



TOYS FOR TOTS®





Welcome
Coordinators!!!



Day 2

Marine Toys for Tots
Foundation

2025 Annual Training
Conference

Hyatt Regency St.
Louis at The Arch –
11–14 Sep 2025



Closeout, Carryover Inventory & After- Action Reports



Mike Stuckey
and
David Cooper





Agenda

- Carryover Inventory Adjustment (NLT 26 Sep)
- December Carryover Estimate
- Verification site visits (2,500+ toys)
- Weekly Status Reports (feed the AAR)
- AAR: what it is & how it works
- Practical Example (balance check)
- Help & Deadline (Jan 15)
- Key Takeaways & Q&A





Carryover Inventory Adjustment

- Memo 003 (2025) required adjustment
- Due NLT 26 September
- Only for campaigns that submitted a 2024 AAR
- Ensures accurate starting inventory for 2025
- Current year distributions not included in adjustment
 - For example, providing inventory toys/books to a family who was impacted by a natural disaster

Only Damaged, Lost, Miscounted Items!





Carryover Inventory Estimate

- December = best guess only
- Estimate toys/books/stocking suffers left after distribution
- Not your final number — just a placeholder
- Helps identify potential problems early
- Final count reported in AAR





Carryover Inventory Verification

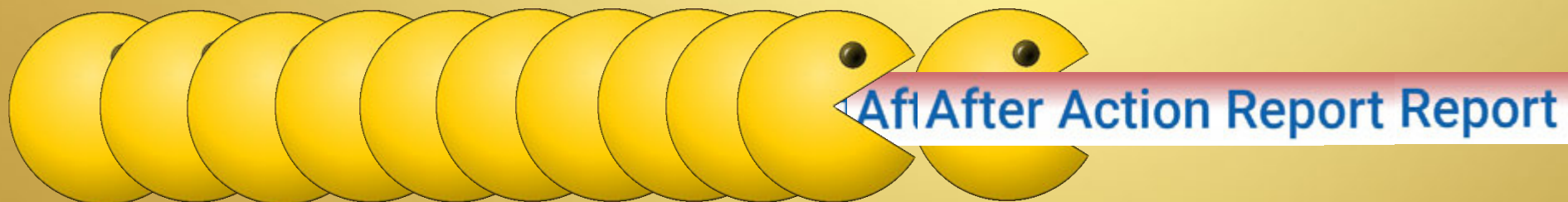
- ~170 sites visited to verify carryover inventory
- Sites selected: 2,500+ toys carryover previous year
- December carryover = best guess only
- Identifies potential problems before audit
- Validates numbers reported on AARs
- Accurate contact information = critical





Weekly Status Report Form

- Not mandatory — but strongly encouraged
- Track activity weekly (all year long)
- Toys/Books/Stock received, purchased, collected, distributed
- Contributions & expenditures
- Weekly log “feeds” the AAR







After Action Report (AAR)

- Only formal record of your campaign
- Shows how many children were helped
- Accounts for every toy in/out
- Due by 15 January 2026 (via Secure Site)



How about an example????

***You absolutely know this
number from last year's AAR ---
new campaign = zero***

- Starting Inventory (carryover from last year)
-  • Toys in: transfers, purchases, GIK, supplemental, collections
-  • Toys out: distributions, transfers out
- Ending Inventory = what's left in warehouse
- Everything must balance!

***You absolutely know this
number from counting your
remaining inventory***





After Action Report (AAR)

- The AAR is located on the Secure Section
 - Practice version available
- Before completing it on the Secure Section, we recommend using the Microsoft Excel spreadsheet
 - AAR Balancing Tool



After Action Report (AAR)

AAR BALANCING TOOL			
	TOYS	BOOKS	STOCKING STUFFERS
SECTION 2: PREVIOUS YEAR INVENTORY			
Adjustments to Inventory from [PREVIOUS YEAR] Campaign	0	0	0
SECTION 3: CURRENT YEAR INVENTORY TO CARRYOVER TO NEXT YEAR'S CAMPAIGN			
Total Remaining Inventory After the [CURRENT YEAR] Campaign	0	0	0
SECTION 4: GIFT TRANSFERS BETWEEN LOCAL CAMPAIGNS AND UNITS			
Gifts You Received from another Local Campaign(s) or UNIT(s)	0	0	0
Gift Transfers You Sent to another Local Campaign(s) or UNIT(s)	0	0	0
SECTION 5: GIFTS COLLECTED			
Gifts Received as GIK from Foundation Corporate Sponsors	0	0	0
Gifts Received from the Foundation	0	0	0
Gifts Purchased by Local Campaign	0	0	0
Gifts Collected By Local Campaign	0	0	0
SECTION 6: GIFT DISTRIBUTION AND CHILDREN ASSISTED			
Total Gift Distribution	0	0	0
DIFFERENCE --- ZERO MEANS THAT YOU ARE BALANCED			
	0	0	0
Adjusted Gift Distribution to Release to the Public (auto calculated)			
	0		
TOTAL NUMBER OF CHILDREN RECEIVING TOYS	0		
AVERAGE NUMBER OF TOYS GIVEN TO EACH CHILD	#DIV/0!		



AAR Balancing Tool



After Action Report (AAR)

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AAR Balancing Tool





Basic Example



- Starting Inventory: 800 toys
 - Reported to Foundation by 26 September 2025
- Ending inventory: 300 toys

Starting inventory	800
Toy Collections	+1,000
Corporate GIK (FDN input to AAR)	+400
Supplemental Toys (FDN input to AAR)	+300
Purchases	+400
Transfer In	+100
Subtotal	<u>3,000</u>
Distributed	-2,600
Transfer Out	-200
Subtotal	<u>-2,800</u>
Total (Ending Inventory)	<u>300</u>

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$$3,000 - 2,800 = 200$$

**Does 200 =
300???**

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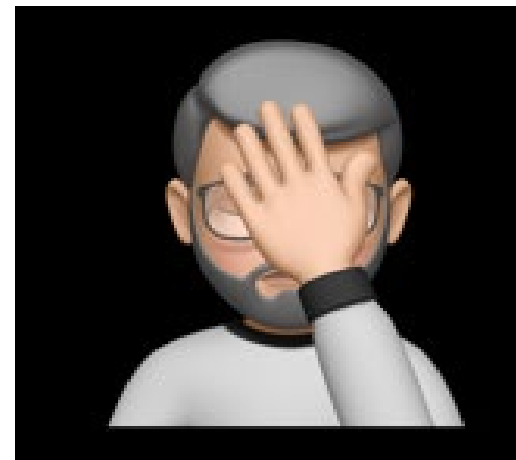
$$3,100 - 2,800 = 300$$

**Does 300 =
300???**

After Action Report (AAR)

- 2–15 January = 14 days to get it done
- Foundation staff available to help you complete it
- Your Campaign Manager will “walk the dog” with you
- Ops & IT Teams will take your calls
- Veteran Coordinators are ready to help
 - Coordinators-Only Closed Facebook Group
- I’ll even take your call up to 2359 PST (0259 EST) on the due date
- ***Last year: 3 MFR units & 10 LCO campaigns failed to submit***

I GET MOST OF
MY EXERCISE BY
SHAKING MY
HEAD IN
DISBELIEF



Key Takeaways

- Accurate carryover inventory = basis of the AAR
- Weekly reports make AAR simple
- AAR = only formal record of your campaign
- Deadline: January 15, 2026 — no exceptions
- Plenty of help available — use it!



Toys for Tots
Region of the Year
AAR - Done & Dusted



Questions



Laura
@Loewhaley

After 6 hours of feeling anxious about it, I am happy to report that I have completed the task that took me 4 minutes to do.