need to change their travel plans. The cost of travel insurance is minimal and will prevent losing the entire cost of the trip without the insurance.

l) For those Coordinators who are unfamiliar with the multiple ways that you can purchase discount airfare, I ask you to do the following:

(1) DON'T INITIALLY PURCHASE AIRLINE TICKETS DIRECTLY FROM A TRAVEL AGENT AS THEY ARE ALMOST ALWAYS MORE EXPENSIVE THAN PURCHASING THROUGH AN ONLINE DISCOUNT SITE.

(2) Try these websites to price roundtrip airfare from your nearest airport to St. Louis Lambert International Airport (STL): <https://www.kayak.com/>, <https://www.orbitz.com/>, <https://www.travelocity.com/>, <https://www.onetravel.com/cheap-flights>, <https://www.hotwire.com/flights/>, <https://www.cheapair.com/flights/>, etc.

(3) Purchase the least expensive airfare!!!

m) Enclosure (3) will be published with STL – Hyatt and Hyatt – STL shuttle information. This enclosure will be added NLT 30 August 2024 as the Foundation receives travelers specific flight information. This is to ensure the shuttle service will be available during the time periods supporting most travelers. If you arrive and/or depart outside the shuttle windows, use either Uber or Lyft. These companies are less expensive than taking a taxi to/from the Hyatt.

14) Driving to/from the Training Conference

a) You are authorized to drive your privately-owned vehicle (POV) to the training conference if your site is located within a 300-mile radius of the Hyatt. See Enclosure (2) to see a map with the designated authorized area.

b) If you are outside of this area, you will need to contact your Regional Campaign Manager via email to request authorization to drive. Required in that email is a cost comparison between flying and driving. See Enclosure (2) for an example.

c) Reimbursement will be less than or equal to the cost of a round-trip coach airfare.

d) There is NO RV parking available near the Hyatt.

e) The parking garage charges \$38.40 per night for Valet and \$28.50 per night for self-parking. You are authorized to use your TFT Purchase Card for self-parking only and as long as it has been approved for you to drive (see instructions guidelines below for approval).

15) One meal per TRAVEL DAY (12 & 15 September) is authorized. The meals will be charged to your TFT Purchase Card. You are required to retain your itemized receipt (credit slips are not acceptable) for these meals and submit it by attaching it to the Verification in your Logbook.

16) Notify your Regional Campaign Manager if you have any dietary restrictions. The Foundation will notify the Hyatt to ensure that your meals are appropriate for your dietary restrictions.

17) Notify your Regional Campaign Manager if you require a scooter for medical purposes. The Foundation will rent scooters from the Hyatt; however, to qualify to use a scooter, please provide medical verification to the Foundation.

18) Do not contact the Hyatt. All reservations will be coordinated through the Foundation Regional Campaign Managers.

19) The Hyatt Regency St. Louis at the Arch is a **CASH FREE** hotel, to include payments for alcoholic drinks at the Meet and Greet and Friday's awards dinner. Your Toys for Tots credit card cannot be used for any purchases at the hotel since the Foundation provides all food and non-alcoholic drinks.

20) Make sure that you always carry your room key. You will need your room key to go up the elevator to your room.

4. Administration and Logistics

a. **Administration.** Attendance for all classes and events is mandatory.

b. **Logistics**

1) See shuttle plan once published for STL – Hyatt / Hyatt – STL transportation information.

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 (**Marines being recognized as Regional/National Coordinators of the year in Blue Dress "B"**).

3) Attire for LCOs (Civilians):

a) Collared shirt and slacks for all training sessions (comparable attire for woman).

b) Coat and tie for the gentlemen; and tea length skirt/dress or pantsuit for the ladies for the Recognition Dinner Friday evening.

5. Command and Signal

a. **Signal.** N/A.

b. **Command.**

<u>Name</u>	<u>Position Title</u>	<u>Email</u>	<u>Phone</u> <u>(703.649.XXXX)</u>
LtGen Laster, USMC (Ret.)	President & CEO		
Ted “Migs” Silvester	Vice President, Marketing & Fundraising	Ted.silvester@toysfortots.org	2021
David Cooper	Vice President, Operations	david.cooper@toysfortots.org	2022
Mike Stuckey	Deputy Vice President, Operations	mike.stuckey@toysfortots.org	2041
Valerie Anderson	Operations Accounting Manager	valerie.m.anderson@toysfortots.org	2024
Karen Torrence	Regional Campaign Manager, Region 1 (ME, NH, VT, MA, RI, CT, NY, NJ, PA, MD, WV, & DE)	karen.m.torrence@toysfortots.org	2026
Jennifer Campeau	Regional Campaign Manager, Region 2 (NC, VA, TN, SC, KY, & DC)	jennifer.r.campeau@toysfortots.org	2035
Brianna Roberts	Regional Campaign Manager, Region 3 (MS, AL, GA, FL & PR)	brianna.roberts@toysfortots.org	2033
Tatiana Dingle	Regional Campaign Manager, Region 4 (MI, WI, IN & OH)	Tatiana.dingle@toysfortots.org	2037
Tammy Weatherholtz	Regional Campaign Manager, Region 5 (KS, OK, TX, NM, & CO, LA)	tammy.m.weatherholtz@toysfortots .org	2025
Katherine Barnes	Regional Campaign Manager, Region 6 (AZ, UT, NV, CA, OR, ID, WA, AK, & HI)	katherine.c.barnes@toysfortots.org	2031
Angela Gill	Regional Campaign Manager, Region 7 (AR, IA, IL, MN, MO, MT, NE, ND, SD, & WY)	angie.gill@toysfortots.org	2046
Mike Barclay	Warehouse Manager	mike.barclay@toysfortots.org	2030
Matt McDonald	Director of IT	matthew.d.mcdonald@toysfortots.o rg	2039
Steven Boone	IT Specialist	Steven.boone@toysfortots.org	2020

For the Marine Forces Reserve (MFR) Unit Coordinators, if you have specific Marine Corps related questions, please contact the National Toys for Tots Program Coordinator – Major Nicole Holt via email at nicole.holt@usmc.mil and by phone at 703.604.4590.

Let's have a great conference folks. I am looking forward to seeing each of you who will attend. I will see you in just over a month!

Semper Fidelis,

A handwritten signature in black ink, appearing to read 'M. Cooper', written over the printed name 'David Cooper'.

David Cooper
Lieutenant Colonel, USMC (Ret)

2024 Annual Toys for Tots Coordinator Training

Program of Events: 12 – 15 September

<u>12 September</u>			
<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)
1400	A/V Check – Main Ballroom	David / Mike / Tammy / Matt	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 CD • Introduce Foundation Staff • Identify the lanyard colors for Foundation Staff, Regional & National Winners, and Mentors Please wear your issued Conference Badge to each

<u>13 September</u>			
<u>Time</u>	<u>Description</u>	<u>Instructor</u>	<u>Notes/Comments</u>
0600 – 0800	Breakfast		<ul style="list-style-type: none"> • Regency 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 DE Foyer
0830 – 0840	Opening Remarks	David Cooper	<ul style="list-style-type: none"> • Grand ABCDE
0840 – 0850	Welcome from the Foundation President & CEO	LtGen Laster	<ul style="list-style-type: none"> • Grand ABCDE
0850 – 0920	Marine Corps Executive Leadership	SMMC (Tentative)	<ul style="list-style-type: none"> • Grand ABCDE
0920 – 1000	Toys for Tots Campaign Fundamentals	David Cooper	<ul style="list-style-type: none"> • Grand 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 1, Region 5 and Region 7 – Regency AB ○ Region 2 and Region 6 – Grand FGH (Streaming Room) ○ Region 3 and Region 4 – Regency EF
1200 - 1300	Lunch		<ul style="list-style-type: none"> • Regency CD Please wear your issued Conference Badge to each meal

Enclosure (1)

2024 Annual Toys for Tots Coordinator Training

Program of Events: 12 – 15 September

<u>13 September</u>			
<u>Time</u>	<u>Description</u>	<u>Instructor</u>	<u>Notes/Comments</u>
1200 - 1300	Lunch with Regional / National Winners		• Gateway East/Gateway Terrace
1315 – 1415	Corporate Sponsors & Social Media	Ted Silvester	• Grand ABCDE
1415 – 1515	Website Management	Matt McDonald	• Grand 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 and Medium – Grand ABCDE • Large – Grand FGH (Streaming Room) • Extra Large and Double Extra Large – Regency EF
1630 - 1700	Picture at the Arch	All attendees	
1900 - 2200	Coordinators of the Year Recognition Dinner (National Winners to speak)	Foundation Staff	• Regency CD

<u>14 September</u>			
<u>Time</u>	<u>Description</u>	<u>Instructor</u>	<u>Notes/Comments</u>
0600 - 0800	Breakfast		<ul style="list-style-type: none"> • Regency CD Please wear your issued Conference Badge to each meal
0800 – 0820	Guest Speaker (Marines Corps League)	Russ Miller	• Grand ABCDE
0820 - 0915	Closeout / Carryover inventory 2024 After Action Report (AAR Review)		• Grand 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 ABCDE • LCOs: <ul style="list-style-type: none"> ○ Region 1, Region 5 and Region 7 – Regency AB ○ Region 2 and Region 6 – Grand FGH (Streaming Room) ○ Region 3 and Region 4 – Regency EF
1100 – 1110	Movement to main session		• Grand ABCDE
1110 – 1200	Campaign Points of Interest	LtGen Laster	• Grand ABCDE
1200 - 1300	Lunch		<ul style="list-style-type: none"> • Regency CD Please wear your issued Conference Badge to each meal

Enclosure (1)

2024 Annual Toys for Tots Coordinator Training

Program of Events: 12 – 15 September

<u>14 September</u>			
<u>Time</u>	<u>Description</u>	<u>Instructor</u>	<u>Notes/Comments</u>
1315 - 1615	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 1, Region 5 and Region 7 – Regency AB • Region 2 and Region 6 – Grand FGH (Streaming Room) • Region 3 and Region 4 – Regency EF
1615 - 1630	Break/Movement to main Session		
1630 - 1700	Vendor Raffle		<ul style="list-style-type: none"> • Grand ABCDE
1700 – 1800	Dinner		Regency 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 AB • Special Projects Q & A– Regency EF

<u>5 September</u>			
<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 LCO, SECTION 4, ADMINISTRATION AND LOGISTICS

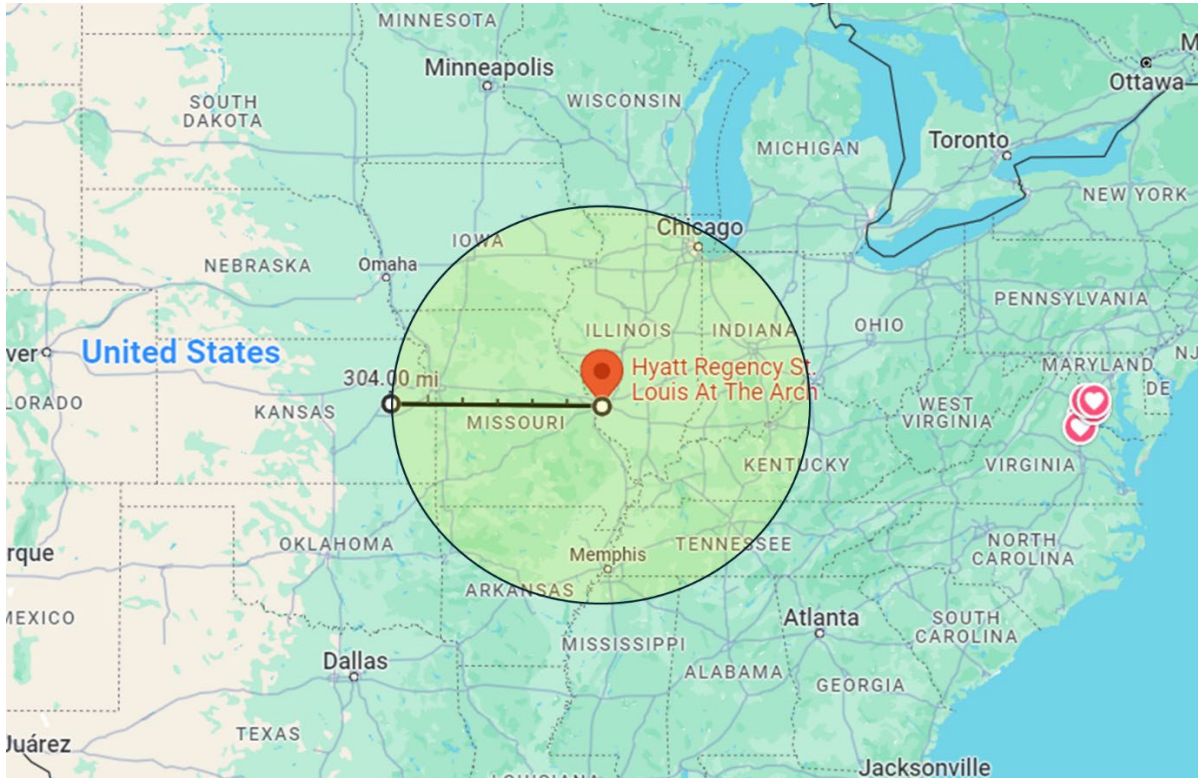
1. Attendance for all classes and events is mandatory.
2. Uniform for Military (includes active/reserve LCO Military personnel):
 - a. Service C uniform for all training sessions (Friday and Saturday)
 - b. Service A uniform for the Recognition Dinner Friday evening (Marines being recognized as Regional / National Coordinators of the Year in Blue Dress “B”)
3. Attire for LCOs (Civilians):
 - a. Collared shirt and slacks for all training sessions (comparable attire for woman).
 - b. Coat and tie and/or suit for the gentlemen and tea length skirt / dress or pantsuit for the ladies for the Recognition Dinner on Friday evening.

Enclosure (1)

2024 Annual Toys for Tots Coordinator Training

Driving Distance Authorization and Example Email Request

Below shows the approximate 300-mile radius driving distance from the Hyatt Regency St. Louis The Arch Hotel.



Enclosure (2)

2024 Annual Toys for Tots Coordinator Training


Driving Distance Authorization and Example Email Request

Subject: 2024 TFT Coordinators Training Conference Flight vs. Drive Cost Comparison

Dear Regional Campaign Manager,

I would like to request approval to drive to the 2024 TFT Coordinators Training Conference. The cost comparison is below:

Flight Information


☐**3:05 pm – 4:51 pm**
American Airlines


nonstop

1h 46m
DFW-STL

\$261
Basic Economy
American Airlines

View Deal




☐**9:39 am – 11:32 am**
American Airlines

nonstop

1h 53m
STL-DFW

\$331
Main Cabin
American Airlines

View Deal



<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Reservation Cost	\$ 331.00	Round trip (DFW-STL) includes taxes and travel insurance
Travel Insurance	\$ 30.00	
Baggage Fee	\$ 50.00	1 Bag at \$25 each way (remember, the MTFTF only authorizes one checked bag!)
Parking Fee	\$ 68.00	Four days at \$17 per day
<u>TOTAL</u>	<u>\$479.00</u>	

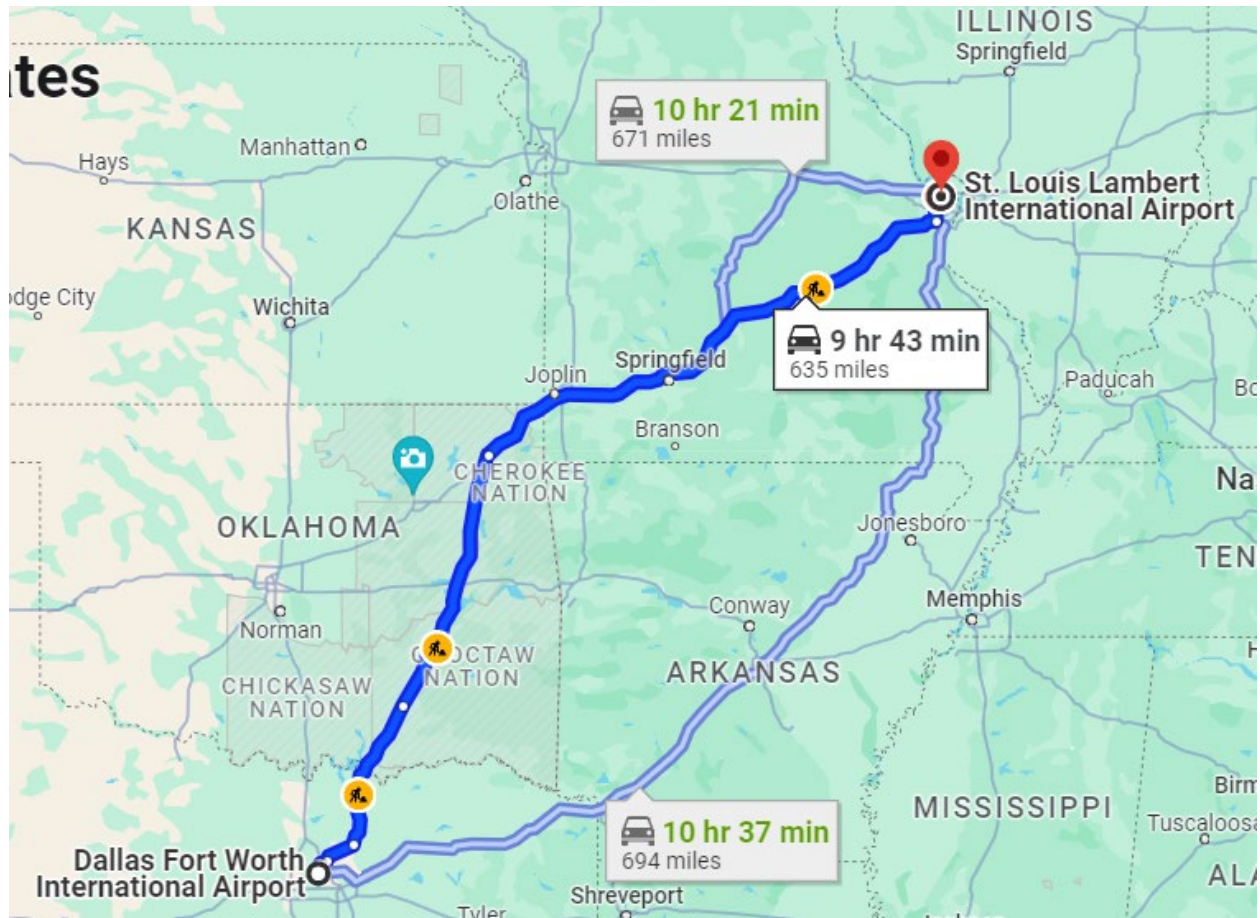
Driving Information

<u>Item</u>	<u>Cost</u>	<u>Comments</u>
Gas	\$ 215.30	Using GasBuddy.com (https://www.fueleconomy.gov/trip/) I calculate my fuel cost from Dallas, TX to the St. Louis, MO in my 2019 Jeep Grand Cherokee.
Tolls	\$ 4.40	There are \$2.20 in tolls on this route (verified using TollGuru at https://tollguru.com/toll-calculator)
Hotel Parking	\$ 113.60	Parking fee at the Hayatt is \$28.50 per day for Self Parking. Note that Valet Parking at \$38.40 per night is not authorized and will not be reimbursed.
<u>TOTAL</u>	<u>\$ 333.30</u>	

Enclosure (2)

2024 Annual Toys for Tots Coordinator Training

Driving Distance Authorization and Example Email Request



Thanks,
Best Coordinator Ever

Enclosure (2)

2024 Annual Toys for Tots Coordinator Training

Shuttle Plan

Arrival at St. Louis Lambert International Airport (STL) to the Hyatt Regency St. Louis at The Arc (Hyatt)

- *JED Transportation* shuttles will be utilized from St. Louis Lambert International Airport (STL) to the Hyatt Regency St. Louis at the Arch. Shuttle service will be between the hours of 10:00 AM (1000) and 10:00 PM (2200) Thursday, 12 September. No reimbursement for any other transportation will be authorized during these hours unless approved by the Vice President, Operations.
- Travelers will be picked up from Upper level Terminal 1 Door 6 (see map on page 3 of this enclosure). If you come in Terminal 2, there is a shuttle bus to take you to Terminal 1.
- The shuttle will be running in 30-minute intervals beginning at 10:00 AM (1000) on Thursday, 12 September. There will be a welcome table, manned by the Foundation staff, located on the lower level of Terminal 1, next to exit 15 (previously the rental car counter).
- Final shuttle will depart STL at 10:00 PM (2200).
- There will be a sign in Terminal 1, Terminal 2 and Terminal 1 baggage claim with shuttle information.
- The shuttle company is *JED Transportation*. Their name is on the side of the bus and there will be a Toys for Tots logo on the vehicle.
- See attached map of St. Louis Lambert International Airport (STL) for more detailed information. Contact numbers if you require any further assistance (phones only monitored on travel days):
 - Mike Barclay: (703) 649-2030

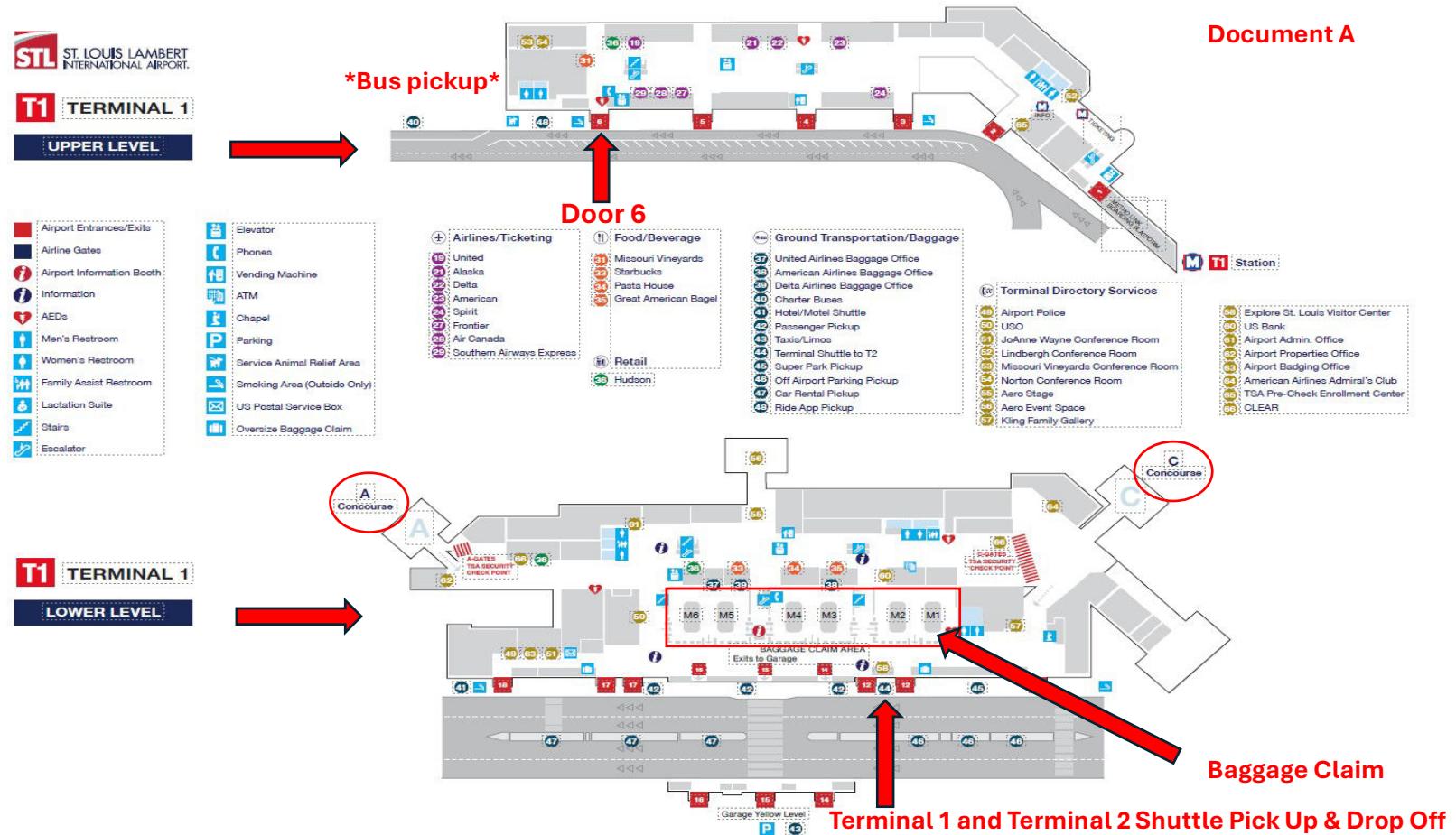
Departure from the Hyatt Regency St. Louis at The Arc (Hyatt) to St. Louis Lambert International Airport (STL)

- *JED Transportation* shuttle will be utilized from the Hyatt Regency St. Louis at the Arch to St. Louis Lambert International Airport (STL). Shuttle service will be between the hours of 4:00 AM (0400) and 4:00 PM (1600) Sunday, 15 September. No reimbursement for any other transportation will be authorized during these hours unless approved by the Vice President, Operations.
- Travelers will be picked up at the Hyatt side entrance by the elevators facing 4th Street
- The shuttle will be running in 30-minute intervals beginning at 4:00 AM (0400) on Sunday, 15 September.
- The final shuttle will depart at 4:00 PM (1600).

Enclosure (3)

2024 Annual Toys for Tots Coordinator Training

Shuttle Plan



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Shuttle Plan

- Document A reflects the map of Terminal 1 and the upper -level drive (Departing Flights). At the very top, far left (far west end of Entry #6) you will see a blue circle with the number #40. This is the area where buses are to stop/pick up (not park and wait).
- Document A also reflects the lower level of Terminal 1 where all of the passengers deplane and head to pick up baggage. Once passengers have picked up their luggage, they would proceed to the bus pick up area. From the baggage carousel area, they will find nearby steps, escalator, elevator or outdoor exits that they may use to get to the upper level. They would exit Door #6 and turn right to head west to the bus pick up area.
- Individuals coming into Terminal 2 would exit the concourse and proceed to the lower level to baggage (Document D). As you exit the concourse, there are escalators to your left that take you to the lower level and baggage is on your left.
- Individuals at Terminal T2 needing to take the shuttle bus to Terminal 1 would head towards Exit #10 (same lower level as baggage) and just outside those doors you will find the shuttle that transports passengers back and forth between the terminals. The shuttle bus from Terminal 2 will drop off at the location specified on Document A (lower-level drive/Arriving Flights). From that location, they would simply use the stairs/ramp to walk to the upper level where the buses are located.