



UNIT SUPPORT APPLICATION

Operation Help a Hero

Providing for those who serve at home and abroad

Name of Unit:

Branch of Service:

Base/ location of unit:

Contact Information: (The person filling out this form must be a unit employed/paid staff member who has the authority to speak on behalf of the unit to ensure the assistance requested is approved by the command. We do ask that unit commands are briefed about these programs, once approved, so there are no surprises.)

Name of Primary Point of Contact for Unit:

Position of POC:

Phone Number:

Email address:

Best Time of Day to Call:

Alternate points of contact for unit:

Deployed Unit Information

Operation Help a Hero's programs and projects are geared to support deployed/deploying units only. Please provide us with some information about your unit's upcoming deployment. We do understand that the dates you provide will just be projections/estimates.

Expected length of deployment:

Expected departure date: (a month is fine)

Location/type of deployment: (Afghanistan, MEU, etc.)

Expected return date: (month is fine)

Service Member Population

Total number of service members who will be deployed with this unit:

Any female service members in that total? If so, please give us numbers:

Number of single service members who will return to barracks (for ORP, leave blank if n/a):

Other Agencies, Organizations and/or City Adoptions

We are more than happy to work with other groups that support your unit. Please list any agencies, organizations or city adoption committees you would like us to work with along with POCs for each:

In the event of an emergency:

Please know that Operation Help a Hero does have a program called **Operation Enduring Support** which focuses on assisting service members in emergency and crisis situations. Because we are a smaller organization and focus the majority of our funds/donations on the large projects described on the back of this application, we do ask units/FROs to count on us in case of emergency but to exhaust options with other organizations specifically formed for this type of assistance first (Semper Fi Fund, Navy-Marine Corps Relief Society, Operation Homefront, Operation First Response, etc.). We have great respect for the organizations that focus on assisting families dealing with financial crisis, injuries and loss and do not wish to take away from but support their efforts. Any assistance we provide is on a smaller scale as a short term fix until a long term plan is put in place.

Please note that we do NOT consider budgeting issues/over-spending, rent assistance, dental work, wedding costs or divorce assistance for Operation Enduring Support nor do we give out loans. We truly only have the capability of supporting emergency situations.

There is a separate application process for Operation Enduring Support.

Unit Support Options. Please select up to THREE ways we can support your unit during your deployment cycle by placing an X in the first column. For each project or program you select, please write a projected project MONTH preferred. Please submit your application 6 months prior to your preferred project dates to ensure we are able to support.

Pre-deployment Services (we provide these services approximately a month before your unit's departure)

Pen Pal Program

~Through this program, OHH pairs service members with civilian families, individuals and businesses, ensuring that those who sign up receive letters and care packages during the deployment.
~Sign-ups would start about a month before deployment. MONTH: _____
~Unit requirements – pass out pen pal forms and return them to OHH, we do the rest.

Operation Bedtime Stories

~For Operation Bedtime Stories, we video record parents in the unit reading children's books and sharing messages with their children BEFORE they leave. We package the video along with the book read, a snapshot of mom/dad and a box of chocolates for Mom (if that is the spouse on the homefront). We then send out these packages as a SURPRISE the week your unit deploys.
~Project would take place 3-4 weeks before deployment. MONTH: _____
~Unit requirements: 3-4 relatively sound proof rooms, 3 tables, chairs and power sources.

Deployment Support Programs and Services

OHH Baby Showers (for deployed units only)

~Operation Help a Hero can throw your unit a baby shower from start to finish during the deployment. Our baby shower mission includes pampering your unit's new and expecting mommies and providing an atmosphere where they can network with others in the same situation. Showers include a lunch, games, raffle, mommy gift bags, and "mommy adoption" baby gift baskets. Depending on the time of year and location, we often have other surprises we can add to the event.
~We find that OHH Baby Showers are best held a couple months into the deployment. MONTH: _____
~Unit requirements: We ask units to provide the venue, a centrally located hall/building with the capability of having a separate room for childcare. We also require assistance with tables/chairs and an ice chest when held on base.

OHH Camp JOY/ MOM's (or Dad's) Day Off-Kiddie Camp (for deployed units only)

~ Let us give the moms/dads in your unit a "day off" while their kids enjoy a day of fun activities – a movie, games, sports activities, art activities and more. We recognize that spouses of deployed service members often live far away from their support systems, allowing for very few moments of respite. This project gives a much needed break during deployment (for parents) and gets the kids out doing something fun with other children in similar situations.
~MONTH (during deployment only): _____
~Unit requirements: The unit would be responsible for booking the venue on the military installation, tables, chairs and bounce house. We require a minimum of 50 children signed up to host this event.

Comfort for the Caregiver (for deployed units only)

~Let us provide a night of pampering for the spouses, girlfriends and mothers of your Marines and Sailors.
~The event includes a catered dinner, a dessert "café", raffle prizes, childcare and spa services.
~Number of ladies the event would likely support: _____ ~MONTH: _____
~Number of children the event would likely support: _____
~Unit requirements: Venue booking if on base, tables, chairs and large ice chest.

Pre-Homecoming and Homecoming Support

Homecomings and Banner Parties

~OHH can help your unit throw a banner making party and/or help you coordinate your homecoming efforts.
~Homecoming support includes: activities for the kids, raffle prizes, fresh baked goods, set up of parade deck/homecoming site with decorations, coordination with other unit supporting organizations and volunteer coordination of all those who want to be part of the festivities and help with serving food, etc.
~Anticipated MONTH of homecoming: _____ ~# of returns/waves anticipated for your group: _____
~Unit requirements: access to command contact to work details, MCCS tents, tables, chairs, event signs, etc.

Operation Rack Pack

~This is our specialty project, created by board members of OHH in early 2001 (pre-911) and the first of its kind on Camp Pendleton. We clean, prepare and stock the barracks rooms for your unit's returning single Marines/ Sailors.
~We typically prepare the barracks 1-2 days before the unit's first flight/return. MONTH: _____
~Unit requirements: We require numbers of those returning to the barracks, assistance getting in the rooms, bed linens and help getting the word out to the families in the unit (to enable them to participate). In addition, we will need a minimum of 10 tables, 4 tents and a dozen chairs.

How we determine what we can do

Please know that we cannot guarantee we will be capable of fulfilling each request you've listed, but we will try! We process requests on a first come, first serve basis with many units "applying" for support 6+ months in advance.

Please email us your completed app to: cfarnum@operationhelpahero.com. Once the application is received, Cindy presents the request(s) to our board of directors for consideration. Getting in your applications prior to our quarterly meetings (Feb, May, August, Nov) will help us help you. Please know we plan out our calendar of events 4-12 months in advance. We rarely are able to host our larger projects without at least six months notice.