

## WSHS TAG DAY DRIVER INSTRUCTIONS

1. Welcome to Tag Day! Thank you for checking in. You have been given the **FCPS Field Trip Driver's License and Vehicle Insurance Information** form. Please complete and sign this as soon as you receive it, if you haven't done so already. You have also been given a **Team Registration Card (Card Stock)**. Please complete the driver information while waiting for students to arrive. Complete the student information only after teams are finalized. Teams will have 2 or 4 students. The form and card will be collected when you pick up your route.
2. You will be issued your **Route**. Your packet will include the following:
  - a. **Route map**: Become familiar with your route shown on the map on the back of these instructions. Each house on your route is indicated by a small red dot on the map. Usually, routes include houses on both sides of each street. Please **do not bend or write on maps, sleeves, or Tyvek bags**—they will be reused!
  - b. **Route summary sheet**: Use this form to record collections and any notes pertaining to your route (eg. Do not Tag House # on street XXX). You will turn this in upon return.
  - c. **Collection bag**: Use this to store cash and checks collected by your students.
  - d. **"Tag" post—its**: These are the "TAGs" that students will provide to contributors, or place on doors if the occupant does not answer, or if you are in a "tag-only" mode. Every house gets a Tag- unless the resident refuses.
  - e. **Do not visit list**:: If you have houses that you should not visit or tag, they will be on the back of your map.
  - f. **OFFICIAL TAG DAY VEHICLE sign and streamers**: Attach to your vehicle window and antenna to be official and attract attention!
3. Students will enter the auditorium and look for an available driver. Please sit next to the aisle and keep yourself visible until students join your team. You should have either 2 or 4 students. At the end of the briefing, some teams may be adjusted before they are finalized.
4. Please ensure your registration card is complete (including your cell number and your student names), and sign it. The registration card will be collected when you pick up your route.
5. Ensure your students are familiar with the student instructions on the **student route card**, which is a laminated sheet issued to each pair of students. Please practice the student script with your students.
6. Driving to/from your route, ensure all students wear seat belts. While the students are walking, drive slowly along with them, keeping them in sight at all times.
7. Once you complete your first route please return to school to turn in your donations. If wearing uniforms, students will proceed to the uniform room and turn in their uniforms and put on Tag Day T-shirts. You all will then have lunch and receive your second route assignment.
8. Knock on as many doors as possible—that is how we get the most donations! However, if you reach a point where you will not be able to finish the route knocking on doors, finish the route in a "tag-only" mode, placing the "TAG" forms on the doors.
10. Discontinue tagging at **3:00 pm**. Please note on your route summary sheet what portion of the route you finished as "tag-only" because of lack of time and any other comments. You will proceed to the Sports Lobby; your students will proceed to the uniform room and turn in their T-shirts. (if wearing uniforms)
11. **Grab 2 Bottles of Water** per volunteer before leaving for your route.
12. You will turn in your cash and checks at Station 1 and your remaining supplies at Station 2. You will pick up your new route at Station 2 after lunch.

**We hope to see you next year!**

IN CASE OF EMERGENCY, CALL THE BAND ROOM AT (703) 913-3931