

The project was broken into three phases:

- Purchase of Christmas box contents
- Preparation of the Christmas boxes
- Purchase of postage for mailing the Christmas boxes

In order to generate more funds of the project, a Bingo Card was developed. Member had the opportunity to buy all the items on the card, or contribute \$40. Twelve Bingo cards were complete, along with \$400 in cash donations. Club members who either complete the Bingo Card, or donated \$40 were given the opportunity to draw a gift card provided by the club. The cost of the gift cards was \$149.25.

Char Swalberg, founder of Operation Christmas Card, provide very detailed information regarding the items for inclusion in the boxes. In addition, members were asked to provide Christmas card and letters for the service members.

On the 5th Wednesday in October, the 31st, the entire meeting was a work session. Express Mail boxes were assembled. The items were set up on tables so members could travel a circuit to collect all of the items. After the boxes were filled, candy was used as a packing material. 50 boxes were prepared. Remaining items were given to Char for use in additional boxes. 50 boxes were prepared by club members. The cost of items for the boxes was \$1,948.01

Because Express Mail boxes were posted, postage was a fixed amount for each box. The postage cost was \$23/box for a total of \$1,150.

The budget for the project was \$3,000. The final cost for the project was \$3,247.26.