



## **Organization Planning for WAVE**

### **I. Administrative Duties**

### **II. Public Relations**

### **III. Veteran Outreach**

### **IV. Shore Side**

- A. Pre-Event
- B. Event
- C. Post-Event

### **V. The Cruise**

### **VI. Food Service**

### **I. Administrative Duties**

- ☐ The Administrator shall act as Chairman of the WAVE Committee.
- ☐ Initial letter - All prospective clubs should be notified by mail of an organizational meeting. This letter (see example A) should list the minimum requirements for participation in WAVE. Boats, funds, in-kind donations, equipment, and volunteer staff (pre-event, event and post-event). This letter should be returned, signed by the appropriate yacht club official, at the designated meeting
- ☐ At the initial meeting, collect signed agreements. Set date and location of event. Assign sub-committee heads (It is best that a single yacht club handle the coordination of the Public Relations, the Sail and Food Service.) Discuss fixed expenses (WAVE burgees and memento caps are marketed by FCA Ship's Store at a discount) - order as determined by the committee. Set date for next meeting.
- ☐ Create fund raising packet. Letter of Solicitation (see example B.) Summary of WAVE's history and purpose, as well as adoption and promotion by Florida Commodores Association with articles and photos from past successful events (see examples C and *J-Pensacola News Journal; The Sun*); FCA Foundation tri-fold for tax free donations (see example E)
- ☐ Liability Insurance - Print Liability Disclaimer forms that are to be signed by EVERY participant: skipper; crew, veterans and their guests, and ALL volunteers (see example F)

### **Administrative Duties** *(continued)*

- ☐ Arrange for Color Guard, speaker for Opening Ceremony and entertainment.
- ☐ Call post-event meeting.
- ☐ Send Thank You Letters to sponsors and supporters (see example M)

### **II. Public Relations**

- ☐ Create promotional flyer (see example G), and arrange for posting on the FCA Website.
- ☐ Contact local military bases and public affairs facilities, requesting: internet posting and publication notification; active duty volunteers to act as "boat buddies" for personal transport and stability on the Sail as needed.
- ☐ Establish media coverage: TV; radio; local newspapers and "rags".
- ☐ Publish event program, with listing of support (see example H).

### **III. Veteran Outreach**

- ☐ Create Veteran Registration form and arrange for posting on the FCA Website (see example I).
- ☐ Distribute, with the flyer at all possible veteran organizations, clinics, and businesses likely to be frequented by veterans.
- ☐ Create a detailed data base for event check in, emergency contact, and event records.

### **IV. Shore Side**

- ☐ Pre-Event
  - ◆ Create a Volunteer Sign-up Sheet (see example J) to be posted at each participating yacht club.
  - ◆ Create a detailed database to be used at check-in.
  - ◆ Assign specific tasks according to Event Task Analysis and Assignment Form (see example K). b. Event: Complete specific tasks as listed in example K.
- ☐ Post Event: Complete specific tasks as listed. (See example K1 and K2)

## **V. The Cruise**

- ☐ Create Boat Sign-up Form, and arrange for distribution to participating yacht clubs (see example L).
- ☐ Pre-event Skipper's Meeting. Should be attended by all skippers, crew if possible, volunteer dock workers. Burgees should be distributed, Liability Disclaimer forms signed by all in attendance, *and* slip assignments made.

## **VI. Food Service**

- ☐ Menu--"finger food": Regatta Dogs (aka Yacht Club hot dogs); potato chips; "sailing chips" (fresh baked chocolate chip cookies, reminiscent of 'care packages' from home. Source: Pillsbury cookie dough.)
- ☐ Purchase and deliver food, beverages, paper supplies, pre-baked cookies.
- ☐ Cook and serve lunch
- ☐ The host yacht club should provide coolers and ice for beverages.



## **Suggested Schedule and Checklist**

Each Chair will adapt their own schedule. A month-by-month "key date" is very helpful as a way to spread out the work load and ensure that all bases are covered.

### **One Year Before Event**

- ☐ Review this year's WAVE. Next year's rep meets and debrief their observations. Choose date. Coordinate, coordinate and COORDINATE.

### **11 Months Before Event**

- ☐ Solicit committee members
- ☐ Hold preliminary meeting of responsibility area chairs
- ☐ Begin matching people with responsibilities
- ☐ Ensure your organization's calendar remains free for the WAVE Chair introduces host to event's web liaison
- ☐ Consider holding several fund raisers over winter and early spring to help defray expenses

### **10 Months Before Event**

- ☐ Check status of insurance. Ensure current coverage with Regatta Liability Insurance, and if Borrowed Boat insurance is needed, arrange for it. If your organization has purchased US SAILING's Burgee program, all insurance is provided. Otherwise go to: <http://www.ussailing.org/membership/insurance/>
- ☐ Review last year's budget (if available) and prepare a preliminary budget.
- ☐ The Chair is responsible for creating and/or reviewing the notice, advertisements, and flyers
- ☐ Post on FCA's website by January. Ensure there is a clearly marked posting date. Put a link up from the host site to the event notice.

### **9 Months Before Event**

- ☐ Research and follow up leads for local sponsorship
- ☐ Confirm your committee members
- ☐ Prepare a "media plan" to show sponsors how the event will give them visibility.
- ☐ Offer free "ads" in the program in exchange for sponsorship or sell ad space to finance your WAVE.
- ☐ Raise awareness among club members about the upcoming WAVE, soliciting and encouraging volunteers.



## **8 Months Before Event**

- ☐ See if you need an Event Permit from the U.S. Coast Guard. Go to the Waterways Management for your sector of the Coast Guard District in which you are located. The first place to look is the USCG District Website for your CG District and determine which sector you are in. Depending on where you are, you may be able to fill out the application on-line.

## **7 Months Before Event**

- ☐ Hold conference call with FCA WAVE Chair, and all your committee chairs to answer questions and confirm details.
- ☐ Continue to work on sponsorship.

## **6 Months Before Event**

- ☐ Send preliminary budget to host Yacht Club no later than March 31. That will trigger the first sponsorship check.
- ☐ Prepare for online registration: what will be required - dates, travel plans, T-shirt sizes, etc.

## **5 Months Before Event**

- ☐ Review Safety/ Risk Management requirements
- ☐ Formalize parking, trailering, and wet slip plans
- ☐ Prepare necessary paperwork for posting/ downloading to registrants
- ☐ Develop a bad-weather plan- what will we do in event of rain, no wind, etc.

## **4 Months Before Event**

- ☐ Select your registrar- this is the second most important position after the WAVE chair. Make sure they have high speed internet and are very computer savvy. The registrar will be providing reports to the rest of the committee.
- ☐ Update budget
- ☐ Invite next year's host to your event. They should stay with you if possible.

## **12 Weeks Before Event**

- ☐ Select T-shirts, giveaways, keepers.
- ☐ Meet with committees to finalize budget, including food, entertainment and recognition
- ☐ Confirm entertainment plans, including bad-weather plans
- ☐ Identify your PR liaison and coordinate press coverage.
- ☐ Prepare a welcome letter outlining key information they will need to plan. This is especially important for veterans with support animals and juniors.

## **11 Weeks Before Event**

- ☐ Confirm WAVE Fleet Captain and boat needs
- ☐ Update host website with dress code, updated event schedules

## **10 Weeks Before Event**

- ☐ Finalize committee responsibilities.
- ☐ Conduct any training you believe is required.
- ☐ Put a link up from the host site to the online registration form.

## **9 Weeks Before Event**

- ☐ Make sure that you have located all the materials/ boats needed for the WAVE.
- ☐ Confirm that all Safety/ Risk Management issues are in place.

## **8 Weeks Before Event**

- ☐ Determine how WAVE committee and Skippers will communicate with each other and with host HQ
- ☐ Post preliminary schedule of events on host webpage
- ☐ Get logos, ads, etc. from sponsors to include in program

**Note:** Remain aware of any contractual agreements with sponsors. Have them sign off on any program or shirt design and to ensure that the correct and current logos are in place and of the right dimensions. The sponsor logo and official title of the WAVE must be on all giveaways. It can take up to a week to get sign off on a shirt or program. Be sure to factor in sufficient time to get the design in, approved, possibly changed, and finalized into your schedule. Experience tell us that a last minute rush causes unnecessary stress on all parties

## **7 Weeks Before Event**

- ☐ Post typical local sailing conditions on host webpage
- ☐ Order T-shirts, giveaways, keepers
- ☐ Request letters from commodore, and other personage
- ☐ Prepare program

## **6 Weeks Before Event**

- ☐ Put a link up from the host site to the forms housed on FCA's website. Prepare a news release to send out and for posting on its homepage Review WAVE Committees sheet and make sure everything is in place: Grounds, parking, radios, safety boats ....

## **5 Weeks Before Event**

- ☐ Confirm venues for evening entertainment, menus
- ☐ Confirm matching of sailors and boats. Insure proper number life jackets

## **4 Weeks Before Event**

- ☐ Post WAVE sailing instructions on host website.

### **3 Weeks Before**

- ☐ Check that all recognition and other materials have arrived.
- ☐ Make sure computer equipment is organized, including AV, digital camera, etc.
- ☐ Identify registration area. Make sure there are enough outlets, phone jacks
- ☐ Confirm all food and drink orders
- ☐ Send confirmation postcards to WAVE volunteers and veterans.
- ☐ Determine if you want to send an e-mail too.
- ☐ Provide final head count to host personnel

### **2 Weeks Before Event**

- ☐ Send approved program to printer
- ☐ Finalize plans. If possible, e-mail each skipper to confirm time, and contact information
- ☐ Coordinate with local EMS of event and # participants and prepare a medical boat
- ☐ Determine where copies of the registration materials will be stored on shore for easy access during the WAVE

### **1 Week Before Event**

- ☐ Double-check all event schedules, menus, food/drink orders, photographers? Press boats?
- ☐ Confirm that FCA, host Club will be updated by end of day with photos and video
- ☐ Recognition, banners, T-Shirts, programs and give award displayed?
- ☐ Check adequate supplies of water have been ordered
- ☐ Ensure the commodore etc. has been confirmed for any ceremony.

### **Day Before Event**

- ☐ Ensure that everything is in place for docking of boats and enough staff be on hand
- ☐ Is your PR volunteer ready to write reports and e-mail them to press?
- ☐ Set up registration area, including WAVE burgees and sponsor banners
- ☐ Confirm with volunteers
- ☐ Hold final Q & A for volunteers
- ☐ Distribute support boat flags, banners
- ☐ Ensure that all Coast Guard requirements are met on all support boats
- ☐ Provide all parties with emergency frequencies/phone numbers and other related materials
- ☐ Ensure that medical boat has supplies and medical information
- ☐ Support boats fueled? Radios on board?
- ☐ Space ready for lunch preparation? Adequate supplies of water?

### **During the WAVE**

- ☐ PR person - Email the report by 7PM.
- ☐ Photographer- Upload the day's photographs to the host website
- ☐ Finalize recognition ceremony agenda

## **Afterward**

- ☐ Review host responsibilities with next year's chair
- ☐ Hold final responsibility area chair meeting/fun social gathering to debrief and celebrate; send all constructive comments to FCA.
- ☐ Close accounting with host club.
- ☐ Consider sending a report to sponsors with photographs and press clippings showing how they were featured during the event and include a thank-you note or framed photograph.
- ☐ Any other "loose ends"? Put your feet up and RELAX !!

Example A



***Wounded American Veteran Event***

(Date)

(Yacht Club Name)

(Address 1)

(Address 2)

Dear Commodore (Name),

We are planning a W.A.V.E. (Wounded American Veteran Event) to be held at (location) on (date) (rain date). See enclosed for more information.

We are seeking local yacht clubs to share in this project would expect participating clubs to provide three of the following”

- Boats
- Funds
- In-kind donations
- Equipment
- Volunteer staff (pre-event, event, post-event)

Prior to our first meeting, you are asked to discuss with your board and membership the level of support your club is willing to commit to this project for wounded veterans.

Each participating yacht club's burgee will decorate our commemorative "fleet" burgee, and be included in the program. All event publicity will give credit to all participating clubs.

If your club is willing to be a part of this event, please sign the bottom portion of this document and return it to me by (date.)

***Signed***

(Chair Name)

(Chair contact information)

I hereby pledge my yacht club to provide the required level of support for the W.A.V.E.

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Commodore

---

Yacht Club

---

Date

Example B



## ***Wounded American Veteran Event***

(Date)

Dear Community Leader / Business Owner:

On (date) (rain date), we are planning a Wounded American Veterans Event (WAVE) in (community name). This is an opportunity for our community to join forces for a unique "thank you" to honor our local wounded veterans.

We are hopeful that you will want to be a part of this all volunteer celebration.

The WAVE "Day on the (name of body of water)" will feature a two-hour ride for these special veterans and an adult guest aboard a fleet of sail and power boats provided by members of (participating clubs.)

In addition to traditional opening ceremonies with a military color guard, the WAVE will provide a complimentary lunch, beverages, and entertainment shore side for all attendees. Veterans will receive a commemorative WAVE cap as well.

We sincerely hope we can count on you to support this community effort to thank members of our military who have given so much to their country. A representative from the WAVE Committee will be calling on you to discuss your possible financial support for our event. WAVE is supported by a 501(c)3 which permits tax exempt status for contributions. We will also accept in kind donations. All assistance will be acknowledged at the event.

Thank you for your consideration of support for this wonderful event.

Sincerely,

(Name), Chairman  
(e-mail address and phone number)

## Example C



### ***Wounded American Veteran Event***

#### **Overview of W.A.V.E. Program**

Who: Disabled veterans who have sustained physical and psychological wounds

What: Sail around Harbor or Bay

Why: A simple thank you for their service and sacrifice

It's difficult to know how to thank all the military veterans who have risked life and limb in service of our country, but a free day of sailing, barbecue, music and prize raffles isn't a bad place to start.

The Wounded American Veteran Event is a boating day when volunteers use their own boats to give cruises to soldiers who have been injured or disabled while serving in the armed forces.

W.A.V.E., is a private, all volunteer initiative first organized by Pensacola Bay Area Yacht Clubs, to honor our nation's disabled veterans.

Originated by Navy Yacht Club Pensacola, and joined by Pensacola Yacht Club, Pensacola Beach Yacht Club, Ft. Walton Yacht Club, Eglin Yacht Club and Pt. Yacht Club, W.A.V.E. 2012 was the first of what has become an annual event.

In 2013, W.A.V.E. became an affiliated program of the Florida Commodores Association which undertook sponsorship and encouraged the growth of the program throughout Florida.

In 2014, Charlotte Harbor Yacht Club, Isles Yacht Club, Platinum Point Yacht Club, the Punta Gorda Sailing Club and the Punta Gorda Boat Club came together to launch the project on the west coast of Florida.

W.A.V.E. features a sail on private boats for wounded veterans and an adult guest of their choice. The afternoon's activities include an opening ceremony with color guard, live entertainment, and a complimentary lunch and beverages. Veterans are presented with a commemorative cap.

More information can be found on the internet at [\*www.floridacommodores.org\*](http://www.floridacommodores.org).



Example D



## Riding the W.A.V.E.



Guards stand during a flag salute at the event.  
SPECIAL TO THE NEWS JOURNAL

Local yacht clubs,  
captains cruise vets  
around Pensacola Bay

By Kevin Robinson  
krobinson@pnj.com

It's difficult to know how to thank the all military veterans who have risked life and limb in service of our country, but a free day of sailing, barbecue, live music and prize raffles isn't a bad place to start.

Saturday morning during W.A.V.E. Day at Palafox Pier, six yacht clubs and 17 local boat captains offered just that.

The Wounded American Veterans Event is an annual sailing day when volunteers use their own boats to give cruises to soldiers who have been injured or disabled while serving in the armed forces.

Nearly 50 veterans spent the day coasting across Pensacola Bay, enjoying the sparkling water and breathing in the balmy summer breeze. And even with the sun beating down like a hammer, W.A.V.E. Day volunteer and 10-year U.S. Air Force veteran Capt. Giselle Hartl said it still was far better than being in a desert overseas.

"It's nice to be in the water," she said. "In Iraq or Afghanistan, you may not see water for months and months."

*"Getting  
back to  
life is  
what this  
is all  
about."*

**BRAD  
KENDELL**

U.S. Paralympic  
Sailing Team



Two dozen boat captains took veterans for boat rides Saturday. JOHN BLACKIE/JBLACKIE@PNJ.COM

See W.A.V.E. » 2C



# W.A.V.E.

Continued » 1C

Kathy Champagne, past commodore of the Navy Yacht Club, said W.A.V.E. Day is an opportunity for the public to show their appreciation to the armed forces and for soldiers to temporarily forget the hardships they've suffered.

Jim Henkel, an Army veteran who was wounded in the Vietnam War, came to the event with his 26-year-old son, James, a civilian who uses a wheelchair.

Henkel said both of them enjoy sailing, but that their injuries coupled with time constraints make it very difficult for them to go boating.

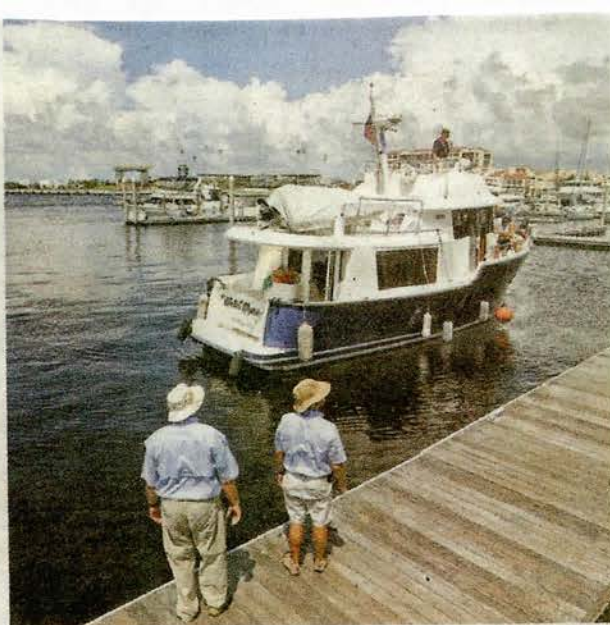
"That's what made it so wonderful today," he said. "Having been off the water for a few years, it was nice to get back out there."

The boaters spent about two hours on the water and then returned to shore for hot dogs, hamburgers and homemade chocolate chip cookies. The veterans also heard a speech from 32-year-old Brad Kendell, who stressed the importance of living to the fullest no matter what life throws at you.

Kendell lost both of his legs in a plane crash 10 years ago but now sails with the U.S. Paralympic Team.

"They invited me to let everyone know that you can get back out there," he said in his speech. "Getting back to life is what this is all about."

That was the idea for W.A.V.E. Day, which was formed in 2011, Champagne said. The Pensacola, Pensacola Beach, Point, Eglin, Navy and Fort Walton Beach yacht clubs all partnered to or-



Veterans return from their boat ride Saturday aboard the Water Music during W.A.V.E., an event for wounded veterans to enjoy the outdoors. JOHN BLACKIE/JBLACKIE@PNJ.COM



Whit Johnson stocks drinks while veterans are served lunch. JOHN BLACKIE /JBLACKIE@PNJ.COM

ganize the event during the national celebration of the 100th anniversary of Naval aviation.

The groups wanted to work together again on something more local, so in 2012, the yacht clubs hosted the first W.A.V.E. Day in Fort Walton Beach. Champagne said the location of the event will shift from year to year as organizers work to spread the W.A.V.E. across the state, but Pensacola always will be a central location.

"Since Pensacola is the Cradle of (Naval) Aviation, it's appropriate that it's also a home for our wounded veterans," she said.

Hartl, who flew in multiple rescue missions in combat zones, said she was appreciative of the event because she has seen firsthand both the traumatizing effects of war wounds and the healing effects of community support.

"For them to come home and see that America hasn't forgotten about them means a lot," she said.



Hundreds of people turned out for the event for wounded American veterans. SPECIAL TO THE NEWS JOURNAL



# Day on the water a way to say thanks

By **RUSTY PRAY**  
SUN CORRESPONDENT

Lorraine Geiser, commodore of the Charlotte Harbor Yacht Club, stood at a podium on the grounds Saturday and addressed the 20 local veterans who were about to be treated to a day on the water.

"This is one way we can say thank you for your service," she told them.

But for Geiser, the inaugural Wounded American Veterans Event was more than a way for five Charlotte County boat clubs to join a program that had begun in Pensacola in 2012 and has been spreading across Florida ever since.

"This is personal for me," she said after the veterans hopped aboard seven volunteer boats — from fishing boats to sail boats to pontoon boats — and headed out to Charlotte Harbor. "I'm retired Coast Guard. I spent 28 years in the Coast Guard, so I know what it means to serve this country. I applaud these men for all they've done for us."

"To me, it means a lot."

Members of the Charlotte Harbor Yacht Club worked for about a year with members of the Isles Yacht Club, the Platinum Point Yacht Club, the Punta Gorda Boat Club and the Punta Gorda Sailing Club to launch WAVE in Charlotte County.



SUN PHOTOS BY RUSTY PRAY

Rich Oakley, left, and Tony Geiser of the Charlotte Harbor Yacht Club raise the American flag during ceremonies Saturday as part of the Wounded American Veterans Event.

Veterans were recruited from the Military Heritage Museum, Stillwater House, Veterans Village and other veterans organizations. The program included a barbecue and sundowner ceremony after the boats returned to the club in mid-afternoon.

After WAVE was started in the Panhandle, the Florida Commodores Association "latched onto the idea and decided to expand it all over Florida," said Rich Oakley, a member of the state association and a past

Charlotte Harbor Yacht Club commodore. "It's just a way to thank them for their service with a day on the water and lunch."

"It's going to be an annual event."

When Frank Souza, a Charlotte Harbor Yacht Club member and captain of the Ms. Frisky, heard about the plans, he jumped at the chance to "take some veterans out on Charlotte Harbor."

"Plus," he added, laughing, "it's just a good day for fishing."

Nick Spallone, 67, an Air Force veteran of Vietnam,

Right: Rich Oakley, of the Charlotte Harbor Yacht Club, helped put together the Wounded American Veterans Event, in which 20 veterans were treated to a day on the water and lunch. Charlotte Harbor worked with the Isles Yacht Club, the Platinum Point Yacht Club, the Punta Gorda Boat Club and the Punta Gorda Sailing Club to launch WAVE in Charlotte County.



Frank Souza, a member of the Charlotte Harbor Yacht Club, volunteered to take veterans fishing on the Ms. Frisky on Saturday.

was grateful for the opportunity to get some boat time.

"I appreciate that people went out of their way and opened up the club to us," he said. "I'm looking forward to going out on the water."

Mike Rackl, 57, an Army veteran of Vietnam, couldn't wait to hit the water.

"I think it's fabulous," he said. "It's really great. I've never been thanked for my service more than in the last two years. It makes me feel really good."

## Example E

### Youth Sailing

Historically the home of sport sailing, yacht clubs are notable for youth sailing programs. Clubs provide a safe environment to develop and hone sailing skills and learn competitive racing. Young sailors are taught team-building skills, leadership and safe-boating techniques. These programs are the bedrock training grounds of future Olympic sailors. Youth sailing is supported through individual scholarships.

### U.S. Olympic Sailing

Elite sailors, aspiring to become U.S. Olympians *receive no government funding, relying exclusively on private resources and donations.* The Foundation supports these athletes and sailing teams in their quest for Olympic gold for the United States

### W.A.V.E.

### Wounded American Veterans Event

W.A.V.E. is an all-volunteer initiative organized by Florida yacht clubs to honor our nation's disabled veterans, The Event commences with an opening ceremony, complete with color guard, entertainment, lunch and a cruise aboard a sail or power boat, provided by yacht club members.



### Financial Support Application Request

To obtain an application for financial support, see [www.fcfoundation.org](http://www.fcfoundation.org). or e-mail: [email@fcfoundation.org](mailto:email@fcfoundation.org). Submit applications by October 31st prior to the year funds are needed. Notification of approved funding will be made no later than January 15th of the following year. Notification will be made by certified mail.

### Florida Commodores Association Foundation

P.O. Box 1626

Niceville, FL 32588-1626

[www.fcfoundation.org](http://www.fcfoundation.org)

e-mail: [email@fcfoundation.org](mailto:email@fcfoundation.org)

A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll free (800-435-7352) within the state. Registration does not imply endorsement, approval or recommendation by the State. (Registration #CH41734)



### Florida Commodores Association

### Foundation

*Working to ensure the  
future of yacht clubs  
and sailing opportunities  
through educational and  
charitable programs.*

P.O. Box 1626  
Niceville, FL 32588-1626

## Florida Commodores Association



The Florida Commodores Association (FCA) is a community of past, present and future Commodores of recognized Florida yacht clubs who promote the business of yacht clubs and yachting customs and traditions through awareness, education, charitable and social events. (See [www.flcommodores.org](http://www.flcommodores.org))

To support charitable programs, FCA created the Florida Commodores Association Foundation (FCAF). The Foundation carries a 501(c)(3) tax designation, making donations tax exempt.

Sailing, long the cornerstone of yacht clubs, is the bedrock for U.S. Olympic and Paralympic sailors and sailing teams. W.A.V.E., a notable disabled American veterans program, involves clubs and their local communities

## The FCA Foundation

A 501(c)(3) Tax Exempt Organization

*The FCA Foundation's mission is to preserve and enhance the customs and traditions associated with the sport of yachting within the State of Florida.*

The FCA Foundation provides financial support to individuals, groups, and organizations in the State of Florida, who are involved in approved maritime activities focused on regional, national and international competition and related events.



### Projects and Programs

- ♦ Olympic Sailors (Individuals and Teams)
- ♦ Paralympic Sailors (Individuals and Teams)
- ♦ Youth Sailing
- ♦ W.A.V.E. (Wounded American Veterans Event)

## Foundation Giving

There are many ways to make your tax deductible gift to the FCA Foundation.

- ♦ Outright Gift Check
- ♦ Matching Gift Donor
- ♦ Memorial Donations
- ♦ Will or Trust Bequests

Join the FCAF Annual Support Program, billed annually each January.

### Annual Individual Support Levels:

Admiral	\$500 and above
Commodore	\$250-\$499
Captain	\$100-\$249
Sustaining	\$25-\$99

### Annual Corporate Support Levels:

Platinum	\$5,000 and above
Gold	\$3,500 to \$4,999
Silver	\$2,500 to \$3,499
Bronze	\$1,000 to \$2,499

*Your generous gift supports Florida sailors reach for the gold ... as well as the men and women who served our country so bravely. Give today!*

**Disclaimer of Liability—W.A.V.E. - (date)**

Name of Participant (please print)

Signature of Participant

Date

[illegible]



# WAVE

## *The Wounded American Veterans Event*

**WHO:**

Veterans who have been injured or disabled while serving their country.

**WHAT:**

Enjoy a boating activity of their choice on Charlotte Harbor with one guest, a lunch of hot dogs and hamburgers, and souvenirs and sincere thanks for service.

**WHEN:**

April 30, 2016 Registration begins at 9 a.m. Activity starts at 10 a.m.

**WHERE:**

Isles Yacht Club, 1780 W. Marion Ave, Punta Gorda, FL.

**WHY:**

A simple thank you for their service

Area participants of the WAVE are The Charlotte Harbor Yacht Club, The Isles Yacht Club, The Platinum Point Yacht Club, The Punta Gorda Boat Club, and The Punta Gorda Sailing Club

For more information, please contact:  
Rich Oakley, 941-637-7849, (rich\_oakley@hotmail.com)

Exclusively sponsored by:



## Exhibit H

**We gratefully acknowledge the following businesses, individuals and organizations for their donations, contributions, and in-kind support for this year's event.**

**When possible, please let them know you appreciate their efforts to help make this event a success for our disabled and combat wounded American Veterans.**

**Kathy Champagne, Chair  
WAVE Committee 2016**

### **Contributors**

American Legion Post 48  
ARCO Charging and Starting Specialists  
Bob Tyler Toyota  
Corry Station Performing Arts CompanyChoir  
Corry Station Performing Arts Company Color Guard  
Florida Commodores Association  
Florida Commodores Association Foundation  
Gulf Coast Veteran's Health Care System's Public Affairs Office  
Jenny Shannon, USAF, Retired  
NYCP Members  
Panhandle Warriors  
Pete Moore Chevrolet  
PYC Members and Staff  
Santa Rosa County Sheriff's Office  
USO of Northwest Florida



*Wounded American Veterans Event*

## **"A Day on the Bay" Pensacola Yacht Club**

**Saturday, September 17, 2016**

**Hosted by:**

**Navy Yacht Club Pensacola and  
Pensacola Yacht Club**



## **CAPTAIN CHRISTOPHER T. MARTIN**

Commanding Officer, Naval Air Station Pensacola

Born and raised in Tennessee, Captain Martin enlisted in the U.S. Navy in January 1984. His first duty station was with the Tigertails of VAW-125 in Norfolk, Virginia where he served as an Aviation Electronics Technician, Air Warfare qualified. He was selected for a fleet NROTC scholarship and subsequently attended Auburn University earning a Bachelor of Science degree in Aviation Management and received his commission as an Ensign in December 1992.

Upon graduation, he commenced his flight training with assignments to VT-4 in Pensacola, Florida and VT-27 and VT-31, both in Corpus Christi, Texas, earning his "Wings of Gold" in July 1995.

Following designation as a Naval Aviator, Captain Martin reported to the Greyhawks of VAW-120 for further flight training and carrier qualification in the E2C Hawkeye. Upon completion of training at VAW-120, Captain Martin reported to the Bluetails of VAW-121 in November of 1996 where he deployed on the USS JOHN C STENNIS (CVN 74) for her maiden voyage around the world.

In February of 2000, Captain Martin reported back to the Greyhawks of VAW-120 as an Instructor Pilot and Training Landing Signal Officer. After a successful tour there, he was selected to report for duty as an Air Wing Landing Signal Officer for Carrier Air Wing SEVENTEEN (CVW-17) in October of 2002 making deployments on the USS GEORGE WASHINGTON (CVN 73) and the USS JOHN F. KENNEDY (CV 67) participating in combat operations in support of Operation SOUTHERN WATCH.

In January of 2005, Captain Martin reported to the Bear Aces of VAW-124, serving as the Safety Department and Operations Department Head. During this tour he deployed onboard the USS THEODORE ROOSEVELT (CVN 71) in support of Operation IRAQI FREEDOM in the Arabian Gulf.

After a successful tour with VAW-124, he reported to the Naval War College in Newport, Rhode Island, in January 2007, completing Joint Professional Military Education Phase Two and earning a Master of Arts degree in National Security and Strategic Studies in March 2008. In September 2008, Captain Martin reported to the Liberty Bells of VAW-115 as the Executive Officer and subsequently as Commanding Officer making multiple deployments onboard the USS GEORGE WASHINGTON (CVN-73). During his tour as Commanding Officer, the squadron successfully transitioned to the Hawkeye 2000, was recipient of the Naval Air Forces Battle Efficiency Award, the Commander Air Control and Logistics Wing Safety "S" Award and the Golden Anchor Award for retention.

Following his command tour, Captain Martin served in a joint assignment as an interagency representative for U.S. Southern Command (USSOUTHCOM), representing USSOUTHCOM at the U.S. Agency for International Development (USAID) and the Department of State in Washington, D.C. earning designation as a Joint Qualified Officer.

In March of 2014, Captain Martin reported to the Air War College, Maxwell, AFB Alabama to serve as a military faculty member in the Leadership and Warfighting Department.

Captain Martin has accumulated over 3,000 hours and 400 carrier arrested landings. His decorations include a Defense Meritorious Service Medal, Meritorious Service Medal, Strike/Flight Air Medal, three Navy and Marine Corps Commendation Medals, two Navy and Marine Corps Achievement Medals and various unit, campaign and service awards.

## **PROGRAM**

Opening Ceremonies	10:00 a.m.
Master of Ceremonies	John Matthews, Commodore Navy Yacht Club Pensacola
National Anthem	Corry Station Performing Arts Company
Color Guard	Corry Station Performing Arts Company
Invocation	Reverend Nicholas Schumm, Chaplain Saint Thomas More Parish
Welcome	Alan C. McMillan, Commodore Pensacola Yacht Club
Guest Speaker	Captain Christopher T. Martin Commanding Officer, NAS Pensacola
The Cruise	Immediately Following
Cruise Coordinators	Bob Sutton, Vice Commodore Navy Yacht Club Pensacola and Dana Jackson, Pensacola Yacht Club
Lunch under the Tent	1:00 p.m. Courtesy of American Legion Post 48 "Grill Masters"
Musical Entertainment	Jim Andrews
Depart	3:00 p.m.





***Wounded American Veteran Event***

**WAVE (year)**

**When:** (Day and date) (rain day and date)

**Where:** (location)

**Registration Form**

Name: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Contact information:

Phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Special Adaptations: \_\_\_\_\_

Adult guest: \_\_\_\_\_

How did you hear about our event? \_\_\_\_\_

Please mail the completed registration form to:

WAVE (year)

Address 1

Address 2





## Volunteer Application Form

This form must be completed for all volunteer participation in the (year) WAVE event, and submitted to WAVE (year) Volunteer Coordinator (name) by (date).

Name: \_\_\_\_\_

Yacht Club Affiliation: \_\_\_\_\_

e-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Volunteer Area of Interest

Please review the job description for Volunteer Tasks before selecting from the following.

Check all that apply:

- ☐ Set-up—Report at 7:00 a.m. (tents, tables, chairs, podium, trash receptacles)
- ☐ Dock Workers—Attend Skipper's Meeting (date) at (location) for assignments.
- ☐ Check-in-Report at 8:30a.m.
- ☐ Personal Transport - Report at 8:45 a.m.
- ☐ Food and Beverage Service -Report times may vary. Preference: ☐ AM ☐ PM
- ☐ Clean-up - Report 3:00 p.m.

Please complete and mail to: (Name)  
(Address)

If you have any questions please contact (name) at (phone number)

## Example K1



### Event Task Analysis

#### Pre-Event

- ☐ Administrative duties:
  - ◆ Complete documents
  - ◆ Secure liability insurance
  - ◆ Arrange for trash/recycle receptacles
  - ◆ Arrange for police presence and appropriate signage
  - ◆ Produce a fund raising packet for the use of participating clubs
  - ◆ Produce liability disclaimer forms
  - ◆ Design and order commemorative burgees, WAVE visors)
- ☐ On-line registration
  - ◆ Create registration form for boats and veterans
  - ◆ Monitor website and report details to the committees organizing the sail as well as the lunch.
- ☐ Get pledges for use of boats
- ☐ Solicit donations of funds and in kind contributions (ie. potato chips, door prizes)
- ☐ Public Relations (Produce a promotional flyer; arrange media coverage
- ☐ Promote event with veterans groups.
- ☐ The Cruise:
  - ◆ Organize a skippers meeting
  - ◆ Determine schedule for sails
  - ◆ Assign veterans and "boat buddies" based on physical limitations.)
  - ◆ Source or rent equipment tables, chairs, tents, grills, truck for trash removal, sound system.
  - ◆ Plan opening ceremony ( color guard, music)
  - ◆ Arrange Entertainment

#### Event

- ☐ Plan of the Day: Coordinate sail(s), lunch, entertainment
- ☐ Set-up tents, lables, chairs, sound system, trash/recycle receptacles

- ☐ Staff check-in table
- ☐ Staff first-aid station
- ☐ Serve as personal transports (escort veterans to the dock) and "boat buddies" (provide stability for veterans during the sail), both groups under the direction of the Sail Committee.
- ☐ Conduct Opening Ceremony
- ☐ Lunch
  - ◆ Provide food, beverages, and paper products
  - ◆ Arrange for coolers
  - ◆ Cook dogs
  - ◆ Stock buffet table and coolers
  - ◆ Bake "Salling Chips"

### **Post Event**

- ☐ Clean-up
- ☐ Trash removal
- ☐ Wrap-up meeting



## **Event Task Analysis and Assignment Form**

### **Check-in Vets, Guests and Volunteers**

#### **Check-in Pre-registered Vets and Guests**

- ☐ Report to Check-in tent at 8:30 a.m.
- ☐ Check-off names on Registration List
- ☐ Choice of cap or visor to Vet
- ☐ Liability Disclaimer - Vet and guest
- ☐ Lunch Tickets - Vet and guests
- ☐ Direct to staging area and coolers
- ☐ Personal transport as needed

#### **Check in "Walk-in" vets and guests**

- ☐ Report to Check-in tent at 8:30 a.m.
- ☐ Complete Registration Form
- ☐ Choice of cap or visor to Vet
- ☐ Liability Disclaimer - Vet and guests
- ☐ Lunch tickets - Vet and guests
- ☐ Direct to staging area and coolers
- ☐ Personal transport as needed

#### **Volunteer Check-in**

- ☐ Report to check-in tent at 8:30 a.m.
- ☐ Check name on Registration List
- ☐ Liability Disclaimer Lunch ticket

#### **Personal Transport**

- ☐ Report to check-in tent at 8:45 a.m.
- ☐ Greet Vets and their guests
- ☐ Direct to appropriate check-in location
- ☐ Assist as needed

#### **Dock Workers**

Person in Charge - (name, cell phone and e-mail address)

Attend Skipper's Meeting: (day, date, time and location)

**Set-up**

- ☐ Report at 7:00 a.m.
- ☐ Tents up (4 buckets of water and 4 loops of rope per tent)
- ☐ Club Entrance (Close off drive with cones and yellow tape)
- ☐ Stage
- ☐ Semicircle around stage for audience
- ☐ Beverage station

**Tables, Chairs, Podium and Coolers**

- ☐ 3 tables and 6 chairs at check-in tent
- ☐ Podium at stage tent
- ☐ Chairs set for viewing opening ceremony under tents
- ☐ Coolers and beverages under beverage station
- ☐ Buffet table(s) at food service station
- ☐ Lunch tables to be set-up after Opening Ceremony, and wrapped. (plastic wrap; scissors; duct tape)

**Trash detail**

- ☐ Set-up portable trash receptacles
- ☐ Cover trash receptacles with yellow tape
- ☐ Monitor deposits and replace trash bags as needed

**Food and Beverage Service**

- ☐ Coolers
  - ◆ Report at: 8:00 a.m.; 10:00 a.m.; 12:00 a.m.; 2:00 a.m. and 4:00p.m.
  - ◆ Monitor and re-stock coolers
  - ◆ Prepare leftover beverages for loading
  - ◆ Empty coolers for return to yacht club
- ☐ Buffet
  - ◆ Report at 11:00 a.m.
  - ◆ Set-up and restock food and supplies
  - ◆ Wearing plastic gloves serve 2 cookies per person

**Clean-up**

- ☐ Report at 3:00 p.m.
- ☐ Take down and load all tents
- ☐ Load buckets and ropes
- ☐ Load all tables and chairs
- ☐ Load Podium
- ☐ Collect and haul all trash bags
- ☐ Load portable trash receptacles
- ☐ Remove cones and tape from club entrance
- ☐ Load coolers for return to yacht club
- ☐ Check the area for any debris

Example L



## Boat Sign-Up

Name of Boat: \_\_\_\_\_

Skipper Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Skippers Club: \_\_\_\_\_

Size of Boat: \_\_\_\_\_ Kind of Boat: \_\_\_\_\_

How many guests will you carry: \_\_\_\_\_

Wheel Chair Capable: ☐ Yes ☐ No

I certify that I have valid third-party liability insurance.

\_\_\_\_\_  
Skippers Signature

\_\_\_\_\_  
Date

We will have a Skippers meeting on (day and date) at (time) in (location). At that time you will receive a special burgee (see below) for your vessel.

If you have any questions please feel free to contact (name) at (phone number) or e-mail at (e-mail address).

Please return completed form by (date) to: (Name)  
(Address 1)  
(Address 2)



Example M



***Wounded American Veterans Event***

(Date)

(Name of Sponsor, Organization or Individual)

(Address1)

(Address 2)

Dear (name),

On behalf of the Wounded American Veterans Event Committee, and (list participating yacht clubs), I would like to thank you for making W.A.V.E. (Year) a reality!

By all reports, W.A.V.E. (Year) was a tremendous success, due in large part to your generous support of “(Event Name if applicable)” for America's disabled and combat-wounded veterans.

(Insert details about the event such as number of veterans, number of boats involved, volunteers from organizations other than the yacht clubs, civic and governmental organizations involved)

This event is a program of the Florida Commodores Association which is encouraging yacht clubs throughout the state of Florida to “Catch the W.A.V.E.” and recognize our wounded veterans.

In light of the success of our event, we are delighted to announce that W.A.V.E. (year) will be rolling into our area on (day and date) (rain date). It is our fondest hope that our project will again receive your support.

Respectfully,

(Name)

Chair of W.A.V.E. (Year)