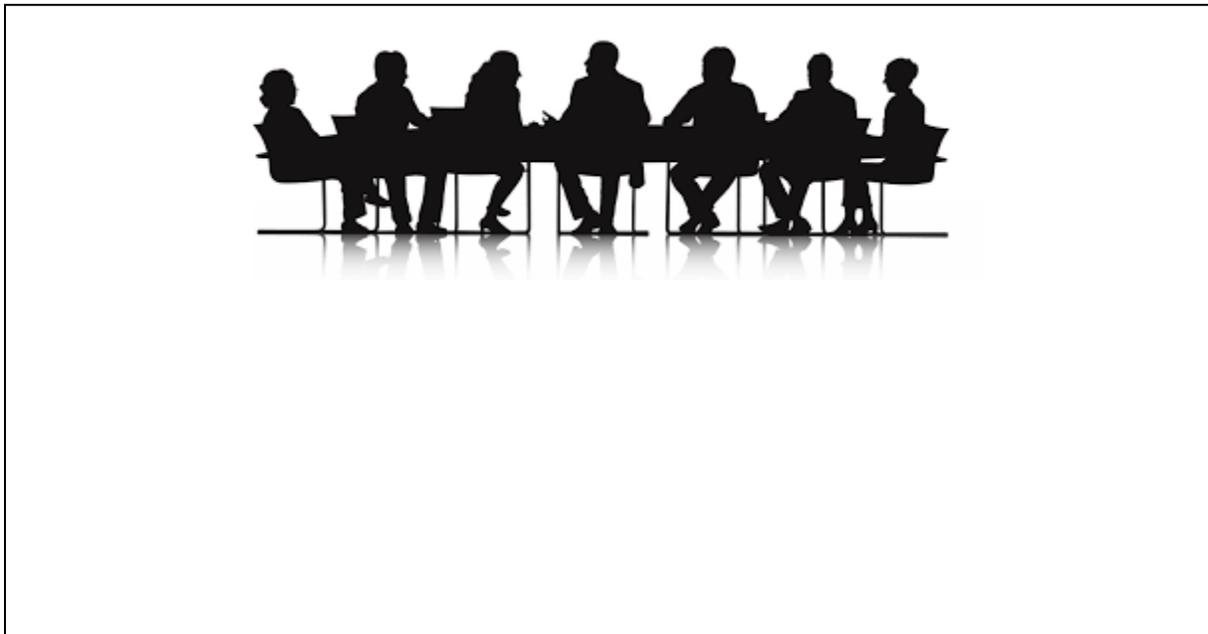


BCSP 2
13 March 2018



The Weekly Unit Meeting



Bellingham Composite Squadron, CAP

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PREFACE

This pamphlet complements Civil Air Patrol Regulation 60-1 *Cadet Program Management*. It gives the local details for the cadet and senior weekly meeting, the general meeting schedule for cadets and senior members and advice and techniques on effective meeting planning.

OVERVIEW

"2 ½ hours a week to run an Air Force" That is what CAP does, in 2 ½ hours a week we do many of the things an Air Force Squadron does full time. As "proper planning prevents poor performance" good meeting planning is vital to make the most of that limited time.

UNIFORM WEAR AT MEETINGS

Cadets are required to wear the specified uniform except for C/AB and C/Amn within 60 days of promotion or until they are able to obtain the Blue Service Uniform with the Curry Voucher may wear the Battle Dress Utility (BDU) or Airman Battle Uniform (ABU) at any meeting.

Senior Members are highly encouraged to wear the same USAF style uniform or its CAP corporate style equivalent as the cadets, but it is not mandatory. If a 5th meeting is held in the same month, the Deputy Commander for Cadets will determine the uniform worn by cadets. See CAPM 39-1 for a description of each uniform type.

When the blue service uniform is worn on the second meeting night of the month is for the purpose of a basic blue uniform inspection. Cadets will wear all earned ribbons in accordance with CAPM 39-1 *CAP Uniform Manual* and either a short or long sleeve blue uniform shirt/blouse. If wearing short sleeves, wearing of a tie/tab is optional and permitted. Females may wear slacks or a skirt. Service coats or pullover sweaters may not be worn with the blue service uniform when it is worn on the second meeting night of the month.

1st Meeting of the Month	Blue Service
2nd Meeting of the Month	Basic Blue Service or BDU/ABU (refer to call out)
3rd Meeting of the Month	PT Uniform
4th Meeting of the Month	BDU's/ABUs

Whenever the CAP uniform is worn, it will be complete and in accordance with CAPM 39-1 *CAP Uniform Manual*. When wearing the USAF style uniform, all members will meet military grooming standards, cadets over the age of 18 and senior members will also meet CAP weight standards. If as a senior member, you are unable or choose to not wear the military style uniform, it in no way detracts from your full participation within the squadron. You are encouraged to wear an appropriate CAP Corporate Style uniform. **In cold weather, for cadets protection from the elements has priority over adherence to CAP uniform standards.**

The Blue Service Coat is an optional item and may be worn by all cadets on the first meeting night of the month. When worn it must meet the standards in CAPM 39-1. When available from unit supply, a service coat may be issued to upon assignment or promotion to any of the following: Cadet First Sergeant, Cadet Chief Master Sergeant and Color Guard members.

Wear of Wing Patch. Wear is mandatory when issued free of charge, otherwise optional but highly encouraged. Wear in accordance with CAPM 39-1 *CAP Uniform Manual*.

Wear of Unit Patch. Wear is mandatory when issued free of charge, otherwise optional but highly encouraged. Wear in accordance with CAPM 39-1 *CAP Uniform Manual*.

Basic cadet recreational/physical training (PT) uniform. Unit PT uniform consists of a Black or Tan T-Shirt, a Black or Tan unit T-Shirt or Black or Tan CAP Activity, such as encampment T-Shirt, Dark Color (Navy Blue preferred) Shorts or athletic pants white athletic socks and running shoes. Shorts must cover to at least *mid*-thigh. Outer garments such as hooded sweatshirts, or jackets (black/dark blue, plain or aviation themes preferred) may be added for safety/comfort in adverse weather conditions. A CAP Activity T-Shirt that is **not black or tan** in color may be worn by a cadet who attended that activity for up to 60 days or 2 Fitness sessions after the end of the activity. **At no time will a cadet take part in PT in combat boots.**

The Squadron Weekly Meeting (Cadets)

Meeting Schedule: To assist in meeting planning, the following standard meeting schedule is established. The Squadron Commander or Deputy Commander for Cadets may authorize deviations from this schedule.

1800-1830: Arrival and Cadet Staff Time
1830-1900: Opening Formation/Emphasis Item
1900-1950: Core Curriculum Topic (see below)
1950-2000: Break
2000-2050: Special Training (see below)
2050-2055: Building Clean up
2055-2100: Announcements and Closing Formation

Classroom or Activity Schedule

1st Tuesday of the Month

Activity #1 Character Development Forum (Senior Member conducted)
Activity #2 Commanders Time/Commander's Call (promotions and awards)

2nd Tuesday of the Month

Activity #1 Leadership Activity (Senior Member planned/conducted)
Activity #2 Flight Time (Planned/Conducted by Cadet Staff)

3rd Tuesday of the Month

Activity #1 Active Cadet Fitness Testing or Activity
Activity #2 Program Electives or Fitness Activity

4th Tuesday of the Month

Activity #1 Aerospace Education (Senior Member planned/conducted)
Activity #2 Squadron Time (Planned/Conducted by Cadet Staff)

5th Tuesday of the Month

Special Activity as determined by the Deputy Commander for Cadets

Squadron/Flight Time includes but is not limited to: Emergency Services Training, Drill and Ceremonies, Guest Speakers, AEx or DDRx events, Written and Performance Testing etc. Program Electives are special teams for example: Color Guard/Cyber-Patriot/Advanced AE. See BCSP 3 *Cadet Program Operations* for more information.

Character Development Forums. Cadets in Phase One and Two will attend all character development forums. Cadets in phases three and four will attend if they have not attended since completion of their last achievement or milestone award. Cadet Officers are highly encouraged to attend all sessions and should only miss a session as a last resort for other mission requirements and with the prior approval of the Deputy Commander for Cadets. Any exceptions must also be approved in advance by the Deputy Commander for Cadets.

Building Clean Up Procedures. The Squadron Cadet First Sergeant is responsible for conducting building clean up every meeting. They will enlist the assistance of the Flight Sergeants and Element Leaders to effectively accomplish this task. Completion will be reported to the ranking cadet who will report it to the Senior Staff. Senior Staff members may do spot inspections and require any discrepancies be corrected before the cadets depart for the evening.

Use of electronic devices. Except for when being used as part of training or special event, or in case of emergency to summon aid, electronic devices are not to be used by cadets from 18:30 hours to 21:00 hours at unit meetings by Phase 1 and 2 Cadets. Cadet Officers may only use these devices for official CAP Business during these hours. Cadet Officers and NCO's are expected to abide by and enforce this policy. Senior Members may also enforce this policy when acting as supervisors or instructors at cadet events. Violations are handled by instructing the cadet to stop using the device and reporting up the chain of command to the Deputy Commander for Cadets. Corrective action will be taken by the Deputy Commander for cadets. **Staff (cadet and senior) will not take procession of cadets' device for violations of this policy.**

Attendance Requirements. Regular and active participation in unit meetings is required to obtain the full benefits of the CAP Cadet Program. It is the responsibility of the cadet to ensure their attendance is recorded on the unit sign in list. Excessive absences without a valid reason may be cause for termination from cadet membership in Civil Air Patrol. If a cadet must be absent, they are required to inform their chain of command before the meeting. If a cadet must be absent for more than 3 meetings in a row, they will need to request a leave of absence. The cadets Element Leader will contact any cadet who did not report their absence in advance and did not attend the meeting no later than the start of the next meeting and inform their flight sergeant of the reason for the absence. This information will flow up the chain of command to the Deputy Commander for Cadets as soon as possible.

Leave of Absence. If a cadet knows they will be absent for more than 3 consecutive meetings, they must submit a request for a leave of absence. This is accomplished by contacting their Element Leader and Flight Sergeant with the length and reason for the absence. This info is then passed up the chain of command to the Deputy Commander for Cadets. The parent of a cadet

may also request a leave of absence by contacting the Deputy Commander for Cadets with the length and reason for the absence.

The Squadron Weekly Meeting (Senior Members)

Meeting Schedule: To assist in meeting planning, the following standard meeting schedule is established. The Unit Commander or Deputy Commander for Seniors may authorize deviations from this schedule.

1800-1900: Arrival and Staff Time

1900-2000: Training Session #1

1900-2010: Break

2010-2100: Training Session #2

Classroom or Activity Schedule

1st Tuesday of the Month

Training Session #1: Senior Staff Meeting/Safety Briefing

Training Session #2: Starting at 2030 Commander's Call (Promotions and Awards)

2nd Tuesday of the Month

Training Session #1: Staff Time

Training Session #2: Staff Time

3rd Tuesday of the Month

Activity #1 Senior Based Training Item

Activity #2 Staff Time

4th Tuesday of the Month

Training Session #1 Staff Time

Training Session #2 Staff Time

5th Tuesday of the Month

Special Unit Activity

Senior Members are only required to attend meetings when they have tasks to complete. But are highly encouraged to attend at least one meeting a month either the 1st Tuesday for the Senior Staff Meeting or 3rd Tuesday when senior member related training is on the schedule. But, if desired, senior's are welcome to attend all meetings.

Staff Time is for Senior Members to accomplish duty related tasks, staff officer's may schedule and conduct training or meeting as they desire. Staff Officers should coordinate with the Deputy Commander for Cadets on the use of available meeting spaces. Senior Members assigned to Cadet Programs related duties (Cadet Program Officers and Aerospace Education Officers) should review the cadet schedule to assist with cadet programs as needed.

Meeting Planning Guidance

The goal for all our meetings to be well planned and interesting! Our members want interesting and hands on meetings! To accomplish this cadet and senior staff have to work as a team.

The workload for planning the cadet meetings is split between the cadet and senior member cadet programs staff. Each meeting the seniors and cadet staff share responsibility for a part of that meeting. But, this is not set in stone! If a senior or cadet staff member has an idea that that will not fit in the standard meeting time, work with your counterpart to use more of that meeting's time.

For seniors, work with the Squadron Commander and the Deputy Commander for Seniors to schedule training on the third Tuesday of each month that would be of interest to your fellow members, you should have a good plan at least a week prior get the word out and encourage your fellow senior members to attend the meeting. Also, you can always arrange small group sessions with your counterparts on your own. Just keep the commander in the loop and coordinate with the Deputy Commander for Cadets on using shared spaces such as the main classroom, Communications/ Training Room and hallway meeting room. For more info on cadet meeting requirements and planning see CAPR 60-1 paragraph 4.3.1 for general information on planning great meetings see CAPP 1-2 *The CAP Guide to Effective Communications*, pages 7 to 10.

CLOSURE

Time is our volunteer member's most valuable resource, well planned and interesting meetings aid in retaining our members and ensure we don't waste valuable time. Everyone is encouraged to help us plan and conduct interesting and effective meetings that members want to attend!

Attachment 1

Meeting planning worksheet

Use of the worksheet is encouraged to assist me meeting planning

Date prepared: _____ Date of Meeting _____ Tuesday of the Month

Prepared by: _____ Emphasis Item (Cadet Meetings Only) _____

Training session/Activity #1 Topic(s): Is a "Hands On" Activity as part of the session? Yes No

Location: (Circle one)

Main Classroom, Comm/Training Room, Hallway Training Room, Air Operations Room or Other _____

Primary Instructor (Grade and Name)

Lesson Plan available? Yes / No (attach copy if yes)

Additional Support required (Audio/Visual equipment, supplies, and additional instructors)

Training session/Activity #2: Topic(s): Is a "Hands On" Activity as part of the session? Yes No

Location: (Circle one)

Main Classroom, Comm/Training Room, Hallway Training Room, Air Operations Room or Other _____

Primary Instructor (Grade and Name)

Lesson Plan available? Yes / No (attach copy if yes)

Additional Support required (Audio/Visual equipment, supplies, additional instructors etc.)

If you need more space for any item, use the back of this worksheet.

Approvals (Date and Initials)

Cadet Meetings Other (AE/LO, Flight/CC etc.) _____ C/CC _____ DCC _____

Senior Meetings Other (Ops, Safety etc.) _____ DCS _____ CC _____

Completed worksheet should be provided to commander or deputy commander for cadets by Sunday prior to the meeting date