

EVENT OVERVIEW			
EVENT TITLE	Words of Encouragement		
EVENT DATE	February 25- March 8	EVENT TIME	TBD
EVENT LOCATION	CAMS, home		
EVENT DESCRIPTION	We will collect donated items and create care packages for victims of domestic violence and their families. Each care package will be included with a handmade card with some words of encouragement for the recipients.		

EVENT COORDINATOR INFORMATION	
MAIN COORDINATOR	Marlene Garcia, Alexis Kim
TEAM MEMBERS	Kaili Ogi, Alexis Kim, Alexis Lim
COORDINATOR EMAIL	alexiskim3333@gmail.com
PHONE NUMBER	(310)997-7022

EVENT SCOPE	
TARGET AUDIENCE	Victims of domestic violence (Rainbow Shelter in San Pedro)
OBJECTIVES	Our goal is to make sure that everyone who receives a donation package receives a small, letter, or note that has words of encouragement.
RISK MANAGEMENT	
IDENTIFIED RISKS	RISK MITIGATION
Paper Cuts/Scissors	The use of gloves when making the cards(cut resistant gloves)
Donation products not arriving on time	Make sure the delivery date is way before the due date.

TASK CHECKLIST + DELEGATIONS		
DATE COMPLETED	TASK	PERSON RESPONSIBLE
TBD	Make list of possible donation ideas	Alexis Kim
TBD	Make Flyers to put around school	Alexis Lim

TBD	Contact Shelters so we can deliver donations	Kaili Ogi
TBD	Find total cost of donations and extra supplies we might need	All