

GIVEAWAYS COMMITTEE

1. Form a committee to handle correspondence, telephone, etc.
2. Contact the Registration Committee for the number of bags needed. Use the number of attendees for the previous convention as a guideline until the new numbers are obtained. (2/14/03)
3. Write to large companies and corporations to request sample items that may be placed in a giveaway bag. Using good English and identifying yourself and LTLA, tell them when and where we will have our convention, and how many will attend. Contact the previous committee chairman for a list of companies which helped them. Try to write companies that always donate. If you know of others, write them. Also, contact local businesses in your area for favors such as pencils, pens, scratch pads, etc. Please make it plain that these items are for teenagers all over the state.
4. Obtain bags for packing the items. Request these from the Department of Highways or a library supply company.
5. Form a pickup committee. The business should be contacted by telephone before the material is picked up.
6. Pack the items for transporting to the convention. Use a method that will make it easy to fill the giveaway bags at the convention.
7. Request the LTLA/hotel liaison person to secure a room in which to package the bags on Thursday night. Distribute the bags in the registration area after lunch on Friday. Sponsors should present their registration envelopes which will indicate the number of bags to be received. Have a membership list to check as the bags are distributed. This will eliminate any double distribution. (2/14/03)
8. Be sure to thank all companies that contributed. **THIS IS A MUST!!!** Do this as soon as you receive the items or at least as soon as possible after the convention.
9. Notify the chairman of the Handbook Committee of new businesses which contributed and businesses that are no longer in operation. (2/18/2000)
10. Attend all executive board meetings and make copies of the written report: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. Include a list of companies and addresses to help the next committee. (3/5/99)
11. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill. Also, remember that you cannot purchase giveaway items. We realize that some companies do require you to pay postage for the items. This we can pay.

Revised February 14, 2003

LOUISIANA MANUFACTURERS AND OTHER POSSIBLE SOURCES OF GIVEAWAY ITEMS

C. S. Steen Syrup Mill, Inc.
P.O. Box 339
Abbeville, Louisiana 70510
Contact: J. Wesley Steen, President
Phone: TW 3-1654

Local banks

Local bookstores

Local businesses (book stores, insurance companies, manufacturers, office suppliers, printers, mills, petroleum industries, parish extension agencies, libraries, etc.)

Local colleges

Local government (parish council, town hall, chamber of commerce)

Local hospitals

Louisiana Department of Culture, Recreation, and Tourism
Office of Tourism
P.O. Box 94361
Baton Rouge, Louisiana 70804-9361

Louisiana Department of Natural Resources
617 North Third Street
Baton Rouge, Louisiana 70802-5428

Louisiana Department of Transportation and Development
P.O. Box 94245
Capitol Station
Baton Rouge, Louisiana 70804-9245

Louisiana Department of Wildlife and Fisheries
P.O. Box 98000
Baton Rouge, Louisiana 70898-9000

Pace Communications
118 North Irving Avenue
Kaplan, Louisiana 70548

Riviana Foods, Inc.
501 South Main Street
Abbeville, Louisiana 70510

School and library related suppliers (Contact the representative who visits your school or the headquarters)

Shurfine-Central Corporation
2100 North Mannheim Road
Northlake, Illinois 60164-1889

Slemco
3429 Highway 167 North
Lafayette, Louisiana 70507

Tabasco
Avery Island, Louisiana 70513

Telephone companies

Trappey's Foods
P.O. Box 13610
New Iberia, Louisiana 70562-3610

WalMart

Louisiana Department of Culture, Recreation, and Tourism
Office of Tourism, Dept. 1M
P.O. Box 94291
Baton Rouge, Louisiana 70804-9291

Louisiana Department of Natural Resources
Energy Division
P.O. Box 94291
Baton Rouge, Louisiana 70804-9291

Louisiana Department of Transportation and Development
P.O. Box 94245
Capitol Station
Baton Rouge, Louisiana 70804-9245

Louisiana Department of Wildlife and Fisheries
P.O. Box 98000
Baton Rouge, Louisiana 70898-9000

Louisiana Technical College
River Parish Campus
Regala Lane
Reserve, Louisiana 70058

Lutcher Town Hall
Louisiana Avenue
Lutcher, Louisiana 70071

NALCO Chemical
P.O. Drawer 1
Garyville, Louisiana 70051
Proctor and Gamble
Cincinnati, Ohio 45202

Shurfine-Central Corporation
2100 North Mannheim Road
Northlake, Illinois 60164-1889

St. James Bank & Trust Co.
1980 West Main Street
Lutcher, Louisiana 70071

St. James Parish Council
5800 Cantala Street
Convent, Louisiana 70723

State Farm Insurance
156 N. Airline Avenue
Gramercy, Louisiana 70052

Superior Office Supplies
Highway 325
Gramercy, Louisiana 70052

Tabasco
Avery Island, Louisiana 70513

Telephone companies

Trappey's Foods
P.O. Box 13610
New Iberia, Louisiana 70562-3610

Trey Wah Restaurant
124 Longview Drive
Destrahan, Louisiana