

Conducting a Booodle Bash

2016-10-09

A few months before the Bash....

- The Webmaster adds the event to the WPPC-MA website calendar
- Recruit a parent to host the event.

About a month before the Bash...

- The Webmaster places an announcement on the website homepage with details about a month before the event (e.g., date, time, place, general description of what a booodle bash is, and RSVP instructions).
- The WPPC-MA Facebook Coordinator posts the same information.
- The Event Coordinator or President contacts the West Point Parent Liaison (Deb Dalton) to request the list of Massachusetts cadets for the targeted booodle group (e.g., Yuk, Cow, etc), to include PO Box and Company. The list from the parent club database is usually not complete enough to use.
- Host or Event Coordinator picks up boxes and supplies, including packing tape and boxes. The best box is the USPS Priority Mail Medium Flat Rate Box. Note that the USPS offers two "medium" boxes. Be sure to get the 11"x8.5"x5.5" size (the other one is not tall enough). The USPS allows you to order boxes on-line for free (do this well in advance). Or you can obtain boxes by visiting a post office in person. However, the post office often limits you to 5-10 boxes per visit, so you may need a few visits.
- The Club Email Coordinator sends out an email announcement (with RSVP request) to the "Attending Cadets" and "Booster" email distribution lists in the Club Gmail account. Ask that the RSVPs to be directed to the host. Include guidance on suitable booodle to match the theme of the event. Advise against too many big items (e.g., anything bulkier than about 3"x3"). Large items will eat up box space and you won't be able to fit all your donated booodle. Long narrow items (toothbrushes, twizzlers) are fine. Also advise against anything that can spoil, or that is too fragile, as the boxes may get tossed around, and may sit in storage for a week or two before our cadets receive them. The email should ask folks to reply with what booodle

they plan to bring. Many will send an email back asking what the club needs, so tracking the RSVP responses is helpful. Since this is a social event, consider asking folks to bring an appetizer or dessert item as well.

- Some parents will offer to donate cash. For these requests, instruct them to make check payable to WPPC-MA and mail the check to the treasurer, or use the donation PayPal button on the club website. The Host, Event Coordinator and Treasurer can coordinate how to spend the donated cash on boodle or boodle bash refreshments. Since this is a social event, consider asking folks to bring a food item to share at the event.

Just Before the Bash.....

- The host family tracks RSVP responses. If there is a shortage or too many boodle items of a particular type, some additional guidance/reminder can be issued via a final broadcast email a few days before the event.

At the Bash.....

- Boxing up the boodle is easy and fun. Assemble the boxes with the top open and place them in a central area. Folks toss items in the boxes until filled. Place a greeting card in the box before sealing it up. After the box is taped up, write the Cadet name and address on the box.
- If the boxes are to be mailed (expensive; >\$10 per box), be sure to write the full address on the box. If the club has a volunteer that can deliver the boxes to the Central Guard Room (preferred method), then just write the Cadet name, PO Box and company on the box.
- Take pictures. A group shot with everyone behind the stuffed boxes is best.
- If you have extra boodle that won't fit in the boxes, you can either save it for a future boodle bash, or put it in an empty/unaddressed box, and surprise a random cadet when delivering the boodle boxes to campus.

After the Bash....

- Have the Website and Facebook Coordinators post the picture and a summary of the event.