

## Hawk Battalion (JROTC) Support Request Form (Ver. 20241115)

Please fill in the below form and provide it to the JROTC Dept. a minimum of 10 school days prior to the event taking place.

- 1. Who:** Who is being served? (Community, School, District, etc.) Be as specific as possible. Who is the point of contact (POC) and the best way to reach them? Please provide a primary and alternate means of contact.
- 2. What:** What is the name of the Event? What is the purpose of the event (Define it)? If the event takes place over multiple days please state the intent of each day (i.e., Day 1 PBIS- Elementary School, Day 2 PBIS- Middle School, etc.)
- 3. Where:** Where will the event be located at? Is it already coordinated and requested or does JROTC need to do that?
- 4. When:** When will the event take place (Date, Start time and End time)? Will the event take place over multiple days?
- 5. Why:** We need something along the lines of the event Purpose or Vision. (i.e., Provide community connection and build external support for the education of the Hawk children through a fun interactive event).
- 6. Special Instructions:** This is where you provide supplemental instructions such as no students under the age of 14, or JROTC uniforms are preferred or VIPs that may be involved. Please be as detailed a possible.

Please return this form via email or printed copy to the Central High School Main Office.

Attention: JROTC Dept.

Email (Please email/cc both): [gengland@talbot.k12.ga.us](mailto:gengland@talbot.k12.ga.us)      [raltizer@talbot.k12.ga.us](mailto:raltizer@talbot.k12.ga.us)

Phone: (706) 665-3562 (Please call if you have questions or need to verify cadet availability, but all requests must eventually be in writing for cadet planning purposes).

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