

CHAPTER 6 – CADET LEADERSHIP COURSE (CLC)

This CLC Planning Guide is designed to provide AFJROTC instructors direction in the planning and execution of a CLC. In addition to following this guide and the applicable Holm Center, AFJROTC Instructions, and AFJROTC Policy Letters, units should tailor CLC objectives and curriculum to meet their school's JROTC program needs. This guide is not intended to meet every condition of every school and every encampment event.

The planning and execution guidance presented in this guide are core components of a well-run and effective program. It establishes procedures for the planning and execution of a smooth, successful event. The information contained in this guide is provided to assist you with your CLC. The information is compiled from the field and is intended to minimize confusion and provide guidance.

Together we can enjoy the CLC experience. Your Regional Directors are ready to assist you at any time. Please use their valuable expertise and mentorship.

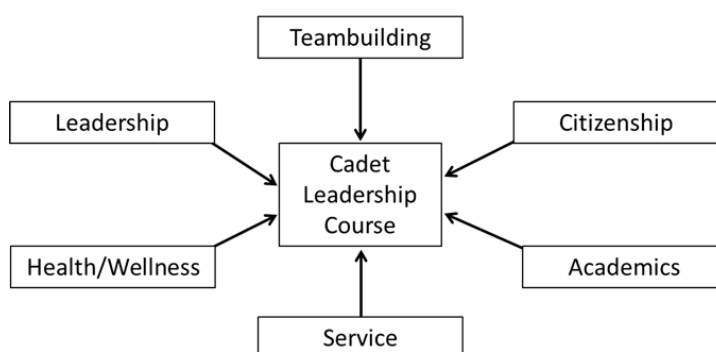
Funding is a growing concern for all of us. HQ AFJROTC is receiving less funding each year. The Air Force should not be your primary source for CLC funding. All units using USAF funds to support their event will submit all reimbursement/credit card requests within 10 days of CLC completion. If you cannot submit your CLC reimbursement/credit card request within 10 days of CLC completion you must contact your Regional Director within 10 days of CLC completion in order to coordinate the "late CLC reimbursement/credit card request." CLC funding is separate from the normal AFJROTC funding line and must be separately documented and be audit ready. Failure to follow the Reimbursement/credit card submission criteria listed above, will result in your unit being excluded from future funding for CLCs.

We value and need your input to make every CLC successful. Each year the window to provide recommended improvements to this guide will be from 1 Sept until 30 Oct only. Please address any recommendations for changes or improvements to this guide to HQ-Ops Support @afjrotc.com with the email titled "Cadet Leadership Course Guide Recommendation".

After 30 Oct the suggested changes will be staffed and published in the next year's Operational Supplement. This will allow units in the field to understand the issues and conditions we are facing for planning each year's CLC. Best wishes for a successful encampment.

CADET LEADERSHIP COURSE OVERVIEW

CLC is an optional Leadership Development Requirement program that teaches AFJROTC cadets aspects of citizenship and leadership in a highly structured and focused instructional environment. Its mission is to promote this development by preparing cadets for leadership roles in their units, schools, and local communities. As such, the activities during CLC should stress the following: team building, leadership, and respect for authority, responsible citizenship, personal character, academic achievement, health, and community service.



CLCs that receive USAF funds must occur between 1 May and 31 July.

Cadet Leadership Course Planning

6.1. Planning for a Cadet Leadership Course.

6.1.1. Because planning can sometimes be fairly complex, we recommend you start planning up to a year in advance--especially if you are considering hosting cadets outside your school district.

6.1.2. Some factors driving a CLC planning schedule include: the local school district budget cycle; reservation timelines for lodging, subsistence and transportation; invitation/acceptance quotas and timelines if other schools are invited to participate; fundraising time to defray the tuition cost, fees, etc.

6.1.3. The best way to start is to put together a draft proposal addressing most of the elements above that capture the core of what you want the course to be. Take that proposal forward to your principal (or other school district authority) for approval. Once the CLC is approved, by your school district authorities, Host Unit will scan and attach to WINGS | Events your site selection checklist, agenda and signed application NLT 15 February. Forms are (located in WINGS| Published Files | Instructions and Guides). In addition all funding requirements (Cadet Fee for attendance) must also be loaded in WINGS | Events module NLT 15 March.

6.1.4. Once you get your school's approval, you should start planning the Cadet Leadership Course in earnest. At this time, if you are inviting outside schools to participate, you should start a formal planning group with the other SASIs/ASIs and delegate the CLC responsibilities. The order in which you accomplish the remaining tasks is up to you since it will be driven by the specific circumstances of your Course.

6.1.5. If you are considering a Ropes or Obstacle course during your CLC you must meet all of the following requirements: SASI/ASI will obtain the obstacle course owner's permission to use their course. For Air Force obstacle courses, the course owner is the base/installation commander or equivalent. For Sister Service courses and other organizations, approval must be obtained through the Sister Service's or other organization's approval process.

6.1.5.1 SASI/ASI will ensure there is a safety review of all obstacles within the course. (Military courses for example are designed to challenge adult military members and some obstacles may not be appropriate for 14-year-old high school students.)

6.1.5.2 SASI/ASI will obtain school district/principal signed permission authorizing AFJROTC cadets to utilize the obstacle course. SASI will ensure district/principal is aware that the Air Force is not liable for any injury that might occur while cadets are participating in the course.

6.1.5.3 SASI/ASI will obtain signed parent Permission/Release forms (located in WINGS | Published Files | Leadership Development Requirement Activities folder) prior to allowing cadets to participate in the obstacle course.

CLC PLANNING ELEMENTS

6.2. Local School Approval

You must comply with school district event permission, medical (to include medications), physical fitness limitations, emergency notification, safety, and legal requirements of not only your own school district but also all other participating school districts attending your Course. Be sure to contact your school (and others, if necessary) to find out what those requirements are.

The CLC is an extra Leadership Development Requirement activity. You must verify school liability and medical insurance coverage for participating cadets and instructors. If other unit cadets are involved, the participating school districts will need to coordinate liability and medical insurance requirements with the host unit. There may also be additional liability insurance requirements for the selected site of your course (i.g., some military installations require proof of additional liability event insurance).

6.3. CLC Size

The most likely factor influencing the size and scope of your course will be whether or not you decide to open it up to participation from other units. Doing so will give the participants a chance to interact with cadets from other programs and will most likely enhance the course experience for everyone. It also opens up the opportunity to draw camp faculty from the JROTC staff of those schools.

You may need to set a participation limit when inviting outside units to participate. This should be done for two reasons:

- 1) To keep your CLC at a manageable size, and
- 2) To ensure an adequate faculty-to-student ratio for safe operations

You could entice outside assistance by allocating cadet slots according to accompanying SASI/ASI participation. This will help preserve your student-to-faculty balance.

6.4. CLC Length

The length of your course should allow you to accomplish the objectives of your theme in a safe and effective academic environment. It should actively engage the cadets with activities without overtaxing them and detracting from the learning experience. It should also allow adequate travel time for both the cadets and faculty who may be arriving from other than the local area.

Your CLC should be scheduled with the following factors in mind:

Some of your faculty may have employment restrictions based on their individual school district contracts. It will generally be easiest to use them in their scheduled employment months.

Not all schools begin or end their school year at the same time--make sure all participating units will be recessed during your course.

You will be competing against family vacations and other activities. Exceptionally long Courses may have difficulty attracting cadets. Optimally, schedule your CLC as close as possible to the end of the regular school year. Historically, this has helped increase cadet availability and participation. In most instances, the minimum CLC length should be one week (5 days).

Finally, time is money. The length of your Course will be a major driver in its expense. HQ has traditionally helped offset the expense of transportation, food, and lodging for cadets. There is no guarantee HQ AFJROTC can provide funds in the future.

6.5. Site and Facility Selection.

Your selection of a site can set the tone for your entire CLC program. It is perhaps the single most important planning decision you will make. At attachment A is a detailed simple checklist to help with factors you should consider.

Based on the checklist provided, below are some suggestions for places that could make good encampment facilities:

Schools—usually school facilities are available in the summer. Most of the items described in the checklist are probably readily available right on your high school campus.

College Campuses—college campuses have all of the attraction of your high school campus plus a dormitory and food service structure. This may be an opportunity to partner with your local ROTC unit and the Civil Air Patrol.

Retreat Centers—these could include religious, business, or leadership centers, usually with the meal and dormitory amenities.

Summer Camps—these could include Boy Scout camps, private camps, YMCA camps, etc. They typically provide a more rustic, survival type outdoor environment.

Air Force and other Services Military Installations—many bases enjoy hosting events like an CLC's and can provide you some very able staff assistance. This is especially true if your cadets reciprocate with the local bases in supporting their civic events. Don't rule out using bases from another service or your local Reserve/Guard installation.

State and Local Parks—they may have private campgrounds for use or other general use facilities that adequately meet your needs.

6.6. Faculty and Chaperoning Requirements.

Faculty planning is a major part of your overall CLC preparation. In brief, you will need to first determine your staff needs and second recruit qualified instructors and other supporting personnel to fill those needs.

Here are some pointers on how you should go about determining the amount of staff necessary:

Start by considering your overall CLC theme. That theme should begin to structure the types of cadet activities you want your course to include. You will need instructors with skills in those areas.

Determine your cadet-to-faculty ratio, including administrative support. This will determine the number of staff positions you require. Coordinate this carefully with your school district. However, the minimum will be a 15:1 cadet to chaperone ratio. Chaperones must be at least 21 years old.

Look at your mix of male to female students. As a minimum, you must have at least two female chaperones if female cadets attend the CLC.

Remember, you will need an Emergency Medical Technician or nurse if the site you select does not have a medical clinic open during your encampment. You should also have emergency action data (to include SSN, allergies, medication history, and parental contact information) on all cadets at your CLC.

Other area SASIs/ASIs may be willing to assist as well. This is a good idea if you're allowing outside units to participate since their SASI or ASI is required to participate if they send cadets. Remember though, that they are not employees of your school district. Check with your school district for guidance.

You may be able to recruit volunteers from nearby AD/AFRES/ANG or ROTC Units, other teachers or cadet parents and guardians. This can be particularly useful in fulfilling chaperoning

requirements.

You may be able to gather assistance directly from your CLC facility for both administrative and actual CLC activities. Park rangers, camp counselors, and retreat house staff may be able to assist you.

There may be instances where the use of Cadet Training Officers (CTOs) or Cadet Training Instructors (CTIs) is appropriate. CTOs/CTIs are intended to augment the instructors at a CLC. These CTOs/CTIs can come from a variety of sources such as the unit's advanced cadets who are prior CLC graduates, or ROTC cadets. If you use AFROTC cadets, a Memorandum of Understanding (MOU) will be required between the SASI and the PAS of the AFROTC Detachment. This MOU will include, at a minimum, the responsibilities and conduct of the AFROTC cadet. Ensure the following:

- CTOs/CTIs will be briefed on the prohibition of fraternization and hazing.
- CTOs/CTIs will not administer discipline.
- CTOs/CTIs will not be placed in a position to chaperone cadets – JROTC instructors must be in the vicinity at all times.
- CTOs/CTIs will not be considered in the required/recommended cadet to adult chaperone ratio.
- After you recruit your staff, you will need to assign them their responsibilities and possibly train them as well.

6.7. Funding Issues

To run a successful CLC program, you will need to build and manage a budget. In putting that budget together, an important consideration is the primary participants are minors and may have limited financial resources. Cost may be the single determining factor in whether they participate.

Cadet lodging and in-residence encampment transportation funds and cadet meal funds may be requested by the host unit on behalf of all units participating in the encampment. Each participating unit individually requests funds to transport their cadets to and from the CLC location. Typically, if Air Force funding is available, the AF funding is less than requested and should not be expected.

In assessing a "CLC fee/tuition," CLC host units must break out their course fee by amount and funding category and provide participating units receipts reflecting any excess cadet meal and lodging costs over and above Air Force funding.

The window for requesting CLC funds: **15 February** Host unit will input initial request into WINGS with Site Selection Checklist, Agenda, CLC application; **1 March** Attending Units must RSVP to Host Units with Cadet Roster attending; **15 March** Host Unit will attach Itemized sheet for cadet fee for attendance. No exceptions. It is critical that you meet this suspense as funding will not be available for late requests. It is imperative that you review the Holm Center HQ AFJROTC Reference Guide | Financial Management section prior to requesting Encampment funds. Unauthorized expenditures will not be reimbursed. Please carefully review the finance guide.

Operating Expense Considerations: The type of CLC you run will decide most of your expenses (i.e., your facility, its location, the length of stay, and whether it will require overnight stays). Please keep in mind HQ AFJROTC's operating budget may not be sufficient to support course requirements. If you decide to conduct or participate in an CLC, be prepared to not have your course funding augmented by HQ AFJROTC. Here are the primary factors likely to drive your expenses:

Cadet Travel to and from the CLC. It is the responsibility of the unit sending cadets to request transportation funds from HQ.

Normally, the maximum amount attending or host units may request from HQ AFJROTC for cadet travel will be \$50.00 for each cadet regardless of distance traveled. Again, there is no guarantee any funds will be available.

CLC Host Transportation while at camp. Hosting a CLC may involve "In-Residence" travel funding depending on the activities planned. Host Units should consider this when determining cadet participation fees.

Lodging--These expenses can vary considerably depending on the facilities used. You could control lodging expenses by running a day-only course (local option only) where the cadets return home every evening. Places like summer camps, state parks, and military bases may have cabins or dormitories that provide relatively low cost lodging options as well.

The maximum amount you may request from HQ AFJROTC for cadet lodging will be \$30 per day per cadet. Again, there is no guarantee any funds will be available.

Meals-- If you run a day-only course, you can also save considerably in meal costs. Military bases and college campuses may have low cost meal plans available. Some sites like retreat houses may include the lodging and meal costs as part of the facility usage fees.

The maximum amount you may request for cadet meals will be \$20 per day per cadet. Again, there is no guarantee any funds will be available.

When planning your Encampment plan for other than Air Force funds as the primary provider of CLC funding.

Activities Fees (O&M/Non-AF funds, as appropriate)--As part of CLC's, the cadets may get the opportunity to participate in outside civic events that require a fee. You must get prior- RD authorization to commit O & M funds for your specific entrance fees.

Instructor Contracts and Paid Staff Charges (Non-AF funds)--Not all instructors on your staff may be covered by school contracts over their summer recess months. You may need to compensate some of them for their participation in those cases. In addition, you also might want to defray the participation expenses of your volunteer support staff.

Revenue Sources: There are a number of revenue sources you can tap into that can offset your CLC expenses. Together, inputs from all these sources can significantly reduce your final bottom line costs to the cadets:

Start with your school first. They may be willing to provide some budgetary assistance via activity funds or even allow you to directly budget for CLC within the school district financial plan. In the latter case, you need to make sure you **begin your planning early** enough to get your budget submittals in to the school district within their submittal deadlines. They may also be able to provide some CLC support such as school district busing or use of facilities.

Your unit may be able to raise cadet funds for Course activities via school or community fundraisers. Often, providing assistance at community events is a good way to do this. It will give you a way to raise unit funds while simultaneously serving your community and promoting AFJROTC visibility within your local community.

Some civic or military association organizations (example VFW, American Legion, FEMA, AFA, NRA, NASA, and CMP) may be able to assist you with donated funds for cadet CLC scholarships or subsidized facilities, or loaned use of other supplies you may need.

In the end, whatever costs you can't subsidize will have to be passed on to the cadets as a participation or tuition fee. **Plan Early.**

If HQ provides OM/Milper funds (Lodging/Transportation/Meals) to the host unit for the CLC; the Host Unit must offset that amount charged to the cadet through reduced fees or reimbursements to unit/cadets.

6.8. CLC Theme

Before you begin planning an actual curriculum for your CLC, you should establish a theme. The theme is merely a central topic or direction to your curriculum. A concise and well-defined theme provides two primary benefits:

It helps you identify activities that should or should not be included in your curriculum and may be a source of funding.

It helps your potential students choose a CLC that best matches their particular interests. In summary, a CLC curriculum built around a central theme will provide the students a learning vector that is easy to follow and a sense of finality that a specific skill was learned or developed as a result of having attended the encampment. Here are some theme ideas you could use:

- Being an Aviation Pioneer
- Active Citizenship in the 21st Century
- Military Tradition in Civil Affairs
- How to Organize a Civic Event
- Community Emergency Response Teams
- Military Traditions in Aviation
- Patriotic Customs and Courtesies as an American Citizen
- Developing Effective Team Skills
- Management of a Cadet Corps
- Goal Development and Evaluation
- NASA Space Camp
- Cultural Awareness
- Technology Applications
- Health and Wellness
- Combating Terrorism
- Civilian Marksmanship Program

6.9. Building your CLC Curriculum.

Once you've selected a theme, you'll be ready to plan the Course curriculum in detail. You should build your curriculum around these six tenets:

- Academic Studies
- Health and Wellness
- Leadership and Character Development
- Civic Respect and Military Tradition
- Community Service and Civic Involvement
- Social/Cadet Recognition

Academics: The academic portion of your curriculum should focus on the aspects of your theme that are best learned in a classroom or independent study environment. We recommend you focus on hands-on training activities that normally could not be accomplished in a traditional school environment.

Health and Wellness: A healthy lifestyle, including physical fitness and athletic development, is important to a healthy and well-balanced character and should be a part of your curriculum in general.

Leadership and Character Development: Incorporate the opportunity for leadership roles and responsibilities into your CLC, as well as the opportunity for character development. Try to incorporate into your course some aspects of competition among the cadets for “pride of course ownership” and recognition for setting the standards when adhering to rules and policies.

Civic Respect and Military Tradition: There are a number of military traditions and protocols that may fit your theme as well. This curriculum block could include activities like parades, flag reveille and retreats, marching formations, other drill and ceremony services, dining- ins, etc.

Community Service and Civic Involvement: Your CLC could include an ethic of service to the community. One way you could include this into your curriculum would be to propose a Course service project. Provide the cadets a few alternatives to get them started but let them select their final project--you’ll want them to buy into ownership.

Social/Cadet Recognition: Finally, you may want to include one or two social or just plain “let’s go out and have fun” events to allow the cadets to relax and mix it up a little. Remember that this is not a military training camp. To conclude the course there should be an awards/graduation ceremony (nice to do with parents if possible). This can take many forms: formal or informal dinner, picnic, guest speaker, etc. Recognition of our cadets is also important after returning to the unit, where Encampment cadets may be recognized again.

If you combine events from all six curriculum areas listed above, you’ll find your Course calendar filling up quickly with a fun and challenging curriculum theme that will bring out the best in your cadets while providing them opportunities to lead, serve, and excel.

As you pull this schedule together, leave time for meals and travel to the curriculum sites. You’ll want to schedule just enough time for them to travel safely between sites without allowing too much idle time for lingering.

CLC OPERATIONS

This section of the CLC guide will provide you with ideas on how to execute your Course with emphasis on keeping the cadets safe, keeping the cadets under supervision and control, accomplishing your scheduled learning objectives with a minimum of incidents, and dealing with incidents if they do occur.

6.10. Starting the CLC

This includes development of a CLC Cadet guide to establish camp rules, expectations and consequences. The CLC guide should be published, distributed, and briefed to each cadet before the Course. The guide should also establish equipment and uniform

requirements, awards and grading criteria, leadership opportunities, and emergency contact information. Upon course arrival, a CLC in processing and set up time should be established. The first activity should be an in-brief by the CLC Commandant to outline the schedule, cadet expectations, dos and don'ts for the CLC, etc. An initial fire drill and disaster response drill should be conducted within 24 hours of being on site.

Suggestions to help keep your cadets supervised:

Break the cadets into sections or mission teams for special projects and camp award competitions. Assign each cadet team an adult mentor. The mentors make the appearance of providing adult advice, while having the additional benefit of providing supervision in a non-intrusive way. Here is an opportunity to utilize CTOs/CTIs. However, their specific role must be clearly outlined and they need to be closely supervised.

Have pre-made roll call rosters for all classes and activities on your camp schedule, especially when using volunteer assistance cadets.

Have an excusal system for cadets that will miss roll call. Cover this policy up front with cadets. Also cover disciplinary actions for an unexcused roll call miss. This policy should encourage cadets to inform their adult supervision upfront when they expect to deviate from scheduled activities.

Have an in-processing control point and system for all cadets as they arrive for your CLC. You should know their travel plans ahead of time--when they will arrive, mode of transportation, and point of arrival. Make sure all cadets are checked as they pass this entry point to your supervision.

Have an out-processing control point for cadets departing your supervision and make sure parents know when to resume control. Contact parents by phone at those points if appropriate.

6.11. Emergency Actions and Procedures

Severe weather, sports injuries, or severe cadet misbehavior can come up unexpectedly and must be dealt with on the spot. While these things are sure to cause disruption when they occur, your goal should be to minimize that disruption by having emergency action plans in place. As a minimum, you should have the following:

- Emergency action data and parental contact information on all cadets at your course. It should be readily accessible in a designated area. You may want to require cadets to furnish this information at in-processing.
- Local fire, police, medical, and weather advisory phone numbers on hand for all supervisory staff. Brief the staff ahead of time on what actions to take should an incident occur requiring those services. A good reference is the AFJROTC Quick Reaction Checklist in WINGS.
- An emergency supervision plan. If you have an incident requiring emergency action, part of your staff may be preoccupied with the situation and away from their normal supervisory roles. You may need to relocate cadets and combine some teams to keep all the cadets under supervision.
- An emergency action plan should be in place in case of pandemic flu / illness

outbreaks.

6.12. Expected Cadet Behavior and Rules of Conduct.

While most cadets will be well behaved and follow established rules, you may have a few who choose to deviate requiring you to take disciplinary action. Having a CLC Cadet Guide will provide cadet behavior expectations.

First and foremost, make sure the cadets understand that while at the CLC, they are wards of both the hosting school and their home school districts and are guests at the Course location and as such are subject to the same rules and disciplinary penalties for truant behavior as normal school students. If there are cadets from outside your school district, you should review some of those rules such as smoking, drug use, profanity, or other actions you wish to curtail up front.

Second, the cadets may also be under the additional jurisdiction of the hosting facility and its rules. Sites like military bases, college campuses, and state parks may have additional penalties for certain truant behavior. Cadets and staff should be briefed up front.

Third, for cases like underage drinking, tobacco use, or illegal drug use, the cadets may be subject to local law enforcement jurisdiction. The point is not to frighten the cadets but rather to make them aware up front of the consequences of dishonorable or illegal behavior.

Off-Limit Areas: Establish boundary areas that are off limits to cadets. Good examples would be your administrative support area, opposite sex dormitories, areas that interfere with the safe operation of other missions or events that may be concurrently occurring at your course site, and areas that are not easily supervised. In addition, you should define to the cadets exactly what areas constitute your course site and what areas do not. All areas outside your defined site are automatically off limits.

Shower Arrangements: Cadets often stay in dorm facilities with community baths. This arrangement, while perhaps not ideal, is acceptable and appropriate. We strongly recommend the implementation of a modified shower schedule where instructors and chaperones plan their shower times when the cadets are occupied elsewhere, or after hours.

Curfew Times: Establish mandatory lights out / no roaming periods where cadets are expected to be in their dormitories. Assign one or two chaperones to night patrol during this time.

Unauthorized Outside Contact: In order to enhance course discipline, you should consider restricting the use of items like cell phones and pagers. Many cadets, particularly the ones traveling from out of state, may be carrying them for travel safety and contact with home. You don't necessarily need to restrict this. You may want to have them checked in during in-processing or put restrictions on their use during course activity periods. The point is, if you limit cadet contact with outside peers, you limit the ability of students who are not part of your CLC to breach your course security and establish unauthorized personal contact with your cadets.

6.13. Disciplinary Actions

In the event the above rules or any other rules laid down by your staff are breached, you may have to administer disciplinary actions. We leave the specific actions taken to the policies of your school district, your hosting facility, and the judgment of your staff. However, as an example, if a cadet shows up to camp and is out of AFI 36-2903 hair cut standards, buzz cutting the cadet is inappropriate. Per AFJROTCI 36-2001, if the incident involves news media coverage that reflects negatively on the Air Force, it needs to be reported immediately to Holm Center/JRO.

6.14. Other Policies.

You should review all AFJROTC policies prior to your CLC and ensure they are enforced throughout.

6.15. Summary

After the CLC, remember your planning begins for the next year. An instructor hot wash, reservations for the next year's CLC, revision of the Course guide, review of the RD assessment (if one was conducted); review of the CLC finances, and the recommendation for improvement of the Course guide should be completed in a timely manner. Feedback is very important to continually improve your CLC efforts.

CLC Agenda

Type of Activity	Number of Activity Events	Type of Events and Classes	Estimated Time per Event	Estimated total Activity Time
a. Sports	Ex: 3	Ex: Flag Football	Ex: 1.5 hrs	Ex: 5 hrs
b. Leadership and Character	Ex: 1	Ex: Obstacle Course	Ex: 2 hrs	Ex: 2 hrs
	Ex: 2	Ex: Project X	Ex: ½ hr	Ex: 1 hr

c. Curriculum	Ex: 5	Ex: Science of Flight	Ex: 1 hr	Ex: 5 hrs
d. Civic Respect Military	Ex: Daily	Ex: Flag Raising	Ex: ½ hr	Ex: 5 days = 2.5 hrs
Tradition				
e. Other Activities	Ex: 1	Ex: Air Show	Ex: 6 hrs	Ex: 6 hrs

Site Selection Checklist

Facility Name:			Address:		
Contact Name:		Phone:		E-Mail:	
Dates Available:	May:	Jun:	Jul:	Reservations Due By:	
Usage Fees:		Deposit Due By:		Amount:	
				Yes	No
Are there adequate lodging facilities at this site to support your program?					
Separate male/female sleeping, shower, and restroom areas?					
Adequate shower and restroom facilities?					
Practical location relative to your other CLC facilities?					
Adequate security to ensure the safety and supervision of your cadets?					
Are there adequate academic facilities to support your program?					
Enough classroom space?					
Supplies and audiovisual support?					
Are there adequate sports facilities to support your program?					
Enough athletic field/court space?					
Are athletic supplies or materials provided?					
Is there adequate safety structure and supervisory support?					
Are there adequate mess facilities to support your program?					
Will they be available during your encampment?					
Are they reasonably close to dorms and classrooms					
Are there adequate facilities to support any leadership or civic activities?					
Are there adequate drill and ceremony facilities?					
Drill pads Yes No		Flagpoles Yes No		Parade grounds Yes No	
Will you have quick access to emergency support if needed?					
Hospitals Yes No		Police Yes No		Fire Yes No	
Weather structures Yes No				Ambulance Yes	
Is the site reasonably close to any off site facilities or events you may want to access?					
Does the site have reasonable administrative support areas for the faculty to perform essential supervisory roles?					
Is the site reasonably accessible to transportation modes necessary for cadet and faculty travel?					
Other Notes:					

AFJROTC HOST UNIT CLC APPLICATION

HOST UNIT: _____

CLC LOCATION: _____

DATES OF CLC: _____

PARTICIPATING UNITS: _____

1. Leadership Course Size
 - Total Cadet Males _____
 - Total Cadet Females _____

(Total will include Host Unit Cadets attending and Guest Unit Cadets attending)

2. Site and Facility Selection: Attach Site Selection Checklist” (due in WINGS by 15 February 2016)

3. Number of Instructors attending (Minimum of 1 instructor from each unit must attend)

4. Total number of Chaperones/Instructors attending (Required cadet/adult ratio and female requirements must adhere to Operational Supplement Guidance.)

5. Use of ROTC CTOs and JROTC CTIs to include total number (Cannot count as Chaperones):

6. Funding Requested:
 - Total for CLC Meals _____
 - Total for CLC Transportation _____
 - Total for CLC Lodging _____

7. Cadet Fee: Attach an itemized accounting that covers the required “CLC Cadet Fee for Attendance.” The Cadet Fee for Attendance document must be uploaded to WINGS by 15 March 2016.

8. Leadership Encampment Agenda/Activities: Attach the “CLC Agenda Document” (due in WINGS by 15 February 2016)

9. The host school accepts responsibility for this course as a school sponsored Leadership Development Requirement activity and the Host Unit SASI will ensure that all **Air Force funding** is used for the CLC event or reimbursed back to the attending units.

Host Principal

Host Unit SASI

NOTE: Upload signed application in WINGS EVENT as an attachment to CLC Request for HQ Review			
AFJROTC CLC			
Location of Course:			
Number of Units Attending:	Number Cadets Total: Male: Female:	Start Date	End Date
Section I Commandant			
Name:		Unit Number:	
Phone Number:		Email Address:	
Section II Evaluation Criteria			
Assessment Items	Yes	No	N/A
Were school district and or principal's permission/ <u>ownership</u> of the CLC operation and cadet attendance (all units participating)? Attach document in WINGS Events Module			
Cadets provided parental signed permission forms, medical forms, health insurance information and medication information, hold harmless liability forms and emergency contact info for each cadet			
Is there unit instructor representation at the CLC from each unit participating in the CLC?			
Is the cadet supervision adequate (adult to cadet ratio meets local school policy/AFJROTCI36-2001) Ratio will be 1 to 15 in absence of school policy. A minimum of two adult female chaperones (teachers, parents, school staff personnel).			
Host unit will ensure there is an after hour's supervision plan in place (i.e., 24/7 Instructor CQ/on-call duty officer/NCO: Min of 1 Male/1 Female)? Is there a same gender <u>instructor</u> at the respective male or female sleeping area entry point; opposite gender cadets only allowed entrance under direct supervision of instructor?			

Is there separate male/female sleeping, shower, and restroom areas provided?			
Are the facilities secured? Lodging/dinning/classroom/ other facilities must secure cadets; instructors and AF owned equipment.			
Is there communication capability available at all activity sites and enroute to/from activities? (i.e., cell phone or radio)			
Is there a hospital or emergency medical care facility within 25 miles of program site? If the hospital or emergency care facility is beyond a 10 minute drive from CLC location, is there an EMT or 1 st responder/first aid trained person onsite?			
Is heat/cold stress monitored? Is there a system to preclude cadets from exposure to hazardous weather conditions? Are the cadets sufficiently hydrated and is it emphasized at all times?			
Is there a written hazardous weather/natural disaster emergency response plan? Is the plan briefed and exercised within the first 48 hours of the CLC?			
Does the unit(s) conduct a fire drill within the first 24 hours after CLC arrival?			
Do CLC academics support elements of the AFJROTC program?			
Is there a Leadership CLC Cadet Guide to include Course Agenda			
Physical Fitness: Do the instructors supervise the physical fitness activities? Are overly strenuous physical activities and punishment PT forbidden?			
Is there a CLC Cadet Organization; are cadets participating in the CLC Opportunities?			
Are the host unit/attending units following HQ reimbursement procedures and or credit card use providing proper documentation/receipts within 10 days of CLC?			

Section III Host Unit Comments	
Name:	
Phone Number:	Email Address:
Signature:	Date: