

HQ, Topper Battalion  
Science Hill High School Junior ROTC  
1509 John Exum Parkway, Johnson City, TN 37604

Science Hill High School  
1509 John Exum Pkwy  
423-232-2190  
Johnson City, TN 37604  
7th Brigade, USACC

UPDATED:

8 December 2015

**Science Hill High School Magical Night of Giving SOP**

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**Summary.** This Standard Operating Procedure (SOP) manual provides guidance for the execution of the Magical Night of Giving.

**Applicability.** This SOP is used for JROTC cadets working during the Magical Night of Giving.

**Suggested Improvements:** Comments and suggested improvements to the Battalion Commander.

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**Introduction**

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## **Chapter 1 - Introduction**

**1-1 Purpose-** The purpose of the Magical Night of Giving is to help the mall secure valuables (the TV's and the glass at the octagon) and to make sure no one enters the mall without a ticket. Students will receive 6 community service hours for working.

**1-2 Equipment-** The equipment that will be needed will be supplied to the JROTC cadets by the mall security and will be placed in the addressed places. The barricades will be placed where they are needed by the mall security. Dinner will be provided.

**1-3 Meeting-** JROTC commanders' members will meet outside the mall, in the tunnel next to the food court, at the assigned time, to make sure everything is in order to make sure the night goes by as smoothly as possible.

**1-4 Uniform-** The proper uniform for cadets to wear for this night is class A with a tie and trench coats for those assigned to wear them.

## **Chapter 2 - Information**

**2-1 Formation-** The first formation will be at 1700 hrs outside the food court entrance on the right side of the tunnel. This formation will inform the cadets of where they will be posted, what they will be doing, how it needs to be done, and what the expectations will be for the night.

**2-2 Posts-** There are 9 places cadets will need to be posted: the left side of the tunnel, the right side of the tunnel, entrance B, entrance A, the left side of the barricades in the food court, as well as the right, the octagon, the service court #3, and the service court #7

**2-3 Jobs-** Two cadets will need to be placed upstairs by the proactive machine to keep civilians away from the TV's. One cadet will need to be posted downstairs by the TV and stage to keep civilians from getting on the stage and to assure no one messes with the TV. At least 7 cadets will need to be placed upstairs around the octagon to keep civilians from leaning on the glass. Five cadets will need to be placed at each end of the tunnel to make sure no traffic can get through. The only vehicles authorized to go through are EMS and JC Press. Six cadets will need to be placed downstairs by the barricades that will go from the Great American Cookie Company to the Bath and Body Works store. The cadets are to make sure no one leaves the food court area, the only people authorized to go past the barricades are mall employees. One cadet will need to be placed by the escalators to assure no one unauthorized goes up. One cadet will need to be placed at both entrance A and B to make sure

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no one enters. Two cadets will need to be posted at both service entrance number 3 and 7 to let entertainers in and to make sure no one unauthorized enters.

**2-4 Cadet Placement-**

The following cadets will be posted upstairs by  
And 22 Cadets

The following cadets will be posted downstairs and in the tunnel by Cadet Officer:  
And 21 Cadets

**2-5 Breaks-** All cadets will alternate through thirty minute breaks throughout the night. Cadets will be allowed to go outside to the tunnel to get a drink, something to eat and relax. Pizza will be furnished to the JROTC cadets around 2000 hrs they can eat when they go on second round of their breaks. After the break is over the cadet will return to his or her post and relieve another group of cadets to go out on a break.

### **Timeline for Magical Night of Giving 2010**

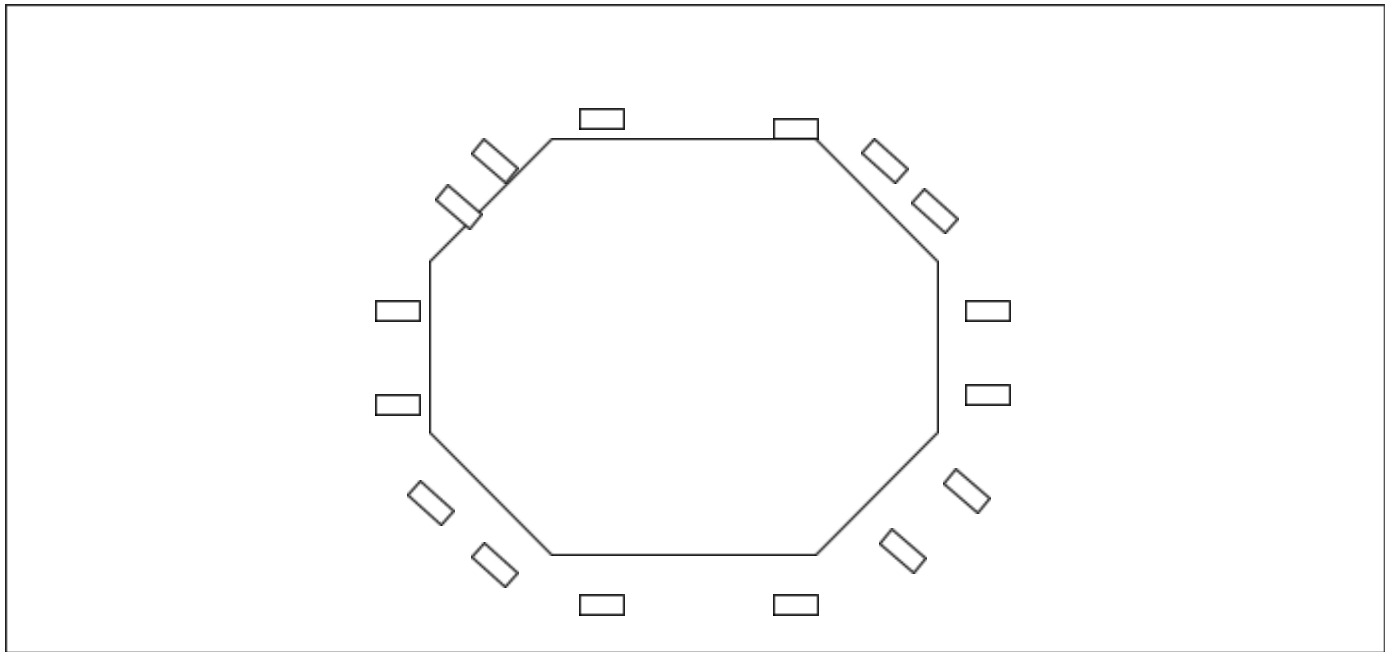
1600 hrs	All staff members are to meet outside the mall to insure everything is in ready for the night. Two cadets will be posted upstairs by the proactive machine, and one cadet will be posted downstairs beside the stage and the TV.
1630 hrs	Cadets will set up the barricades outside. Five cadets will be posted outside at each end of the tunnel and stand guard at the barricades.
1700 hrs	Cadets need to form up into one mass formation. They will know where they are posted after formation.
1715 hrs	Cadets will leave formation and go prepare for the night until 1730 hrs.
1730 hrs	Two cadets will be posted upstairs in the service hall 3 and 7.
1755 hrs	Cadets will start placing the barricades in the common area and the elevators.
1800 hrs	Barricades will be posted and six cadets will report downstairs to the common area to stand by the barricades. One cadet will be posted by the escalator. Two cadets will be posted at both C and D entrances.
1830 hrs	Cadets that were first posted at the tunnel will go on break. A new group of cadets will fill in for cadets that went on break.
1845 hrs	All cadets working upstairs will be sent to the octagon to start preparing for the night.
1900 hrs	Cadets will return to the tunnel and other cadets will alternate through breaks. The barricades downstairs in the common area will be removed by the cadets that were posted by them. The mall security will pick up the barricades shortly after. The cadets that were posted there will go on break as well as the cadets that were posted by the proactive machine, and entrance C and D.
1930 hrs	Cadets will finish alternating through the breaks.
2000 hrs	Food will arrive and cadets will go on second break.
2030 hrs	Cadets will again alternate through breaks.
2100 hrs	All breaks will be finished and all cadets will be posted

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2200 hrs      Cadets will clear the barricades from the tunnel. All cadets will be dismissed to leave

**Annex A-**

**The Octagon**

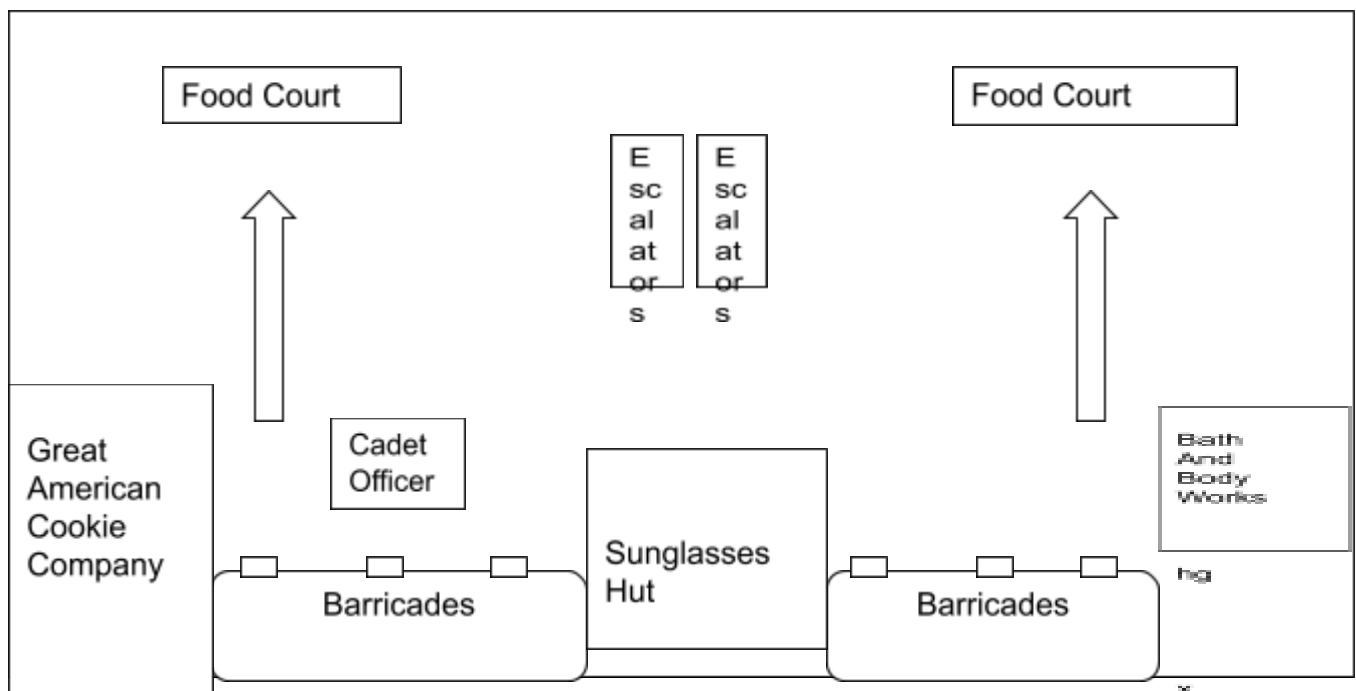


Cadets will be cycled for octagon duty according to who is on break and who has previously been assigned

\*Sixteen cadets will be posted in the octagon at a time. Other cadets will be posted in the halls.

**Annex B-**

**The Common Area**



The following cadets will be posted by the barricades from 1800 hrs until 1900 hrs:

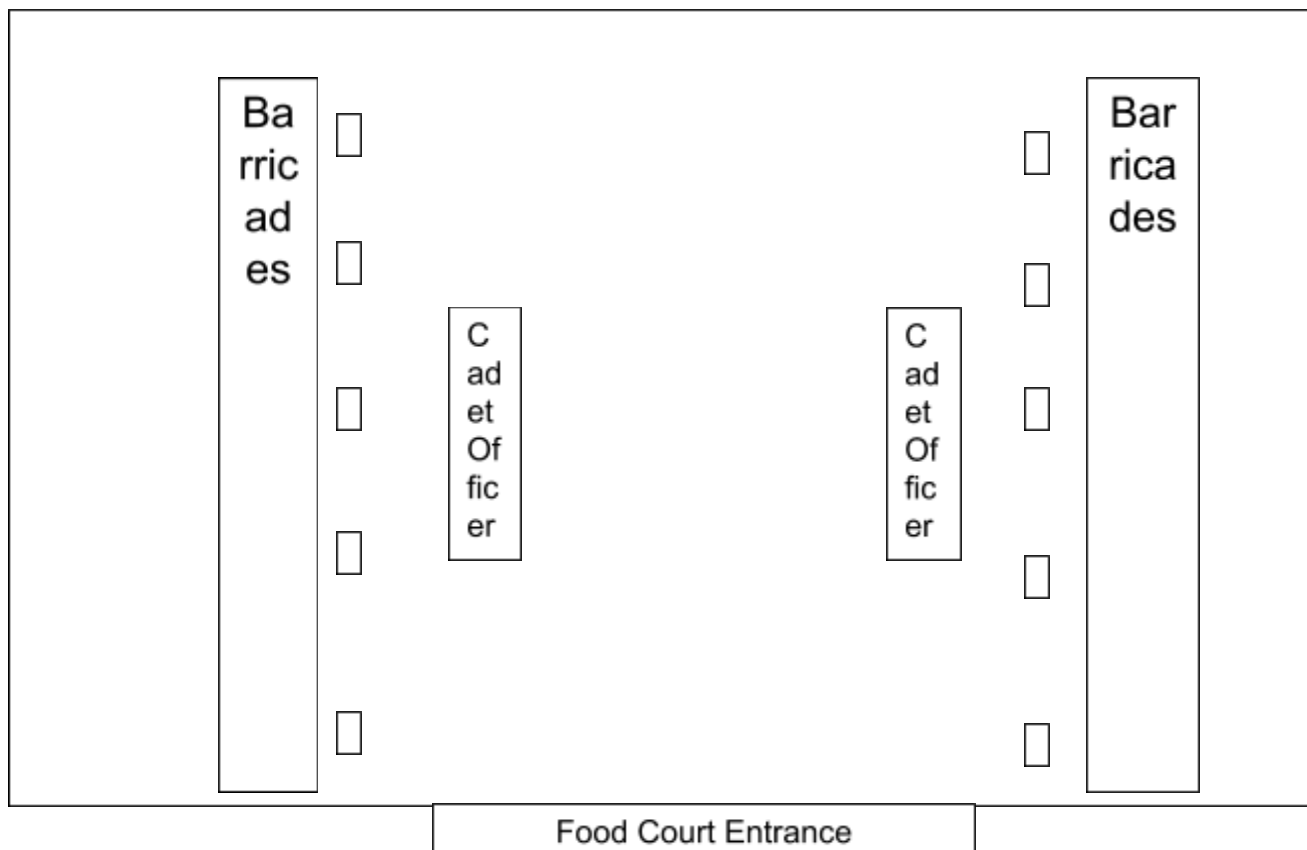
2 Cadet Officers  
6 Cadets

\*One Cadet officer will be posted by the escalators.

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**Annex C-**

**The Tunnel**



Any of the following cadets could be posted outside

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3 Cadet Officers  
18 Cadets

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## **Magical Night of Giving Schedule**

**MNOG Coordinator:** C/MAJ

**Sign-up Sheet-**

<b><u>UPSTAIRS MANAGER</u></b>	<b><u>DOWNSTAIRS AND TUNNEL MANAGER</u></b>
<b><u>UPSTAIRS MEMBERS</u></b>	<b><u>DOWNSTAIRS AND TUNNEL MEMBERS</u></b>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.
11.	11.
12.	12.
13.	13.
14.	14.
15.	15.
16.	16.
17.	17.
18.	18.
19.	19.
20.	20.
21.	21.
22.	22.