

SHS JROTC Parking Detail Reference Guide

The purpose of this document is to provide general guidance about the parking detail process for home games during the football season. If you are volunteering, thank you for the support! Below is the information you need in order to know where to check-in and what your duties will be during your volunteer time.

Sign Up

Sign up via the SHS JROTC Booster Club website. You will see the link(s) for parking detail.

Volunteers are to report to the gate where they signed up to work. The time for them to report is on the sign-up list, which currently states 5:00 p.m., and the gate locations are listed below.

The gate POCs (point of contact) are to report at 4:30 p.m. in the JROTC classroom.

The Booster volunteer/board member assigned to pick up the pizzas should arrive at 4:00 p.m. in the JROTC classroom.

Primary Areas of Operations

Alpha Gate: Main Entrance Jeff Road.

Bravo Gate: Morning Drop-off Entrance Ford Chapel Road – Cadets handle this gate.

Charlie Gate: 9th grade academy Ford Chapel Road.

Crosswalk: Ford Chapel Road.

Setup

For all home games the JROTC Booster Club provides pizza for the cadets that volunteer to work parking detail. This generally is about 4:00 p.m. Please coordinate with the SAI/AI (Senior Army Instructor/Army Instructor) in charge.

Change is provided by the school via the SAI/AI. Each gate POC will be provided change during the setup period and will receive the change when they report to the JROTC classroom.

Each POC will collect a radio, aprons, safety vests, and flashlights for volunteers arriving to their designated gate.

Monies are collected at Alpha gate and Charlie gate, Bravo gate is parking for the visiting players, coaches, and band. No monies are collected at bravo gate.

Crosswalk

The boosters may work the crosswalk, but usually a sheriff's deputy's presence is there to keep traffic speed down. There should be at least 2 volunteers to work the entire shift, provided there is a sign-up area on the sign-up link for crosswalk duty.

Cash

Cadets are not allowed to handle cash.

The gate POC will provide change upon arrival to the designated gate.

Upon completion of the shift, give all cash and supplies to the gate POC.

Gate POC is to return to the JROTC classroom for the count process.

Funds are relinquished to the SAI/AI for receipt by SHS bookkeepers.

Note: Money collected from Alpha Gate and Charlie Gate cannot be combined. If you relocate from one gate to another, leave the funds with the POC of the relative gate. You are to obtain change from the POC of the gate you are relocating to.

Additional Change

Additional change is provided by the SAI/AI. The gate POC will need to monitor the level of change throughout the night. Notify the SAI/AI prior to running out of change via radio. Change is secured and it takes a few minutes to retrieve from the office.

Who does not pay?

JROTC Booster Volunteers

Band Students

Cheerleaders

Madison county Employees: Teachers/administrators will present their badge. If not, ask to see it. If they are unable to provide a badge they must pay the parking fee.

Dignitaries/Special Guests: The SAI/AI will provide a list or the names of special guests that don't have to pay the parking fee. It's good practice to check with them prior to each game.

Drop-Offs: Many parents elect to drop off their students. A turnaround point is designated please allow them to drop off.

Who does pay?

Everybody with the exception of the aforementioned. Should any individual elect not to pay, they should be directed to the turnaround point to exit the parking lot.