



Caring & Sharing 2026-2027 Information Packet

Helping Families. Empowering Communities. Restoring Hope.

Brother Dr. Thomas A. Bass Caring & Sharing
Food Basket Delivery Program

Official Program Guide for Families, Volunteers, Partners, Donors,
Sponsors, Chapter Members, and Community Supporters

2026-2027 Program Year
Co-Program Directors: Jermel Ray and Matthew Coats
Lead Advisor: Marion Hoey



Brother Dr. Thomas A. Bass Caring & Sharing Program
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PROGRAM OVERVIEW

The Brother Dr. Thomas A. Bass Caring & Sharing Food Basket Delivery Program is a long-standing community service initiative of Alpha Phi Alpha Fraternity, Inc., Theta Zeta Lambda Chapter. Established in 1987, the program honors the legacy of charter member Dr. Thomas A. Bass by providing direct, compassionate support to families, seniors, widows, and individuals throughout Washtenaw County and surrounding communities.

What began as a holiday food basket initiative has grown into a year-round model of community care that includes food security, family essentials, senior support, winter assistance, family sponsorship, volunteer service, community partnerships, and lifesaving education.

ONE PROGRAM. A FULL CIRCLE OF CARE.

Caring & Sharing identifies needs, prepares with care, serves with dignity, connects generations, builds partnerships, and follows through throughout the year.

PROGRAM IDENTITY

- Official name: Brother Dr. Thomas A. Bass Caring & Sharing Food Basket Delivery Program.
- Chapter: Alpha Phi Alpha Fraternity, Inc., Theta Zeta Lambda Chapter.
- Community service motto: Helping Families. Empowering Communities. Restoring Hope.
- Primary service area: Washtenaw County and surrounding communities.
- Nonprofit support organization: TZL Community & Education Initiative, Tax ID 81-1257797.

ALPHA SERVICE FOUNDATION

For nearly four decades, Caring & Sharing has reflected the spirit of Manly Deeds, Scholarship, and Love for All Mankind by turning compassion into organized, accountable, and visible service.

PROGRAM MISSION, VISION, AND VALUES

MISSION

To strengthen families, honor elders, uplift children, and build healthier, more resilient communities through consistent service, dignity-centered assistance, and meaningful partnerships.

VISION

A community where no family goes without necessities, no elder feels forgotten, and every person has access to the care, resources, relationships, and skills needed to move forward with dignity and hope.

CORE VALUES

DIGNITY

Every family and individual is treated with respect, privacy, and compassion.

CONSISTENCY

Service continues beyond a single holiday or event through year-round planning and follow-through.

STEWARDSHIP

Funds, donations, supplies, volunteer time, and partnerships are managed responsibly.

PARTNERSHIP

Schools, churches, businesses, nonprofits, community groups, and volunteers expand the reach of service.

ACCOUNTABILITY

Leaders document decisions, track outcomes, protect confidential information, and report results accurately.

HOPE

Every initiative is designed to reduce stress, restore confidence, and strengthen the belief that the community cares.

SERVICE THAT RESTORES DIGNITY, COMFORT, AND HOPE

Caring & Sharing does more than provide items. It creates reliable relationships, respectful experiences, and visible evidence that families and elders are not alone.

PROGRAM LEADERSHIP

The leadership team coordinates strategy, budgets, referrals, volunteer service, partnerships, communications, seasonal distributions, risk management, and year-round follow-through.

CO-PROGRAM DIRECTORS

Jermel Ray and Matthew Coats provide overall leadership, coordination, and execution for the Caring & Sharing Program.

- Create the annual program plan, calendar, budget, and service priorities.
- Lead food basket delivery, Family Essentials, Senior Connection, winter initiatives, family sponsorship, and CPR training.
- Coordinate volunteer recruitment, scheduling, orientation, assignments, and on-site supervision.
- Manage partnerships with churches, schools, community organizations, businesses, barbershops, and nonprofit collaborators.
- Lead sponsor development, donor engagement, grant planning, fundraising, and responsible use of resources.
- Serve as primary contacts for family referrals, community inquiries, program communications, and service coordination.
- Track participation, distributions, family support, volunteer service, expenditures, and community impact.

LEAD ADVISOR

Marion Hoey provides continuity, institutional knowledge, strategic counsel, and historical guidance to protect the program's long-term integrity.

- Advise the Co-Program Directors on strategy, partnerships, service traditions, and complex decisions.
- Help preserve the legacy and original purpose of the program.
- Support long-range planning, stakeholder relationships, leadership development, and program sustainability.
- Provide feedback on operations, policies, risk, and quality standards.

THE FULL CIRCLE OF CARE MODEL

Families and partners experience one coordinated service model built around respectful outreach, reliable preparation, direct assistance, and continued connection.

01	IDENTIFY THE NEED	Family referrals, schools, churches, community partners, and direct outreach help identify households and elders who may need support.
02	PREPARE WITH CARE	Volunteers collect, purchase, organize, and pack food, hygiene products, clothing, toys, school supplies, and other essentials.
03	SERVE WITH DIGNITY	Assistance is delivered respectfully with attention to privacy, safety, family needs, and the importance of restoring hope.
04	CONNECT GENERATIONS	Senior calls, visits, care packages, widow support, and youth service create meaningful relationships across generations.
05	BUILD PARTNERSHIPS	Community organizations, donors, sponsors, schools, and volunteers expand the strength and reach of every initiative.
06	FOLLOW THROUGH	Year-round referrals, seasonal planning, impact tracking, and continued contact turn individual projects into sustained community care.

THE STANDARD FOR EVERY SERVICE EXPERIENCE

Organized preparation. Respectful delivery. Clear roles. Accurate records. Meaningful follow-through.

FOOD BASKET DELIVERY PROGRAM

The foundational Caring & Sharing initiative.

Food baskets are prepared and delivered during Easter, Thanksgiving, and Christmas to families experiencing financial hardship. Widows of deceased Alpha Phi Alpha fraternity brothers are honored through fruit baskets, flowers, and caring contact.

WHO THE PROGRAM SERVES

- Families experiencing food insecurity or temporary financial hardship.
- Families referred by schools, churches, community partners, trusted volunteers, and community members.
- Widows of deceased Alpha Phi Alpha fraternity brothers.
- Households requiring additional support during major holiday periods.

WHAT FAMILIES MAY RECEIVE

FOOD SUPPORT • Staple food items • Holiday meal ingredients • Fresh and shelf-stable items • Gift cards when appropriate	WIDOW RECOGNITION • Fruit baskets • Flowers • Personal contact • Respectful remembrance
DELIVERY SUPPORT • Basket packing • Route coordination • Direct delivery • Volunteer follow-through	FAMILY CONNECTION • Referral review • Needs clarification • Resource information • Future support connection

SERVICE STANDARD

Food is handled, packed, transported, and delivered with care. Volunteers protect family information, follow assigned routes, communicate concerns to program leadership, and avoid promises that have not been approved.

FAMILY ESSENTIALS DRIVE

The Family Essentials Drive addresses everyday needs that are not always covered by traditional food assistance programs. The initiative reduces financial pressure, supports school readiness, and helps households maintain dignity and stability.

ESSENTIAL SUPPORT CATEGORIES

HYGIENE • Soap • Toothpaste and toothbrushes • Deodorant • Feminine hygiene products	HOUSEHOLD CARE • Laundry detergent • Dish soap • Disinfecting products • Paper goods
BABY AND CHILD • Diapers • Wipes • Formula and bottles • Age-appropriate essentials	SCHOOL READINESS • Backpacks • Notebooks • Calculators • Pens, pencils, and supplies

COMMUNITY DISTRIBUTION MODEL

- Partner with schools, churches, community centers, barbershops, and trusted organizations.
- Collect requested items through targeted drives rather than accepting unusable donations.
- Organize kits consistently so families receive practical and complete support.
- Coordinate referrals and distribution in ways that protect privacy and reduce barriers.
- Use youth and adult volunteers to create organized service learning opportunities.

PRACTICAL SUPPORT BUILDS STABILITY

A hygiene kit, baby supply package, or school readiness kit can reduce immediate stress and help a family focus on the next step.

SENIOR CONNECTION PROGRAM

The Senior Connection Program supports elders and widows through consistent engagement, wellness contact, practical assistance, and care packages. The purpose is to combat isolation, honor lifelong contributions, and strengthen connections across generations.

PROGRAM COMPONENTS

WELLNESS CALLS • Scheduled check-ins • Companionship and encouragement • Identification of practical concerns • Referral to program leadership	VISITS AND ASSISTANCE • Approved home visits • Light practical support • Seasonal check-ins • Respectful family coordination
TECHNOLOGY SUPPORT • Phone and video call assistance • Health portal navigation • Basic digital help • Connection to family and resources	CARE PACKAGES • Blankets and comfort items • Puzzle books and activities • Household essentials • Seasonal wellness items

SENIOR CARE BOUNDARIES

- Volunteers do not provide medical, legal, financial, or professional advice unless qualified and approved for that role.
- Health and safety concerns are reported promptly to program leadership and, when appropriate, emergency or professional services.
- Visits and calls are scheduled, respectful, documented, and consistent with privacy expectations.
- No volunteer accepts money, changes legal documents, or makes financial decisions for a senior.

NO ELDER SHOULD FEEL FORGOTTEN

Consistent contact, respectful listening, and thoughtful support can improve emotional wellness and strengthen community belonging.

WINTER ATTIRE, TOYS, AND FAMILY SPONSORSHIP

WINTER ATTIRE AND TOYS

Michigan winters create additional pressure for families. Caring & Sharing coordinates coats, hats, scarves, gloves, boots, and brand new unwrapped toys to help children and adults remain warm, safe, and included during the holiday season.

CHRISTMAS FAMILY SPONSORSHIP

In partnership with YoungLives and other approved community partners, Caring & Sharing supports single mothers and their children through personalized wish lists, food support, winter items, gifts, and essential household supplies.

DONATION STANDARDS

ACCEPTABLE WINTER ITEMS • New or clean, gently used coats • Hats, scarves, and gloves • Winter boots in usable condition • Clearly labeled sizes	ACCEPTABLE TOYS • Brand new and unwrapped • Age-appropriate • Safe and complete • No recalled or damaged items
FAMILY WISH LISTS • Reviewed before assignment • Reasonable and specific • Protected as confidential information • Fulfilled through approved sponsors	DISTRIBUTION • Items checked and organized • Families contacted through approved channels • Clear pickup or delivery instructions • Unmet needs reported to leadership

DIGNITY CENTERED HOLIDAY SUPPORT

The purpose is not to create a public display of family hardship. Sponsors and volunteers support families respectfully, avoid unauthorized photographs, and allow program leadership to manage communication and recognition.

CERTIFIED CPR AND AED TRAINING INITIATIVE

The CPR and AED Training Initiative expands community safety by providing certified or approved lifesaving education for youth and adults through licensed instructors and community partners.

PROGRAM FEATURES

- Certified CPR and AED instruction delivered by qualified instructors.
- Free or low-cost training made possible through sponsors and community partnerships.
- Sessions hosted at churches, schools, community centers, barbershops, and other accessible locations.
- Age-appropriate learning options for youth and adults.
- Education focused on emergency recognition, immediate response, and responsible action.

WHY THIS INITIATIVE MATTERS

PREPARED PEOPLE Participants learn how to recognize an emergency and begin an appropriate response.	SAFER SPACES Community organizations gain more people who understand CPR, AED use, and emergency readiness.
YOUTH LEADERSHIP Young people develop confidence, responsibility, calm decision-making, and service-minded skills.	PARTNER VALUE Sponsors can directly support training fees, equipment, instructor costs, and accessible sessions.

QUALITY AND SAFETY STANDARD

Training is not represented as certified unless the instructor, curriculum, assessment, and certificate meet the requirements of the issuing organization. Program materials must identify the instructor and certification standard accurately.

PREPARED COMMUNITIES SAVE LIVES Emergency readiness is a practical form of care, responsibility, and community leadership.
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ANNUAL PROGRAM CALENDAR

Caring & Sharing follows a seasonal service rhythm supported by year-round referrals, partnerships, senior care, fundraising, volunteer coordination, and impact reporting.

SEPTEMBER- DECEMBER

FALL AND EARLY WINTER

- Launch Family Essentials Drive
- Recruit volunteers and confirm partners
- Thanksgiving Food Basket Delivery
- Begin Winter Attire Drive
- Christmas Food Basket Delivery
- Toys and family sponsorship distributions

JANUARY-APRIL

WINTER AND EARLY SPRING

- Continue Senior Connection calls and visits
- Distribute winter care packages
- Restock Family Essentials supplies
- Prepare and deliver Easter food baskets
- Complete seasonal reporting and partner follow-up

MAY-AUGUST

SPRING AND SUMMER

- Back-to-school supply planning
- Senior wellness support
- Volunteer appreciation
- Sponsor and donor outreach
- Community service and partnership development

YEAR ROUND

CONTINUOUS CARE

- Family referrals and needs review
- Community partnerships
- Sponsorship and grant development
- Wellness contact and resource connection
- Impact tracking and reporting

CALENDAR FLEXIBILITY

Exact dates may change based on holiday schedules, family referrals, partner capacity, venue access, weather, and community need.

COMMUNITY IMPACT

Each number represents direct support, coordinated volunteers, trusted partnerships, and families served with dignity.

170 Families supported Thanksgiving 2025	50 Families supported Christmas 2025	40+ Families served Easter 2026
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2025-2026 SERVICE RESULTS

- Thanksgiving support included gift cards and more than 60 assembled food baskets delivered directly to local families.
- Christmas support included two YoungLives family sponsorships and winter attire assistance through a chapter and community coat drive.
- Easter support included food baskets, and four additional families were assisted through gift cards.
- Year-round service included family referrals, senior support, Family Essentials, partnership development, volunteer engagement, and community care.

WHAT THE PROGRAM MEASURES

REACH • Families, seniors, widows, youth, and households served • Geographic area and referral sources	RESOURCES • Food baskets, gift cards, kits, coats, toys, care packages, and supplies distributed
PARTICIPATION • Volunteer count, service hours, partner involvement, and leadership support	QUALITY • Timeliness, completeness, privacy, safety, family feedback, and follow-through
STEWARDSHIP • Donations received, restricted use, program expenses, grant requirements, and reporting	GROWTH • New partnerships, repeat volunteers, expanded capacity, improved systems, and unmet needs

MEASURABLE SERVICE. MEANINGFUL OUTCOMES.

Caring & Sharing reports what was actually delivered, who was served, how resources were used, and what should improve next.

FAMILY REFERRALS, VOLUNTEER SERVICE, AND PARTNERSHIPS

FAMILY REFERRAL PROCESS

1. A family, school, church, community partner, or trusted community member submits a referral through the official form or approved program contact.
2. Program leadership reviews the request, confirms available information, and determines whether the need fits current program capacity.
3. The family is contacted through an approved channel to clarify needs, timing, delivery, or pickup expectations.
4. Approved assistance is assigned, prepared, documented, and delivered respectfully.
5. Leadership records the support provided and identifies any appropriate follow-up or community referral.

VOLUNTEER SERVICE

BEFORE SERVICE • Register or confirm availability • Receive assignment and instructions • Protect confidential information • Arrive prepared and on time	DURING SERVICE • Follow the assigned lead • Handle food and supplies carefully • Use respectful communication • Report problems promptly
AFTER SERVICE • Return records or unused items • Confirm completed deliveries • Share concerns with leadership • Participate in review when requested	YOUTH PARTICIPATION • Remain supervised • Receive age-appropriate assignments • Do not access private family information • Reflect on service and community responsibility

PARTNERSHIP OPPORTUNITIES

- Financial support and annual sponsorship.
- In-kind donations of requested food, essentials, clothing, toys, and supplies.
- Volunteer teams for packing, delivery, calls, visits, and events.
- Facilities, storage, transportation, training, and professional expertise.
- Family referrals, resource connection, and coordinated community outreach.

GRANT DEVELOPMENT AND FUNDING STRATEGY

Grant development is a core sustainability strategy. The program seeks diversified funding to expand services, improve infrastructure, strengthen accountability, and reduce dependence on any single source of support.

GRANT PRIORITIES

FOOD SECURITY AND BASIC NEEDS • Holiday food baskets • Family Essentials • Storage and distribution • Transportation and logistics	SENIOR WELLNESS • Wellness calls and visits • Care packages • Technology support • Resource coordination
YOUTH AND FAMILY STABILITY • Family sponsorships • Winter attire and toys • Back to School supplies • Service learning	HEALTH AND SAFETY • CPR and AED training • Instructor and certification costs • Training materials • Community preparedness

ALLOWABLE SUPPORT AREAS

- Program supplies, food, hygiene items, clothing, toys, equipment, and educational materials.
- Training, certifications, instructors, volunteer coordination, and background support.
- Transportation, storage, delivery, communication, outreach, and event logistics.
- Data collection, evaluation, grant reporting, and approved program coordination.

GRANT MANAGEMENT RESPONSIBILITIES

- Confirm eligibility and alignment before applying.
- Develop accurate narratives, budgets, timelines, and measurable outcomes.
- Use awarded funds only for approved purposes and maintain supporting documentation.
- Track deliverables, expenditures, participation, and impact throughout the grant period.
- Submit complete and timely reports and disclose challenges honestly.

FUNDING SHOULD STRENGTHEN THE MISSION

Every grant or donation must improve service capacity, program quality, community benefit, or long-term sustainability.

SPONSORSHIP OPPORTUNITIES

Annual sponsors help Caring & Sharing provide reliable service across food security, family essentials, senior care, winter support, family sponsorship, and community safety education.

SPONSORSHIP LEVEL	ANNUAL SUPPORT	COMMUNITY IMPACT
Legacy Partner	\$5,000+	Presenting-sponsor recognition across initiatives, prominent logo placement, event recognition, volunteer engagement, and on-site branding opportunities.
Community Champion	\$2,500	Supports approximately 100 Family Essentials Kits or 25 seniors for one year, with recognition on selected materials and invitations to serve.
Family Advocate	\$1,000	Supports approximately 10 families through Christmas Family Sponsorship and related holiday needs.
Basket Builder	\$500	Provides food baskets for approximately 10 families during Easter, Thanksgiving, or Christmas.
Friend of Caring & Sharing	\$250	Supports hygiene kits, toys, winter clothing, and household essentials for families.
Individual Impact	\$25-\$100+	Sponsor a Kit, Adopt a Senior, or contribute toward a family sponsorship or food basket.

SPONSOR RECOGNITION STANDARD

Recognition is appropriate to the level of support and the nature of the activity. Family privacy, youth protection, donor intent, and program dignity always take priority over publicity.

Tax-deductible support is received through TZL Community & Education Initiative. Tax ID: 81-1257797.

GOVERNANCE, ACCOUNTABILITY, AND QUALITY STANDARDS

Caring & Sharing operates through the leadership of the Theta Zeta Lambda Chapter and the charitable support structure of the TZL Community & Education Initiative. The program is committed to transparent decisions, responsible stewardship, accurate records, and service that protects families and volunteers.

FINANCIAL ACCOUNTABILITY

- Program budgets and major expenses are reviewed and approved through the appropriate chapter or CEI process.
- Donations, sponsorships, grants, gift cards, and restricted funds are documented and used only for approved purposes.
- Invoices, receipts, distribution records, and required reports are maintained.
- When a program leader has a conflict of interest, the interest is disclosed, and the leader steps back from the approval decision.

CONFIDENTIALITY AND FAMILY PROTECTION

- Family names, addresses, phone numbers, and circumstances are shared only with people who need the information to complete an approved assignment.
- Volunteers do not post family photographs, referral details, or private stories without written approval.
- Children remain supervised and are not placed in private or unsafe volunteer situations.
- Safety concerns, suspected abuse, medical emergencies, or serious risks are escalated immediately through appropriate procedures.

QUALITY REVIEW

PLAN Confirm need, resources, roles, schedule, safety, and budget.	PREPARE Organize supplies, volunteers, assignments, records, and communication.
SERVE Deliver respectfully, protect privacy, and follow approved procedures.	DOCUMENT Record participation, items, expenses, outcomes, and unresolved needs.
REVIEW Evaluate what worked, what did not, and what must improve.	STRENGTHEN Update plans, partnerships, training, and systems for the next cycle.

TRUST IS PART OF THE SERVICE

Clear roles, responsible decisions, accurate records, and professional follow-through must support good intentions.



CONNECT WITH CARING & SHARING

Helping Families. Empowering Communities. Restoring Hope.

DONATE. SPONSOR. VOLUNTEER. REFER A FAMILY.

Contact the leadership team to discuss community support, service opportunities, sponsorship, donations, referrals, and strategic partnerships.

Brother Dr. Thomas A. Bass Caring & Sharing Program

Email: a2caringsharing@gmail.com

Website: www.tzlcaringsharing.org

Co-Program Director: Jermel Ray - (734) 486-3581

Co-Program Director: Matthew Coats - (734) 634-2140

Lead Advisor: Marion Hoey - (734) 635-2813

Tax ID: 81-1257797

OFFICIAL PROGRAM ACTIONS

Submit a Family Referral

Donate or Sponsor Caring & Sharing

View Program Events and Calendar

Alpha Phi Alpha Fraternity, Inc. - Theta Zeta Lambda Chapter - Ann Arbor and Ypsilanti, Michigan

One Program. A Full Circle of Care.