**How to be a POC – 2017 Edition**

Created by P. Boucher - 2017

Congratulations, if you are reading this you have been chose as a Point of Contact (POC), and trusted to run an event and represent JROTC. There are several steps to ensure a smoothly ran event.

1. Create a Signup Sheet: Go to the unit website, [www.casarobleafjrotc.weebly.com](http://www.casarobleafjrotc.weebly.com), to download a signup sheet template, then modify it with your own event information. Or, create your own in Microsoft Word, being sure to input Names, Times, Dates, and signups for multiple shifts (if applicable). Be sure to include an event description, which will better help you later in the process.
2. Advertise the Event: There are many ways to do this. In addition to just having the event on the board, you can also – Ask Sgt/Colonel to announce it to the classes, put an announcement about it in the information box to have it written on the board, go into classes to recruit people yourself, or anything else you can think of.
3. Report to an Instructor: In the days leading up to your event, report to the ASI/SASI with all of your event and signup information, and ask what needs to be done prior to the event. If applicable, read any past AAR’s from this event, which should help you in this process.
4. Attend the Event: One of the most important parts of being a POC is attending the event yourself. On arrival (always be the first one to arrive at your event), be sure and account for all cadets and their times In and Out. If there is a photographer, ensure they are able to take pictures of cadets-in-action, Aka when they are working, helping someone, or a still group picture. Ensure you meet with the advisor there, and be sure to work just as hard as your cadets. LEAD BY EXAMPLE.
5. After the Event: Collect all of your paperwork, and begin writing your After Action Report (AAR). To write an AAR, you will need to write – A summary of the event, Positive Comments, Negative Comments, Would Recommend for next POC, and a Would Not Recommend for Next POC section. Attach any documents, i.e. timesheets, event flyers, etc. to the AAR and deliver it into the AAR Box in the Staff room. Remember, the AAR’s purpose is to instruct the next POC on how to do the job better next time.