

**UNITED STATES POWER SQUADRONS**  
**DISTRICT 9**  
**STANDARD OPERATING PROCEDURE**

Title:

**DISTRICT PARADE CHAIRMAN**

No. **39**

Date Created: 25 Mar 2000

Revised:

Purpose: To setup and coordinate the D/9 United States Coast Guard Parade entry held in Grand Haven, MI the first weekend in august each year.

1. Obtain the entry forms required and submit them to the USCG Festival.
2. Create hand-outs and letters and distribute them to all squadrons and members of D/9 by the spring conference.
3. Operate within budget.
4. Maintain the parade items inventory, make repairs and additions as necessary.
5. Prepare and submit reports on the event to the D/9 Executive Officer (expense reports, merit mark recommendations, summary of events).
6. Keep the D/9 Bridge appraised of your progress.
7. Update information on the D/9 web site.

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**SOP 39 HISTORY:**

CREATED : 25 Mar 2000

REVISED: