



Luke Killeffer <lukekilleffer@gmail.com>

TO DO for Luke's Eagle Project

1 message

David Killeffer <dkilleffer@gmail.com>

Tue, Jul 9, 2019 at 10:36 PM

To: Luke Killeffer <lukekilleffer@gmail.com>, Sarah Killeffer <sarahkilleffer@gmail.com>

Each day progress must happen on Luke's Eagle project, or else it won't be completed in time. Here is what has to happen each day this week to be successful:

TO DO Wednesday, 7/10:

- **Building Accessibility:** Contact Mr. Ken Coburn (cell: 781-424-7375 email: ken6867@msn.com) and/or Scoutmaster Schultz (cell: 339-788-2432 email: troop41abington@gmail.com) to find out about American Legion building accessibility; when can we get access to the building and the attic? Can we get a keyfob or a key to get in temporarily? Alarm codes? We need to be able to have access to the building more often over the next several weeks to complete the project.

- **Materials List Approval:** the questions about the door lockset (key? no key? deadbolt or no deadbolt? etc.) need to be resolved, and also the door selection (there are 4 potential doors that we came up with on the materials list, but Luke only mentioned 2 of the doors to Ken Coburn in his last email - that needs to be resolved). Also the door selection needs to be signed off on by Ken, and the total overall materials list.

- **Letters Seeking Donations:** a letter should be drafted up to both Home Depot and Lowes asking for materials donations for Luke's Eagle Project. The letter should explain completely what Luke's Eagle Project is, how it benefits the Town of Abington and the American Legion, and what materials are being asked for. The current materials list shows items at Home Depot - the list should be updated to find equivalent items at Lowes and the materials list spreadsheet updated with Lowes item equivalents. NO LETTERS should be sent out to Home Depot or Lowes until I review and approve the letters. Create the letters on Google Docs and share them with me.

- **Eagle Project Work Days Communication:** Luke sent an email to Ken Coburn and Scoutmaster Schultz asking for permission to have two work days, 7pm-9pm on Tues 7/23 and Thurs 7/25. However, his email was confusing about what type of help he was asking for. We do not want to have people disassembling the ductwork at the same time as people are moving things into the dumpster or out to the curb to be given away. The work days are being proposed are ONLY to remove all items from the attic - AFTER all items are removed from the attic and circle room, THEN we will begin removing the ductwork, repairing the floor & window, and installing/painting the new door.

- **Fundraising Plan:** based on our target dollar amounts that we have yet to raise, and also based on the overall amount of effort and planning required, it seems to me that a car wash fundraiser would be a much better choice rather than a spaghetti dinner. We should reach out to Jim Pozerski (cell: 617-416-8212 email: jpozerski@gmail.com) to help us ask Mr. Jack Bailey if we could use his garage to run a car wash on Saturday, Aug. 10th.

Luke, if you plan on writing up ANY emails, please create drafts and send them to me FIRST, BEFORE you send them out to anyone. I need to help you craft your message to be clear about what you are asking for.

~ Dad