2023 AFJROTC Cadet Leadership Course

School Principal Authorization & Checklist

Host Unit #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of leadership course from: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Projected participating units: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Total Projected attendance:
  + Cadet Males\_\_\_\_\_\_\_\_\_\_\_
  + Cadet Females\_\_\_\_\_\_\_\_\_\_

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

* Is the Site Selection Checklist attached?
* Is the “CLC Agenda Document” attached?
* Each unit must bring 1 instructor/chaperone for every 15 cadets and if they have both sexes of cadets then there must be a female & a male chaperone present from each unit at all times. All chaperones will be approved by the school principal.
  + There must be 1 adult for every 15 cadets present at all times.
  + ROTC CTOs and JROTC CTIs don’t count as chaperones.
  + Each respective unit’s Principal approves each chaperone from their school
* Funding Requested:
  + Total for CLC Meals\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Total for CLC Transportation \_\_\_\_\_\_\_\_\_\_\_\_
  + Total for CLC Lodging\_\_\_\_\_\_\_\_\_\_\_\_\_
* Cadet Fee: Attach an itemized cadet participation fee “CLC Cadet Participation fee” to the WINGS event module by 15 March.
* The Host Unit School accepts responsibility for this event as a school sponsored Co-Curricular activity and the Host Unit SASI/ASI will ensure that all **Air Force funding** is used for the CLC event or reimbursed back to the attending units and follow any guidance set by the school Principal.

School Principal printed name: Host Unit SASI/ASI printed name:

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