

Operations Worksheet 11 – Help Our Troops (H.O.T) Committee
(Reviewed/Revised – March 2013)

The Help Our Troops (H.O.T.) Committee Chair is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The H.O.T. Committee is composed of the Chairman and volunteers who help with completing custom forms, seeking donations both cash and product, and packing boxes.

1. The Chairman is responsible for maintaining and updating the mailing list, ensuring there are ample treats and toiletry items for the monthly mailing of boxes, and keeping the membership informed via periodic articles in the Officers' Call and announcements at monthly SPAMOAA luncheons.
2. The Chairman maintains the H.O.T. Mail notebook with letters received from the troops.
3. Members of the H.O.T. Committee are responsible for assisting with the preparation of the custom forms necessary for mailing of the boxes and for collecting comfort items for shipment to our troops overseas which includes non-perishable foodstuffs, health and hygiene items, and any recreation items small enough to fit into the box, such as playing cards and paperback books.
4. The committee meets monthly at a place designated by the Chair for the purpose of packing boxes to be shipped to military men and women overseas. Currently efforts are dedicated to units serving in Afghanistan, but this focus could change with the dictates of the military.
5. H.O.T. Committee members also play a key role in publicizing the H.O.T. project in the community and seeking donations of cash, treats, and toiletries.
6. Committee members assist with collecting and signing greeting cards for special holidays and sharing ideas for special monthly letters that are mailed in the boxes for the selected troops.