



31 March 2008

TAG DAYS SPRING 2008

Dear Parents and Guardians:

Tag Days are the main fundraising event conducted by the Navy League at the Branch level that allows us to continue providing the programs we offer in the Sea Cadet movement. The Ottawa Branch is finalizing plans for two Tag Days this Spring – **Saturday 12 April and Saturday 10 May**. However, the support of the Cadets and sufficient volunteers to drive and supervise them remains critical to the success of this drive. This letter seeks your support of the Spring Tag Days.

Given the demands that Tag Days place on the Cadets and their families, and the marginal additional return on the effort of a second day, the Ottawa Branch decided to continue to focus on a successful single Tag Day event at a time. While the first Tag Day in April is again fast approaching, we hope to incorporate many of the lessons learned from the program last Fall. In particular for the parents, this will include more information on the sites and the plan for the day being made available in advance of the event, our initial attempt to pre-assign sites and teams to the extent possible, and enhanced efforts towards encouraging volunteers to assist for the full day.

Arrangements for the sites we can use on both dates are already in progress. Final planning for the 12th of April will take place as follows:

- Wed 2 April - The list of Tag sites (confirmed or pending) and volunteer instructions will be posted on the Branch web site. The site list will be updated regularly as confirmations come in and sites are allocated – so check it frequently.
- Thu 3 April – Start accepting names of volunteers, particulars of their availability and, if known, their Tag site preferences. This will be mostly by email. Those volunteers (or combination of driver and volunteers) that are available for the whole day will be allocated their preferences on a first come first served basis.
- Weekend 5 & 6 April – Corps call out if more drivers/supervisors needed.
- Tue 8 April – Last day for Tag site confirmations and close off list. Meeting of Branch planners at FALKLAND to review remaining team requirements and the plan for the day.
- Wed 9 Apr – complete allocation of remaining sites to part day volunteers
- Thu 10 Apr – Key planners to meet to review number of vehicles/escorts confirmed, prioritize sites not yet allocated.
- Fri 11 Apr – Post final pre-assigned site allocations, team compositions and the plan for the day on the branch website.

On Saturday the 12th of April, the Cadets are to arrive at Dow's Lake by 8:30 AM. It will still be necessary to complete proper volunteer/team registrations, issue final instructions,



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and provide Tag Day supplies **BEFORE** departure to the sites. Canvassing at sites will start as of 10AM and continue to not later than 4PM. The name of the Tag Day prize winner will be drawn prior to secure.

While it is appreciated that this first Tag Day is fast approaching, it is hoped our revised approach will expedite the final planning and coordination needed. There will likely be much still to be resolved at the start of the day, and recent problems with the Drill Deck availability will make that challenging again. However, with the start of advance team assignments where possible, and your continued support of this critical fundraising day, we are confident it will prove successful. This will in turn ensure we can make the next Tag Day even more efficient.

Please give support of our Tag Day on the 12th of April your urgent consideration. The Branch Executive looks forward to meeting as many of you as possible.

Yours sincerely,

Crystal L. Payne (Mrs.)
President