

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: 3/6/2015

---

## **Science Hill High School Tag Day Topper Tag Day SOP**

---

**Summary:** This Standard Operating Procedure (SOP) manual provides guidance for the execution of Tag Day

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

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

---

### **Chapter 1**

#### **Introduction**

	<b>Paragraph</b>	<b>Page</b>
Uniform	1-1	3
Purpose	1-2	3
Preparation	1-3	3

### **Chapter 2**

#### **Arrival/Departure**

	<b>Paragraph</b>	<b>Page</b>
Arriving Area/Time	2-1	3
Formation	2-2	3
Departure/Time	2-3	3

### **Chapter 3**

#### **Execution**

	<b>Paragraph</b>	<b>Page</b>
Group Organization	3-1	3
Uniform	3-2	3
Zone Assignment	3-3	3
Fundraising	3-4	3
Exit	3-5	3

### **Chapter 4**

#### **Interaction with Possible Donators**

	<b>Paragraph</b>	<b>Page</b>
Opening	4-1	4
Direct Interaction	4-2	4

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

**Chapter 5**  
**Diagrams**

**Paragraph**

**Page**

## **Chapter 1-Introduction**

**1-1. Uniform-** The uniform for Tag Day is Class B Dress Blues with no decorations such as ribbons, arcs, cords, or medals.

**1-2. Purpose- fundraiser**

**1-3. Preparation-** Prior to Tag Day, cadets of all teams (drill, exhibition, marksmanship, etc.) must be informed of their required participation in the event. Chaperons to drive the cadets around town need to be found. Chaperons can be support association members or parents/guardians of cadets. There needs to be at least 12 chaperons in total. The a cadet need to always be in contact with the JROTC Support Association in order to be up to date on monetary information.

## **Chapter 2- Arrival/Departure**

**2-1. Arrival Area/Time-** Cadets need to arrive at the drill hall at 0830.

**2-2. Formation-** All cadets are to gather in SFC Cole's classroom, and parents/chaperons of the cadets will gather in COL Johnson's classroom. There, the cadets will be split up into groups of two to three cadets, and then are assigned to a chaperon.

**2-3. Departure/Time-** After collecting donations, cadets need to return to the drill hall and SFC Cole's classroom by 1600. The Support Association will take up the money collected during the event and record the numbers. COL Johnson Col will then dismiss, but it's up to the chaperons to determine when to leave. Rides need to be at the drill hall at 1600.

## **Chapter 3- Execution**

**3-1. Group Organization-** Cadet Groups are organized into sets of two to three. Amount depends on number of chaperons.

**3-2. Uniform-** The uniform is undecorated class B dress blues.

**3-3. Zone Assignment-** Groups of cadets are assigned a specific numbered zone for them to fundraise in. Cadets are not allowed to stray outside of the zone until the event is over.

**3-4. Fundraising-** Fundraising is done by cadets. Cadets will walk up to the houses in their assigned zone. At the houses they will talk to the residents and ask for a donation to SHHS JROTC. After

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

business at the house is completed, cadets will proceed to the next house and go through the same practice.

**3-5. Lunch/Food-** Cadets are responsible for feeding themselves. Cadets should bring their own food. However, they are allowed to go and get food during Tag Day.

#### **Chapter 4- Interaction with Possible Donators**

**4-1. Opening-** When interacting with possible donators, cadets should either politely knock on the client's door or ring the doorbell. If they choose to knock, cadets should never bang or slam on the door.

**4-2. – Direct Interaction-** While talking to the possible donator, cadets should always maintain the utmost respect and politeness.

#### **Chapter 5- Diagrams**

**ALL DIAGRAMS AND MAPS ARE UPDATED DURING THE FIRST SEMESTER OF THE SCHOOL YEAR**