

**From:** [Bright, Kim](#)  
**To:** [DiIullo, Athena](#); [Wilder, Monica](#); [Botta, Sarah](#); [Garr, Kim](#); [Karen Carter](#); [Morales, Lady](#); [Harris, Tanakia](#); [Petty, Valerie](#)  
**Cc:** [Niez, Stephen](#); [Walker, Vicki](#)  
**Subject:** 2016 Adopt-A-Family Campaign - Time to get Ready!!!  
**Date:** Wednesday, October 26, 2016 4:41:44 PM

---

Greetings Everyone,

I trust you've had a great summer and now that we are finally feeling the autumn chill that's our signal to get ready for the 2016 Adopt-A-Family Campaign.

Thank you all for agreeing to participate once again this year!

**Timeline:**

- November 1<sup>st</sup> – Issue Early Announcement
- November 14<sup>th</sup> - Launch the Wish Lists electronically and hard copy in all participating offices.
- December 12<sup>th</sup> – Last day to drop off all gifts
- December 15<sup>th</sup> – E/BFSC to pick up gifts from Kim B. & AECOM Locations
- Newsletter Posting Deadlines - TBD

**Athena:** Please create the Adopt-A-Family Early Announcement as per usual, and include the 6th Floor on the list. I'd like to post on November 1<sup>st</sup> and launch the wish lists on November 14<sup>th</sup>. Last year's early announcement can be found in the 2015 link below:

**Location for Announcements & Graphics for Arlington Office**

**2015 Arlington Office Files:**

[\\arlington.na.aecomnet.com\Arlington\DCS\Resources\PDD\Office Initiatives\Young development Group \(YDG\)\2015\Community Involvement FY'15\Adopt-A-Family 2015](\\arlington.na.aecomnet.com\Arlington\DCS\Resources\PDD\Office Initiatives\Young development Group (YDG)\2015\Community Involvement FY'15\Adopt-A-Family 2015)

**2016 Arlington Office File Location:**

[\\arlington.na.aecomnet.com\Arlington\DCS\Resources\PDD\Office Initiatives\Young development Group \(YDG\)\2016\Community Involvement FY'16\Adopt-A-Family 2016](\\arlington.na.aecomnet.com\Arlington\DCS\Resources\PDD\Office Initiatives\Young development Group (YDG)\2016\Community Involvement FY'16\Adopt-A-Family 2016)









**Kim G. & Karen:**

1. Please advise how many children your offices would like to sponsor. Last year, each office adopted 3 children.
2. Athena has offered to do your early announcement and signup sheets if you wish. Please let us know if you wish to create your own or would like Athena's assistance.

**Monica, Sarah & Lady:** We will need to monitor floors 4, 6, 7, 8 & 9 for Arlington Office Logistics (Gift Collection and Syncing the electronic and hard copy sign-up sheets)

**Tanakia & Valerie:** What are your deadlines for the newsletter submissions?

### OUR 2016 TEAM

-  Karen Carter (Gift Collection & Organization, **AECOM/DC Water Office**)
-  Kim Garr (Gift Collection & Organization, **K Street Office**)
-  Sarah Botta (Sign-Up Logistics & Gift Collection, Arlington Office)
-  Athena DiIullo (Graphics, Clarendon Office)
-  Tanakia Harris & Valerie Petty (Newsletter Updates, Arlington Office)
-  Lady Morales (Sign-Up Logistics & Gift Collection, Arlington Office)
-  Vicki Walker (Logistics, Arlington Office)
-  Monica Wilder (Gift Collection & Organization, Arlington Office)

**I look forward to working with everyone again this year!**

**Thank you so much!!!**

**Kim**

Kim J. Bright, CCCA, CDT, LEED AP  
Senior Associate  
Construction Administration  
202.361.8553  
kim.bright@aecom.com