



**UNITED STATES MARINE CORPS**  
**MARINE CORPS JROTC**  
**ALLEN HIGH SCHOOL**  
**300 RIVERCREST BLVD**  
**ALLEN, TEXAS 75002**

IN REPLY REFER TO

1533  
bhc  
29 AUG 2024

From: Senior Marine Instructor, Allen High School MCJROTC  
To: Distribution List

Subj: 2025 ALLEN EAGLE RUN - BOOTS, UTES, AND GUIDONS (BUG) RACE

Encl: (1) Race Entry Form  
(2) W9

Distribution:

Director, Region 3  
Principal, Allen High School  
President, AHSMCJROTC Boosters  
Commanding Officer, Allen High School MCJROTC

1. SITUATION:

a. Purpose: This Letter of Instruction (LOI) provides guidance regarding the Allen Eagles MCJROTC Boots, Utes, and Guidons (BUG) Race scheduled for 8 March 2025 at Eagle Stadium in Allen, Texas.

b. Background: The Allen Eagle BUG (Boots, Utes, and Guidons) Race is a special JROTC division within the larger Allen Eagle Run, an event with a proud 17-year tradition. The BUG Race is designed to foster teamwork, unit pride, and healthy competition among JROTC units. By participating, your unit will not only engage in an adrenaline-charged challenge but also contribute to a cause that supports Allen teachers and students through special program funding and scholarships.

2. MISSION:

Allen High School MCJROTC will host the "Boots, Utes, and Guidons" (BUG) 5K race on March 8, 2025, beginning at 0800 at Eagle Stadium in Allen, Texas. This event is for JROTC units to compete as teams of four, running in service specific boots, utes, and guidons.

3. EXECUTION:

a. Camp Logistics:

(1) Intent: The BUG Race aims to foster a spirit of camaraderie among JROTC units while challenging cadets physically and mentally. This event also serves as an excellent recruitment and retention tool, offering participants a memorable experience and the pride of representing their unit.

(2) Concept of Operations: Each JROTC unit will register a team of four cadets, with no gender restrictions on team composition. The race will

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be conducted in Utility uniform pants, boots, and unit t-shirts/sweatshirts. Teams must stay together in PT formation throughout the race and carry their guidon from start to finish.

(3) Awards: A perpetual trophy will be awarded to the fastest team, who will hold the trophy until the next year's event, with each year's winning team recognized on a brass placard affixed to the trophy. Additional medals will be awarded to each member of the fastest team, the fastest male runner, and the fastest female runner in the JROTC division.

### b. Meals:

(1) The race will conclude well before lunch time. However, there will be post-race refreshments on hand.

### c. Activities:

(1) The "Boots, Utes, and Guidons" (BUG) 5K race will involve four-person teams from various JROTC units competing in a challenging 5K course.

(2) Teams must run in formation while carrying their unit guidon. The event will include multiple challenges while maintaining formation throughout the race.

(3) Medals will be awarded for the fastest team, male and female runners, and a perpetual trophy will also be presented to the fastest team.

### d. Supervision:

(1) Allen Police Department will provide motorcycle police escorts throughout the racecourse to ensure the safety and orderly conduct of participants. Additionally, "Course Marshals" will be strategically posted along the racecourse to monitor team adherence to race rules, assist with navigation of the racecourse, and ensure all safety protocols are followed.

## 4. ADMINISTRATION AND LOGISTICS:

### a. Administration:

(1) All participating units must submit a completed registration form along with the entry fee of \$100 per team no later than November 1, 2024.

(2) Each team is responsible for ensuring that all participants have completed the necessary waiver forms prior to race day.

(3) Units are also required to provide a list of team members and their respective details (name, birthdate, gender) for accurate categorization and scoring.

### b. Logistics:

(1) All participating teams are responsible for their own transportation to and from the event.

(2) The race will take place at Eagle Stadium, across from the Allen High School campus, and parking will be available in designated lots.

(3) Each team must bring their unit guidon for the race, which will be carried by team members throughout the course.

(4) Teams are encouraged to wear their unit t-shirts or sweatshirts.

(5) Race officials will coordinate with the Allen Police Department for

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racecourse security and traffic management.

5. COMMAND AND SIGNAL:

a. POC: The point of contact is SgtMaj Bruce Cole at [bruce.cole@allenisd.org](mailto:bruce.cole@allenisd.org) or PHONCON at 469.667.2169 for any inquiries or updates regarding the trip.



B. H. COLE



# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

|   |  |
|---|--|
| <b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br><b>Foundation For Allen Schools</b>   |  |
| <b>2</b> Business name/disregarded entity name, if different from above   |  |
| <b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):   |
| <input type="checkbox"/> Individual/sole proprietor or single-member LLC  | <input type="checkbox"/> C Corporation   |
| <input type="checkbox"/> S Corporation  | <input type="checkbox"/> Partnership   |
| <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____  | <input type="checkbox"/> Trust/estate  |
| <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. |  |
| <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>Nonprofit corporation exempt under IRS Code 501(c)(3)</b>   | Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><i>(Applies to accounts maintained outside the U.S.)</i> |
| <b>5</b> Address (number, street, and apt. or suite no.) See instructions.<br><b>612 E. Bethany Drive</b>   | Requester's name and address (optional)  |
| <b>6</b> City, state, and ZIP code<br><b>Allen, TX 75002</b>  |  |
| <b>7</b> List account number(s) here (optional)   |  |

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|   |   |   |   |   |   |   |   |   |   |   |  |  |  |
|---|---|---|---|---|---|---|---|---|---|---|--|--|--|
| <b>Social security number</b>   |   |   |   |   |   |   |   |   |   |   |  |  |  |
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|   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| <b>or</b>   |   |   |   |   |   |   |   |   |   |   |  |  |  |
| <b>Employer identification number</b>   |   |   |   |   |   |   |   |   |   |   |  |  |  |
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| 7   | 5 | - | 2 | 7 | 5 | 0 | 5 | 1 | 9 |   |  |  |  |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                            |                  |
|------------------|----------------------------|------------------|
| <b>Sign Here</b> | Signature of U.S. person ▶ | Date ▶ 1/16/2024 |
|------------------|----------------------------|------------------|

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*