

# **CPO PRIDE DAY 2020**

**Theme: Leadership in Action**

**Slogan: “Looking toward the horizon with Strength,  
Honor, Integrity.”**

**We will discuss the following:**

- Duties and Responsibilities**
- Meeting Dates**

# Duties and Responsibilities

- Secretary
- PAO Committee
- Community Relations Committee
- Merchandise Committee
- Package Sales
- Awards Committee
- Logistics (Venue) Committee
- Logistics (Midway) Committee
- ATFP/Medical Committee
- Competition Committee
- Retired Community Committee
- Command Point of Contact (POC)

## Committee Requirements:

- Must attend at least 50% of meetings with proper communication for absences
- Verified ELF Member
- 10 hours of Volunteer Service
- Must be present during CPO Pride Day Package Distribution & Day Before CPO PD for Setup

# DUTIES AND RESPONSIBILITIES

- ***Secretary***

- Ensures minutes are taken for every meeting and distributed expeditiously to committee members.
- Reserves room for meetings and sends out reminders.
- Responds to emails and collects data from Command POCs in a spreadsheet and emails them the data points on the meetings that will brief the details of the event (last year these meetings were held at the Bob Hope Theater).
- Ensures PPT slides are easy to understand and each committee has completed their portion.

# DUTIES AND RESPONSIBILITIES

- ***PAO Committee***

- Advertise/announce/hype SD CPO PRIDE DAY EVENT and COMRELS on Social Media & word of mouth (Facebook, Instagram, LinkedIn, etc.)
- Brief Command POCs via slides during Command POC meetings.
- Closer to the date of event, will publish news releases through media to advertise event and COMRELS.
- Will collect BIOs from SD CPO Committee members with photo in Blues.
- Will provide deliverables weekly via email/meeting to Chair/Co-Chairs on the hours tracked so far and the plan ahead.

# DUTIES AND RESPONSIBILITIES

- ***Community Relations (COMREL) Committee***
  - Plan, motivate, track, execute 33,000 volunteer hours by 1 SEP 20.
  - Will brief Command POCs via PPT slides during Command POC meetings.
  - Will provide deliverables weekly via email/meeting to Chair/Co-Chairs.

# DUTIES AND RESPONSIBILITIES

- ***Merchandise Committee***
  - In charge of merchandise pick up, packing items together and distribution to Command POCs during scheduled meetings.
  - Works to ensure all receipts are accounted for in order for the package sales team to complete tracking.
  - Will brief Command POCs via PPT slides during Command POC meetings.
  - Will provide deliverables weekly via email/meeting to Chair/Co Chair.

# DUTIES AND RESPONSIBILITIES

- ***Package Sales***

- In charge of all package sales using the automated online system for payment.
- Receipts are required with all information (cash or credit card). Complete all information for each person as ELF is a non-profit and needs to have all the audited documents.
- Tracks all payments and command lists for final items listing for each command POC.
- Verifies payments of all packages to include competitions and coin sales for each command.

# DUTIES AND RESPONSIBILITIES

- ***Awards Committee***

- Will solicit for donation of items like coin holder to raffle off during day of event and provide free advertising for their company (give them a free shout out on social media and day of event).
- ELF in charge of final decision on company and item.
- We will need donations for the competition winners (for example last year we had plaques donated by a local company).
- After Awards Committee gets all the items they will be absorbed the day of the event into Merchandise committee to assist with coin sales etc.
- Guest speaker gift.
- Will brief Command POCs via PPT slides during Command POC meetings.
- Will provide deliverables weekly via email/meeting to Chair/Co Chair.



# DUTIES AND RESPONSIBILITIES

- ***Logistics Venue Committee***

- In charge of the design of the secondary part of the event. If the venue is the same as last year then it will be RUOCCO Park.
- Logistics Venue will design the flow of the venue from tables to stage to port-a-potties, and configuration of Command coin sales and a better flow of the lines.
- Provide space for additional fundraising opportunities for outside vendors to “purchase” a tent area to market their company or for sponsors of the event.
- Brief Command POCs via PPT slides during Command POC meetings.
- Will provide deliverables weekly via email/meeting to Chair/Co Chair.
- Coordinate with AFTP/Competitions for flow of venue
- Coordinate with Catering to ensure all food and other items are scheduled.

# DUTIES AND RESPONSIBILITIES

- ***Logistics Midway Committee***
  - In charge of laying out a design for the USS Midway SD CPO Pride Day 2020.
  - Prep and tape the sections that will be the shape of approved design.
  - Wrangle personnel to fit into the design for drone pictures.
  - Will need bullhorns.
  - Will brief Command POCs via PPT slides during Command POC meetings.
  - Will provide deliverables weekly via email/meeting to Chair/Co Chair.

# DUTIES AND RESPONSIBILITIES

- ***ATFP/MEDICAL Committee***

- In charge of OPSEC from planning phases and meetings through day of event.
- Will meet with civilian security company prior to event.
- Requires a permit to be submitted to park (the Fire Marshal). Need radios (walkie-talkies were borrowed from Region SW, but the radios did not have clips so we had to carry them or put them in our cargo pocket).
- Regarding Medical- need HMs to be prepared for medical emergencies and briefed appropriately well before event.
- ATFP/Medical Committee will be in Red Ball Caps to easily identify.
- Have to be present at USS Midway then when personnel start departing the ship and setting up in the parking lot for the march to Ruocco and also need ATFP/ Medical at midpoint and finally at the end point.
- People that do not have the 2020 t-shirt and package will not be let into the event.
- Will brief Command POCs via PPT slides during Command POC meetings. Will provide deliverables weekly via email/meeting to Chair/Co Chair.

# DUTIES AND RESPONSIBILITIES

- ***Competitions Committee***

- In charge of communicating expectations to Command POCs who choose to participate in the following competitions:
  - Cadence (Large, Small, Shore, Sea)
  - Coin
  - Guidon
  - Vessel
- Rules have to be clear and concise, no props and good taste. 2 MCs event at Ruocco Park.
- Requires 9-12 judges outside SD CPO Pride Day Committee who are fair and equitable (last year we chose CPO/SCPO/MCPO) and who have already paid for their own package.
- We had over 30 commands participate last year so we will need at least the number of competition participants and for the rest of the commands that do not participate to hold their Guidon as they get charge books signed and eat, etc.
- Will brief Command POCs via PPT slides during Command POC meetings.
- Will provide deliverables weekly via email/meeting to Chair/Co Chair.

# DUTIES AND RESPONSIBILITIES

- ***Retired Community Committee***
  - In charge of passing the word to retired CPOs and getting to the event.
  - Will brief Command POCs via PPT slides during Command POC meetings.
  - Will provide deliverables weekly via email/meeting to Chair/Co Chair.

# DUTIES AND RESPONSIBILITIES

- ***Command Point of Contact (POC)***
  - In charge of passing information to command CPOs and ensuring all CPOs/Selectees are properly registered.
  - Communicates upcoming COMRELs for all personnel to participate.
  - Ensures Package lists for command are complete and picks up items for command distribution.

# Committee Meeting Dates/Locations

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
MAR 10	1200-1300	TSC Auditorium, Bldg 3291 3976 Norman Scott Road
APR 14	1200-1300	Axelson Classroom
MAY 12	1200-1300	Axelson Classroom
JUN 9	1200-1300	Axelson Classroom
JUN 30	1200-1300	Axelson Classroom
JUL 14	1200-1300	Dietz Tech Center
JUL 28	1200-1300	Axelson Classroom
AUG 4	1200-1300	Axelson Classroom
AUG 11	1200-1300	Axelson Classroom
AUG 18	1200-1300	Axelson Classroom
AUG 25	1200-1300	Axelson Classroom

**Axelson** and **Dietz** classrooms are located at the Pacific Beacon located on the 32<sup>nd</sup> Street, Dry Side.  
[3705 Norman Scott Road, San Diego, CA 92136](https://www.google.com/maps/place/3705+Norman+Scott+Road,+San+Diego,+CA+92136/@32.7444444,-117.1555556,15z)

**\*\*Additional meetings will be added as needed.\*\***

# Command POC Meeting Dates

## POC MEETINGS DAYS:

TSC Auditorium, Bldg 3291, 3976 Norman Scott Road, 32<sup>nd</sup> St, Dry Side.

<u>DATE</u>	<u>TIME</u>	
APR 21	1200-1300	FIRST POC MEETING
MAY 19	1200-1300	POC MEETING
JUN 16	1200-1300	POC MEETING
JUL 21	1200-1300	POC MEETING
AUG 4	1200-1300	COMMITTEE/POC MEETING
AUG 18	1200-1300	COMMITTEE/POC MEETING

**\*\*Additional meetings will be added as needed.\*\***

## ANTICIPATED MERCHANDISE DISTRIBUTION DAYS

**Axelson** classroom is located at the Pacific Beacon located on the 32<sup>nd</sup> Street, Dry Side.

[3705 Norman Scott Road, San Diego, CA 92136](#)

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
AUG 26	0800-1600	Axelson Classroom
AUG 27	0800-1600	Axelson Classroom
AUG 28	0800-1600	Axelson Classroom



Questions?