

MEMORANDUM FOR BCS CADET MEMBERS

FROM: BCS/Squadron Commander

SUBJECT: BCS Policy Letter 19-01, Attendance Requirements for Cadet Promotion

1. Active Participation:

Civil Air Patrol (CAP) requires active participation to successfully complete all cadet achievement and award levels. It is not possible to gain the leadership skills offered by the cadet program by simply taking online exams. In order to receive the most benefit from this program, cadets must be willing to take an active role in cadet activities and leadership positions.

CAPR 60-1 requires cadets to participate actively in order to promote:

3.3.1. Expectations of Cadets. Cadets participate in CAP to the extent that they are interested and able, but active participation is a prerequisite for promotion.

3.3.1.1. Attendance & Promotion Eligibility. Active participation is a promotion requirement because direct, in-person involvement in the Cadet Program is the most effective way for cadets to demonstrate their learning. "Active participation" is not precisely defined because the reason for, frequency of, and duration of absences varies greatly. It is suggested that commanders consider cadets "active" if they participated in 4 meetings or activities during the previous 8 weeks.

The Boulder Composite Squadron will utilize the following standard to assess the active participation requirement for cadet promotions. This policy is consistent with and replaces policy established in BCS Policy Letter 13-01.

The 56-day period prior to the effective date a cadet's promotion date is evaluated – an attendance rate of 75% (6 of 8 meetings) is required during this period. Up to two excused absences per period can count toward attendance requirements.

2. Excused Absences:

Meetings missed due to school-related activities, church-related activities, participation in organized sports, family activities, emergencies, and hazardous road or weather conditions will be excused absences. Family activities include special events such as: vacations, weddings, or similar activities. Some judgment may be necessary in defining unexcused absences, since an exhaustive list is not possible. In any case, an absence is not excused if proper notification procedures are not followed and submitted at least twenty-four hours in advance of the meeting.

The URL of the online form to request an excused is available on the BCS Cadet Programs Web site and will be provided to all cadets at the time of this policy implementation.

3. Absence Approvals:

The Squadron Commander will designate a representative to approve absence requests. All decision appeals and requests for exceptions to this policy should be made to the Deputy Commander for Cadets.

4. Leave of Absences:

Some cadets may be involved with a sport, travel out of town, or other activities that make it impossible to attend CAP meetings for four or more weeks at a time. Cadets may request a Leave of Absence (LOA) from the Squadron Commander. The LOA will:

- a. Allow the cadet to miss meetings for a specified period of time without withdrawing from the squadron.
- b. State that the cadet may apply for leadership positions that will open up after his/her return.
- c. State that cadet must complete a 56-day period of active participation before they will be eligible to promote to the next level.

The URL of the online form to request a Leave of Absence is available on the BCS Cadet Programs Web site and will be provided to all cadets at the time of this policy implementation.

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Joseph Kubitschek, 1st Lt, Civil Air Patrol
Commander