



HEADQUARTERS
Dothan Composite Squadron, Civil Air Patrol
Auxiliary of the United States Air Force
Post Office Box 4
Dothan, Alabama 36302

Congratulations and welcome to the Civil Air Patrol Cadet Program!

You are joining one of the most exciting programs available to young people. Our joint goal is to help you become dynamic young Americans. We will accomplish this through our three missions:

Cadet Programs
Aerospace Education
Emergency Services

In order to process your orientation into our program please complete with the enclosed membership orientation checklist. Once you officially turn in your paperwork, we will begin your training, concentrating on the basics of military customs and courtesies, drill, and ceremonies. This portion of your training will be less formal to acclimate you to our disciplined program. It is during this process that we expect you to ask questions and take advantage of the close support of the staff members assigned to work with you.

Your membership in Civil Air Patrol is a privilege. We maintain high standards that must be complied with. This is essential both from a safety and military structure standpoint. You will be assigned to a flight and instructed on proper "chain of command" protocol.

As the commander of the Dothan Composite Squadron, I'm confident you will receive the finest training available from a dedicated staff of Cadet and Senior Officers. Should your parent(s) have any questions during the orientation period or later on, they are welcome to visit us on the meeting night so we may discuss the issue. If it is an urgent matter, please have them call my voice mail. The telephone number is (334) 794-9002.

Tom Holer
LTC, CAP
Squadron Commander

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

To process your membership into our program please complete the following membership orientation checklist. To make this task easy, we've put check boxes “” next to each item requiring action. Once you've check them all off, you're finished.

Membership Application:

Complete the enclosed copy of the “Application for Cadet Membership in Civil Air Patrol” form. All signatures must be original. Please note the following items that often delay processing of memberships:

- Social Security Number: Mandatory for membership
- Date of Birth: Note it must be in Day/Month/Year order
- Signature of Applicant: Mandatory
- Signature of Mother/Father/Guardian: Only one signature is required
- Parent's evaluation of Health Certificate: If all boxes are checked “NO”, the Physician's Certification section does not need to be completed. If a “yes” box is checked, the Physician's Certification section must be completed. Note, a full physical is not required. Just have the physician certify that your son or daughter is in good health. Please feel free to discuss any issues in this important area with us.

Emergency Notification Data Form:

All sections of this form must be completed. This information will be held strictly confidential

Cadet Protection Program Information:

Civil Air Patrol is concerned with the national problem of child abuse. We have a national policy to prevent abuse of any cadet in our care. Please read the enclosed Cadet Protection Program together with your parents and have them sign the form. Keep a copy at home and return one with your applications.

Cadet Clothing Information Form

Complete all sections circling sizes for each item. We will match the sizes to our inventory listing. If we have any uniform items, they will be issued to your son or daughter “free of charge”. If we don't have uniform items, you are responsible to buy (at your own expense) all necessary items. This can be accomplished at the Military Clothing Store by mail or local surplus stores.

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

Any clothing items supplied by our unit inventory, when assigned, must be signed for by the cadet and his or her parent(s). Should you son or daughter leave the program, they must return our unit uniform items in good condition.

Payment:

- Ž Turn in your copy of the Membership Application, the Emergency Notification Form, and the Cadet Clothing form with payment in the following manner:
- Ž \$42.00 check or money order payable to: National Headquarters, CAP. Please note, we can not accept cash for the National Dues. Annual renewal dues currently is \$26.00.
- Ž \$10.00 check or cash. If check, make it payable to: Dothan Composite Squadron (for local annual dues).

Your son or daughter should receive their membership card within two (2) weeks of processing your paperwork. The cadet membership package from National Headquarters CAP will include their books and all pertinent materials necessary for them to process through our program. This package should be received within 3-4 weeks.

“Other” Requirements:

Now that you’ve taken care of the processing requirements, the following items will make your transition into our program “problem free”.

- Ž The Civil Air Patrol Calendar enclosed with your package will become your son or daughter’s guide to our activities. They are required to bring it to each meeting. Information on all our scheduled meetings and activities is given to them each week. They are responsible to appropriately note each upcoming activity in their calendar. This also serves as a reference source for you to know the dates and time of our various programs
- Ž Your son or daughter will take part in a “swearing in” ceremony on their second meeting after they turn in their paperwork. We **encourage** your attendance at this ceremony that takes place at our opening formation at 7:00PM. The cadet oath is stated below: Your son or daughter should become familiar with it, but do not have to memorize it.

I (state your name) pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

and training rapidly to prepare myself to be of service to my community, state and nation.

- Ž Enclosed is a copy of the CAP grooming requirements. Please be sure your son or daughter is in full compliance before his or her “swearing in” ceremony.

Enclosed is a current membership roster for your records. It lists all the unit’s active cadet and senior members. This listing is updated monthly and is distributed at our meetings.

Uniform Insignia Supplies

In addition to uniform requirements each cadet must wear certain CAP distinguishing insignia on their uniforms. We have assembled a list of the items required to complete a cadet “blues” and “BDU” uniform. The cost is \$21.09 and can be ordered at any time you secure the necessary uniform.

* We exchange Cadet Rank Chevrons as a cadet progresses through the program. They will receive their first rank chevron (cadet airman) once they complete all requirements of the Curry achievement. If the rank chevron is lost or damaged, you are responsible to purchase a replacement.

Memory Work

Enclosed in your packet is a memory worksheet. This list some of the important aspects of military training required of our cadets. You will be advised on the time frames on which this memory work should be accomplished.

Unit Meeting Information:

Uniform wear policy: The Battle Dress Uniform (BDU) is primary uniform worn at every Tuesday night meeting. Your son or daughter may wear the uniform to school on Tuesday. The Blue short sleeve shirt uniform combination is worn on special occasions. The Squadron Commander (Deputy Commander in his or her absence) or the Leadership Officer shall set the uniform wear policy. It is subject to change at his or her discretion. Your son or daughter will be given one week notice of a change.

Our meetings are held on Tuesday night. Cadets are required to be at the meeting site **by** 6:55 p.m. Opening formation begins promptly at 7:00 p.m. The meeting concludes with a closing formation at 8:30 p.m. All cadets will be dismissed shortly after 8:35 p.m.

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

In case of an emergency, the telephone number of the meeting site is (334) 983-4014, every Tuesday night from 7:00 pm to 9:00 pm. This number must be used only during the meeting times. Civil Air Patrol is not at this facility at any other time. This telephone number is also included at the bottom of our membership roster for your convenience.

Any business to be conducted with the Senior Staff (i.e., turning in money, purchasing supplies, signing up for activities, etc.) must take place between 8:30 and 9:00 pm.

Parents are welcome to sit in on any program conducted at our meeting location. Just stop in and advise us of your intentions.

Questions:

Should you have a question on anything not covered in this guide please see any member of the Cadet or Senior Staff for assistance.

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

Cadet Memory Work

CAP Motto

“Semper Vigilans” - Always Vigilant

Cadet Honor Code

A cadet will not lie, cheat or steal, nor tolerate anyone among us who does.

Leadership:

Sir, Leadership is the art of influencing and directing people in a way that will win their obedience, confidence, respect and loyal cooperation in the achieving of a common objective.

Civil Air Patrol Cadet Oath

I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to be of service to my community, state and nation.

Civil Air Patrol and United States Air Force Core Values:

Integrity first,
Service before self,
Excellence in all that we do.

Military Discipline:

Military Discipline is the mental attitude and state of training which renders willing obedience and proper conduct instinctively, under all conditions.

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

Item	Catalog Number	Number	Unit Cost	Total Cost
Alabama Wing Patch	637	2	1.70	3.40
Dothan Squadron Patch (you get from us)		2	1.00	2.00
Cadet Insignia	0646L	1	3.40	3.40
CAP Cloth Breast Badge	599K	2	1.25	2.50
Nametape (custom order)—2 per set	599H	1	3.00	3.00
Blue Nameplate	599M	1	2.75	2.75
CAP Metal Collar Insignia	820	1	2.30	2.30
Subtotal				19.35
Shipping and Handling (10% of subtotal)				1.74
Total				21.09

How to order these items

TELEPHONE ORDER LINES (Visa/Mastercard Required)

1-800-633-8768

FAX

1-334-265-6381

MAIL

CIVIL AIR PATROL BOOKSTORE

30 S. ARNOLD ST. BLDG. 848

MAXWELL AFB, ALA 36112-6332

CUSTOMER SERVICE

1-888-834 -1781 (Toll Free)

1-334-953-7242

Hours Of Operation Are From

0730 To 1600 Central Time

Procedures For Placing Orders:

All Orders Require The Following Information

CAP Serial Number

Name

Address

Phone Number

Orders Received Without Required Information May Be Returned

All orders must be accompanied by check, Money Order or Credit Card Number and expiration Date. (MasterCard or Visa Only). Please Do Not Send Cash

SHIPPING - SERVICE CHARGE

A SHIPPING AND HANDLING CHARGE IS REQUIRED ON ALL ORDERS SHIPPED BY THE BOOKSTORE - IN PLACING YOUR ORDER, PLEASE INCLUDE 10% FOR ALL ORDERS TOTALING \$100.00 OR LESS AND 5% FOR ORDERS TOTALING MORE THAN \$100.00.

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

CADET CLOTHING INFORMATION

NAME _____ CAP Serial # _____
 Address _____ Cadet Grade _____
 _____ Home Phone _____

Clothing Sizes (Circle the Correct Size)

Jacket: Chest 32, 34, 36, 38, 40, 42, 44, 46, 48, 50 Short, Regular, Long
 Jacket: Sleeve 26, 28, 30, 32, 34, 36 Inches

Shirt Neck: 12, 12 1/2, 13, 13 1/2, 14, 14 1/2, 15, 15 1/2, 16, 16 1/2, 17, 17 1/2
 Sleeve Length 26, 28, 30, 32, 34, 36 Inches

Pants Waist: 24, 26, 28, 30, 32, 34, 36, 38, 40, 42 Inches
 Pants Inseam 24, 26, 28, 30, 32, 34, 36, 38, 40, 42 Inches

Boots Size 6, 6 1/2, 7, 7 1/2, 8, 8 1/2, 9, 9 1/2, 10, 10 1/2
 11, 11 1/2, 12, 12 1/2, 13
 Width Narrow, regular, wide, x-wide

Hat Size: 6, 6 1/8, 6 1/4, 6 3/8, 6 1/2, 6 5/8, 6 3/4, 6 7/8
 7, 7 1/8, 7 1/4, 7 3/8, 7 1/2, 7 5/8, 7 3/4, 7 7/8

Gloves Size S (7-7 1/2), M(8-8 1/2), L(9-9 1/2), XL(10-10 1/2)

Socks Size 9, 10, 11, 12

This information will be used to issue you clothing from the squadron's clothing inventory. Please complete this form accurately and carefully. Use a tape measure to get correct measurements. If you are not sure of your sizes, or do not know how to take them, ask your parents for help. If you have any questions, please see the squadron logistics officer.

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

Emergency Medical Information

Instructions: CAP Officers are required to carry this information for each member while on any CAP activity other than its regular squadron meetings. ***This information will be held strictly confidential.*** Please fill out all of the information requested. If the answer is *None* or Unknown, please state so in the space provided.

Personal Information

Name: _____ Social Security Number: _____

Address: _____ City: _____ Zip Code: _____

Person to Notify in Case of Emergency

Home Phone Number: _____

Father/Husband: _____ Work Phone Number _____

Mother/Wife: _____ Work Phone Number _____

Emergency Medical Data

Personal Physician: _____ Phone _____

Physician's Address _____

Physician's City, State and Zip Code: _____

Pertinent Medical Data (Allergies, Diseases, Chronic Illnesses, Medication Taken, etc.)

Medical Insurance Company: _____ Policy Number: _____

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

The Cadet Protection Program

Civil Air Patrol (CAP) members involved in the cadet program and parents of cadets should be alert to situations in which cadets could be subject to abuse. A CAP Manual, CAPM 50-16, Chapter 1, Section B, sets policy and guidance in this difficult area.

The area of sexual abuse or molestation of young people by adults is particularly sensitive and difficult. Those who molest children (pedophiles) are almost impossible to detect in advance. CAP has very limited administrative capability and must rely on the cooperation of its commander, CAP leaders, the parents of cadets and the cadets themselves.

Cadet Protection Policy:

CAP is concerned for the welfare of its cadets and as part of its cadet protection program has adopted these policies. Civil Air Patrol strictly prohibits abuse of cadets. For the purpose of this policy, abuse is defined in three categories:

- Emotional abuse: Cadets will not be subjected to excessive discipline or humiliating or emotionally distressing verbal abuse.
- Physical abuse: Cadets will not be physically struck, hazed or assaulted in any way.
- Sexual abuse: Cadets will not be subject to sexual molestation, touching, contacts, exposure, suggestions or other incidents of a sexually orientated nature

Senior members, cadets and parents/guardians should immediately report incidents of observed or suspected abuse to the unit commander or the commander at the next higher level of command. Whenever a commander receives a report of abuse, suspects that abuse has occurred or may occur, or believes there is an appearance of impropriety involving cadet abuse by a member of Civil Air Patrol, the commander will immediately suspend the member from working with cadets and will report the abuse according to Civil Air Patrol Guidance contained in CAPM 50-16

The Protection Program Overview:

Civil Air Patrol, as part of its Cadet Protection Program, has adopted these general guidelines for volunteer leaders.

CAP has adopted a mandatory screening program of senior members as part of their effort to prevent abuse. All senior members on entry must be fingerprinted and those prints are sent to the FBI for review of arrests and convictions - if any.

- CAP leaders should exercise good judgment and discretion when selecting senior members, cadets, and other persons to conduct or supervise cadet activities.
- Encourage members to report any observed or suspected abuse
- Ensure at least two senior members for each gender of cadet are present at all overnight activities. This two person rule is for the protection of the senior member as well as for the cadet.
- Conduct periodic orientation for senior members so that all are aware of the Cadet Protection Program policy. CAP encourages parents and guardians to get involved in the following ways:
 - ⇒ Talk to your son or daughter every day and take time to really listen and observe. Learn as many details as you can about their activities and feelings. Encourage him or her to share concerns and problems with you.
 - ⇒ Tell your child that some adults may try to intimidate children and make them do things that the child doesn't feel comfortable doing. Often these adults call what they're doing a secret between themselves and the child.
 - ⇒ Explain that his or her body belongs only to them alone and that he or she has the right to say no to anyone who might try to touch them.
 - ⇒ Civil Air patrol encourages periodic parents' meetings to discuss the subject of child abuse and CAP's efforts in protecting the cadet.
 - ⇒ Personally meet the unit commander, cadet commander, chaplain., and other senior member staff. Do not hesitate to contact them about questions or concerns you or your child have. Keep informed of official activities through official CAP squadron and wing calendar of events and CAP written notices.

Emotional Abuse:

The guidelines concerning protection of cadets from emotional and physical abuse are discussed in the concept of likely situation where such types of abuse could occur. Emotional abuse is more difficult to define because the range of its

Dothan Composite Squadron
Civil Air Patrol
Membership Orientation Checklist

effects if very broad. Within Civil Air Patrol, the form of emotional abuse most likely to occur is humiliating or distressing verbal abuse. Young people tend to abuse one another through unkind words, ridicule, and sarcastic criticism. This abuse comes from the cadet's environment. CAP leaders should be aware of this type of abuse, and as part of leadership training, attempt to use words that accent the positive and help cadets feel better about themselves.

Development of self-discipline is also a part of leadership training. CAP leaders are aware that discipline within the cadet squadron is necessary for a cohesive, functional group. Likewise the leaders also know that excessive or humiliating discipline does not develop positive leadership characteristics that give the cadet the confidence and tools to become an effective and responsible leader and citizen.

Physical Abuse:

Physical abuse is easier to recognize than the other forms of abuse. The presence of bruises, broken bones, lacerations, puncture marks, swollen areas, or combinations of these factors are signs of physical abuse. Usually two patterns develop wherein the child becomes shy, withdrawn, passive and uncommunicative, or the child may be nervous, hyperactive, aggressive, disruptive and destructive. The child may also begin to abuse others.

In the development of the cadet, our leadership training is designed to help the passive type individual gain confidence in his or her abilities. On the other hand, the aggressive type individual learns how teamwork and concern for others fosters confidence in their leadership capabilities. Thus, our protection program forbids excessive discipline, physically striking or hazing (to harass by banter, ridicule, criticism, or torment) of any cadet.

Sexual Abuse:

The difficulty of preventing sexual abuse in any youth organization such as CAP cannot be overstated. While there are numerous experts in this field almost all agree that detecting pedophiles in advance is almost impossible. We must solicit the assistance of parents to participate in the program and educate their children.

Resources for More Information

The following is a list of some national resources for additional information on the subject of child abuse. We encourage CAP leaders and parents to become informed of this exceptionally important issue in today's society.

Clearing House on Child Abuse and Neglect P.O. Box 1182 Washington, DC 20013 703-821-2086	National Committee for Prevention of Child Abuse 332 S. Michigan Avenue, Suite 950 Chicago, IL 60604-4357 312-663-3520
--	---

National Center for Missing and Exploited Children 1835 K Street, N.W., Suite 700 Washington, DC 20006 202-634-9821	US Department of Health and Human Services Office of Human Development Services Administration for Children, Youth and Families National Center on Child Abuse and Neglect Washington, DC 20201
--	---

Parents' or Guardian's Signature

It is very important for your parents or guardians to know what you are doing. You will have to depend on them if you are to succeed in Civil Air Patrol. They will become interested only if you keep them informed about your activities. Let them read this pamphlet and other CAP publications, and do not be afraid to ask for their help. Have your parents read this introduction and have them sign below.

Parent Signature