



2019 RECRUITER'S GUIDE

Recognition Ceremony: May 8, 2019
EJ Thomas Hall
198 Hill St
Akron, Ohio 44304

Check- In	5:00 – 6:00 p.m.
Welcome Reception & Service Support Programs	5:00 – 6:00 p.m.
Recognition Ceremony	6:00 – 8:30 p.m.

The Northeast Ohio Foundation for Patriotism, (NEOPAT), is a non-profit, 501(c)3 organization which was created to honor patriots who serve, or have served, in the armed forces by working to minimize the sacrifices the soldiers and their families endure. Furthermore, NEOPAT is dedicated to promoting patriotic acts that will deepen the sense of patriotism locally. Our Community Salutes is an annual event to recognize the young men and women who have agreed to enlist in the armed forces and thank them for their willingness to serve our Nation in arms.

Who Is Invited: Our intent is to invite each enlisting senior along with their immediate family members.

- When parents are not present in the home, other guardians, adult relatives or teachers may be invited.
- Boy / Girl friends are not invited; however, fiancés may be invited.
- Family members in the military are encouraged to attend and wear a Service uniform

Funding: There is no cost for the guests to attend this program.





Media: We will be submitting press releases to all major media outlets as well as local newspapers and magazines. Please let us know of any enlistees with special interest stories that may make sense to highlight.

EVENTS AND PROGRAMS – MAY 8

Check- In: EJ Thomas Hall - Robertson Lobby from 5:00 – 6:00 p.m.

Check-In is required for all guests. Check-In tables will be established for each Service as well as a combined table for Mayors, Counselors, Sponsors and Special Guests. Upon check-in, students and guests will receive their nametags and a packet with a program and Congressional Record. DO NOT ASK ENLISTEES TO COME EARLIER THAN 5:00 p.m.

Welcome Reception & Community Support Program: EJ Thomas Hall - Goodrich Lobby from 5:00 – 6:00 p.m.

A catered reception will allow these special young Americans, their parents and invited guests the opportunity to talk and share in the magic of the celebration. Additionally, Service Support Programs will be present to provide enlisting seniors and parents information.

Recognition Ceremony: EJ Thomas Hall from 6:00 – 8:30 p.m.

Each enlisting senior will be individually recognized with distinction as they cross the stage and are welcomed by a General Officer, Admiral or senior official from their Service. Enlistees will be asked to sing their Service Song as a group on stage.





SERVICE PARTICIPATION

We invite all Services to participate in the Our Community Salutes event in the following ways:

- 1 – Services are asked to set up and run a check-in table and distribute nametags. The size of your enlisting class will determine if you need additional personnel on site to assist with registration and the evenings activities. Please have your set-up team arrive promptly at 4:30 p.m. for a meeting with our committee. Please do NOT ask enlistees to arrive before 5:00 PM!
- 2 – Services are asked to seat their participating seniors in alphabetical order for the recognition ceremony.
- 3 – Services are asked to provide a reader to read the names of their enlisting seniors as they cross the stage.
- 5- Services are asked to have a senior official on site to congratulate the enlistees and hand them a challenge coin, provided by NEOPAT, during the ceremony.

Representative Recruiters and their spouses are invited to attend. All service members are asked to be in their dress uniform.

DATA REQUIREMENTS

The Our Community Salutes program relies heavily on the data provided by you, the Recruiter. Please know that we value your time and have taken strides to simplify the data collection process for 2019. Please submit your enlistee information as soon as possible and take care in providing accurate details and punctuation using the excel spreadsheet that was sent to you.

We at NEOPAT would like to thank you for your time and attention to detail in providing enlistee details and updates.



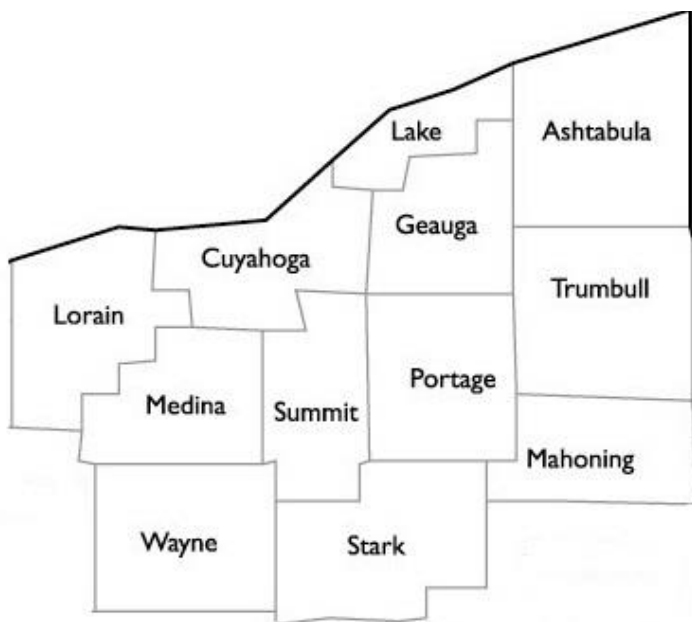


OUR
Community 
Salutes
PRESENTS

ZONE OF COVERAGE

The zone of coverage is important to ensure we include every enlisting senior from the same schools. Our intent is to invite seniors from public, private, charter, online and home schools from the following Northeast Ohio's counties; Cuyahoga, Lorain, Lake, Geauga, Ashtabula, Medina, Summit, Portage, Trumbull, Mahoning, Wayne and Stark.

We recognize each Service has varying recruiting zones that may go outside of the following counties. In those cases, please contact us with any concerns.





DEADLINES:

- Service Rosters: Please submit all enlistee data by Friday, April 5, 2019
- Student RSVPs: Student and their guests are asked to RSVP no later than April 24, 2019

Please note enlistee names added after April 5, although invited, will not be included in the Congressional Record. Names submitted after April 24th will not be in the printed program.

SUPPORT MATERIALS AVAILABLE:

- 1 – Announcement Flyer: An electronic flyer is available on the website under the RECRUITER section which contains all of the pertinent event details. We will also provide you with hard copies of this flyer upon request.
- 2 – Invitations: Invitations will be sent to the enlistees and their families via email. Hard copies will be sent when emails are not available. Please provide valid email addresses for all students. We will send invitations weekly via email starting April 2nd as names are collected.
- 3 – Congressional Record: Each student will receive a printed Congressional Record entry which lists each senior’s name and home town, by Service, and commending them for their decision to serve our Nation. The cut off for enlistee data for the Congressional Record is April 5, 2019.

Information shared with NEOPAT in regards to the Our Community Salutes event is not shared with any other Services or any other sources. The online database used to distribute invitations is on a secure server and only accessible by the Our Community Salutes team.

If you have any questions, please feel free to contact Lindsay Busch, 330-283-4897, lindsay_busch@sbcglobal.net or Debra Sherman, 330-256-8704, debra@debrasherman.com.

