



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, July 16, 2010

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Kathryn M. Medina, Executive Director, Chief Human Capital Officer Council

Subject: Feds Feed Families Summer Camp Agenda

July Promotional Event

July 21, 2010 1:30 p.m. – 2:30 p.m.
Frederick Douglass Community Center
1427 Cedar Street, SE Washington, DC 20020

11:30am - 1:00pm Set-Up

Sign in Table for Media
Front Room: 3 banners (FFF, CAFB and FDCC), 1 table with 8 chairs (four on each side), items to prepare snack (CAFB will supply the materials/food for the healthy snack), small table with water, FFF aprons for principals.

Computer Room: 1 banner (FFF), computer game on screens.

1:00pm - 1:15pm Media Arrives
Principals Arrive

1:16pm - 1:25pm Principals are briefed on activities.

1:30pm - 1:33pm Welcome/Introduction (Director Berry and Frederick Douglass Community Center Representative)

1:34pm - 1:43pm Remarks (Incorporate United We Serve - Let's Move, Let's Read)

Director Berry
USDA Secretary or Senior Leadership
Dept of Energy Secretary or Senior Leadership
Lynn Brantley, CAFB President and CEO

- 1:44pm - 1:48pm Frederick Douglass Community Center Representative explains the mission and vision of the Center, the Kids Café and the importance of teaching children how to prepare healthy snacks maintain a healthy lifestyle. Instruct children and principals on how to prepare today's healthy snack.
- 1:49pm – 2:00pm Principals and guests prepare a healthy snack/meal with children
Room Set-Up: Banners on wall, one table with four chairs on each sides
Snack Preparation: 4-5 children at table preparing snack with principals
- 2:00pm - 2:02pm Principals thank children for teaching them how to prepare snack
Principals walk down hall to computer room
- 2:03pm - 2:13pm Principals sit with children in computer room and play an interactive computer game (Game will be related to healthy living or animals).
Room Set-Up: Hang banner on wall to right when entering door.
Activity Preparation: One child per computer station. The children should be in the room already playing the game when principals enter.
Staff (OPM/Community Center) remain in first room and transition it for the Wii activity.
- 2:13pm - 2:15pm Principals thank children for letting them play the computers.
Principals walk back to the first room.
- 2:16pm - 2:29pm Principals play Wii Fitness games with children
- 2:29pm - 2:30pm Director Berry thanks everyone for attending
- 2:30pm - 2:40pm Media Interviews

Key Principals:

Director Berry, Office of Personnel Management
Congresswoman Norton
HUD Secretary Donovan
Department of Energy Secretary Chu
USDA Secretary Tom Vilsack
Frederick Douglass Community Center Representative
Lynn Brantley, CAFB President and CEO
Kathryn Medina, CHCO Executive Director

Special Guests:

CHCOs
FFF Chairs and Champions

*Photo/Video will be provided by CPL.