

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

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Science Hill High School Topper Mixbook SOP

Summary: This Standard Operating Procedure (SOP) manual provides guidance for the execution of Mixbook creation and orders

Applicability: This SOP applies to all JROTC cadets at Science Hill High School. It covers the events that will take place during Mixbook creation and orders and also tells how to properly execute the events.

Suggested improvements: Send comments and suggested improvements to the S-3.*

Chapter 1

Introduction

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Chapter 2

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Chapter 1-Introduction

- 1-1. Purpose-** The purpose of the Mixbook is to create a Photo Yearbook to provide cadets a memory of the JROTC year.
- 1-2. Preparation-** The Battalion S5 will be given the log-in information to create the Mixbook. Pictures for the Mixbook will be found on the SHHS JROTC Website, as well as in the pictures folder on the S5 computer. The S5 should also have acquired the Mixbooks of previous JROTC school years.
- 1-3. Equipment-** The S5 computer is required in order to access the Mixbook website, as well as the SHHS JROTC Website. Also, the S5 requires access to previous Mixbooks for reference.
- 1-4. Contact –** Anybody wishing to add to the Mixbook should contact the S5 through company folders.

Chapter 2- Execution

- 2-1. Advertising-** After the Mixbook is completed and approved, the Parent Support Association will purchase a 8.5” x 8.5” Classic Square Soft-Cover Book to show cadets. The Parent Support Association will also purchase a 12” x 12” Deluxe Square Hard-Cover to keep a portfolio of all the Mixbooks created by the S5.
- 2-2. Selections-** The S5 should make the following selections available to cadets for purchase: 8.5” x 8.5” Classic Square Soft-Cover Book, 8.5” x 8.5” Square Hard-Cover, and 12” x 12” Deluxe Square Hard-Cover Book. The prices will vary depending on length and amount of pictures used. The mixbook should be affordable and professional.
- 2-3. Purchase-** Once the book is completed and ready for the cadets to purchase, the SAI and AI will show every class period a copy of the book purchased by the Parent Support Association. Cadets that show interest in the book should sign their names on a sheet of paper and receive the Mixbook Order Form. Cadets will fill out the form and return it as well as the correct amount of money to the SAI or AI by the deadline set by the SAI, AI, Parent Support Association, and the S5. From there, the SAI or AI will give the forms and money to the Parent Support Association. Once the Parent Support Association has all necessary items listed above, the Association will purchase the Mixbooks.
- 2-4. Distribution-** Once the Parent Support Association has received the shipment of Mixbooks, the receiver will give the Mixbooks to the SAI or the AI. From there, the S5 will then give these to the SAI or the AI for distribution to the cadets. The SAI or AI will the distribute the Mixbooks accordingly and promptly upon receipt from the S5.

Chapter 3- Related Attachments

3-1. Mixbook Order Form

Name _____

Class Period _____

Book Options

_____ **8.5" x 8.5" Classic Square Soft Cover (price)**

_____ **8.5" x 8.5" Classic Square Hard-Cover (price)**

_____ **12" x 12" Deluxe Square Hard-Cover (price)**