



Event Coordinator Recruitment Memo

Subject: Your Mission: Honor Those Who Defended Our Nation

Body: **Now more than ever, our Veterans need our support and gratitude, and** [Company] is proud to announce we have partnered with the national campaign Soldiers' Angels Home of the Brave to honor those who defended our Nation this Veterans Day.

To thank those we owe for our freedom, employees throughout [Company]'s offices will be invited to volunteer their time at a participating VA Medical Center to support their Veterans Day celebrations (Between November 10-14).

Additionally, one [Company] employee volunteer at each facility will be asked to serve as an Event Coordinator. Please read the overview posted below to determine if you'd be willing to serve in this vital role.

What are Event Coordinators?

Event Coordinators are the super volunteers who register to be the main point of contact between the VA site, the Soldiers' Angels representatives (where present) and the Home of the Brave campaign. Among other responsibilities, Event Coordinators:

- Participate in planning meetings with Soldiers' Angels and coordinate with their VA Medical Center point of contact and the Soldiers' Angels point of contact (where present) to help plan a Veterans Day celebration at the VA facility;
- Recruit and coordinate company volunteers; and,
- Complete and submit an after-action report and photos detailing the celebration, volunteers, volunteer hours, and lessons learned.

If you have what it takes to help honor those who defended the home of the brave to register as a Event Coordinator. Registrations are due by **September 1, 2025**. Please use this link to register today! <https://wkf.ms/4m3K0uz>