CIVIL AIR PATROL

# REGION HOSTING GUIDE

## INTERNATIONAL AIR CADET EXCHANGE

2025



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# Introduction

The International Air Cadet Exchange is one of the most important, fun, and educational National Cadet Special Activities available. Its visibility, nationally and internationally, warrants special attention by everyone in the region. We thank you for committing yourselves to this worthy activity.

The hosting region project officer has a special responsibility to make the stay of the international cadets' among the most memorable experiences of their lives. In conscientiously fulfilling that responsibility, the host region project officer also makes it one of the most memorable and enjoyable events for the Region. Careful planning and American hospitality are keys for giving visiting IACE cadets and their escorts a rewarding experience. This guide is prepared to assist you in both of these areas.

If you have cadets and/or senior members in your region who have been on the exchange, call on their experience in planning your hosting. You will find that every country has made sure that our cadets who visit them have received the finest hospitality, have been immersed in their culture, and have had exciting aviation opportunities. We need to provide the same for our guests. This is where our former exchange participants can help. They have been there and they know what was done for them. A blend of flying activities, visits to aviation facilities, cultural activities, and socialization with our cadets are the things that will make it a memorable experience for the international cadets.

The region team should be composed from the entire region. Team members should be able to execute the schedule as planned, think on their feet when things don't go as planned, and know when to call the project officer for advice. It is advisable to have at least one team member for every wing used in the exchange. These members will be the 'location expert' for all activities, lodging and transportation issues in their wing. Wing team members should be able to provide ideas to the project officer for appropriate opportunities and activities that are available in their wing.

Hosting an IACE delegation is an incredible opportunity for cadets and seniors who have not yet traveled abroad to get a taste of foreign cultures. Just as we share our culture with our guests, they share elements of their culture with us during their stay. We encourage you to take full advantage of their stay to learn more about their lands and ways of life.

Becoming a host region is a very special trust: beyond providing activities and the necessities, you are CAP's emissary to some of the best cadets and escorts that our international partners have produced. You represent to them the best of America.

# IACE Background

The International Air Cadet Exchange is an annual exchange of visits by air-minded youth of the U.S., Europe, Asia, and the Pacific Rim with the objective of promoting international understanding, good will, and fellowship among the youth of the world.

Civil Air Patrol's participation in the exchange began in 1947 with the arrangements for an exchange of cadets between the CAP and the Air Cadet League of Canada. Since the first exchange of cadets during the summer of 1948, the program has continued to expand. Former presidents of the United States, members of Congress, and the heads of many foreign countries have publicly commended IACE. This program has frequently been cited as a significant contribution toward better understanding among the youth of the world. CAP, the official auxiliary of the United States Air Force, has sponsored U.S. participation in the exchange since its beginning by arranging accommodations, travel itineraries, transportation, and educational, recreational and social activities for the international cadets while they are in the United States. The hosting organizations of the participating countries also perform these same services for the American cadets. Visits to the U.S. and abroad are just over two weeks in length and provide the cadets an opportunity to visit many areas of their host countries. Cadets visiting the U.S. are hosted by CAP units in various Regions and Wings. In addition, most are given a special tour of our nation's capital.

Suggestions for this guide are always welcome. Please email iace@capnhq.gov.

# Planning for the Exchange

## Host Region Obligations

A successful exchange requires early and detailed planning.

Planning for the exchange is a broad and complex activity. To get the optimum results from your hosting experience, it is best that you begin the planning process during the autumn before the summer in which you plan to host. This will give you ample time to assemble your team, plan activities, plan your budget, conduct fundraising activities, and secure the necessary Wing and Region resources. A notice is sent out to all Region and Wing commanders and their Director of Cadet Program officers no later than 15 August requesting Region host availability and interest.

Once selected the region is asked to create a Hosting Plan.

To help ensure a smooth exchange, the Region's plan should include the following:

- A selection of a project **team** to help with the hosting
- Development of a schedule and list of activities, places to visit, and opportunities to meet our own cadets
- A system of lodging may include military lodging, commercial lodging, youth camps, college dormitories or a combination of these. Host families will not be used for 2025
- A transportation plan with back-up capability
- Additional fundraising sources and activities

It is your responsibility to provide them with food, housing, transportation, and recreation at no charge to them while they are in your Wing. The only money they should have to spend is for souvenirs and personal items.

If possible, employ a team member to build a web site with information and photos of your program that your international guests can access before they come. Many of our guests do not know what to expect; they may not be aware of the local climate, local culture, local cuisine, types of activities, etc. Such a web site can include information on all of these items. In addition, should your planned schedule change after the formal schedule is posted to the IACEA web site, your web site can be a great place to keep your guests informed. If you choose to construct a web site, please e-mail (iace@capnhq.gov.) with the link so that we can also link to it.

**Final Region Hosting Programs are due to the IACE Activity Director no later than 31 March.**

The International Air Cadet Exchange Association (of which CAP is a charter member) requires we send them the host programs no later than 1 May. More importantly, it allows our guests to better plan their trips to your wing.

We realize that your plans could change, even at the last minute. However, please send a program to the extent that you know it and include those things that you feel confident you will do even if not totally confirmed. These programs will be put on the web site and updated every time you change your itinerary. Send them to iace@capnhq.gov.

## Support

There are many sources of support available to the region.

**National Headquarters:** For each full day the visiting IACE cadets and escort(s) are in your Region, National Headquarters will provide a stipend to help offset costs, email iace@capnhq.gov for details. Before the exchange, National Headquarters will send funds to the host Region. Any additional expenses incurred during the activity will be the responsibility of the host Region. (See Fundraising Suggestions, on page 13, for ideas to raise funds to support your activity.)

**Funding:** While we try to help defray all the costs of hosting the International Air Cadet Exchange, HQ CAP cannot provide 100% of the funds necessary for you to do everything you want to do for your guests. Many regions overcome this limitation by seeking additional donations of funds, discounts, and services from both within and outside of CAP.

**Do not ask your IACE cadets and escorts to participate in raising funds during their visit.**

If a civic club or local Air & Space Force Association chapter has helped you with your program, it is permissible to have the visiting cadets attend a meeting to share their experiences with the sponsoring organization.

During the visits, the cadets can share with the sponsors their gratitude for the assistance and some insights into their local culture. The sponsors will be gratified to see the fruits of their generosity.

## Host Families (not to be used for the 2025 Exchange)

## Programs (Itineraries)

One of the greatest features of the United States is the diversity: the people, the geography, the cuisine, the climate; the industries, and the ways to have fun. In many respects, America has as much diversity among its people as do the peoples of Europe and Asia. Every Region has offerings unique to itself that represent a tremendous source of pride and enthusiasm to you as a host. Every Region should represent a revelation to our guests.

It's your job as a Region Project Officer (and team) to help our international guests explore your Region in terms of culture, recreation, aviation and space industry, military capabilities, governmental structure, cuisine, CAP operations, and social life. Strive for a balance of activities among all these areas.

**Variety:** While there should be variety, emphasis should be placed on aviation-oriented activities such as flying, visits to Air Force bases, and aviation-related industries. Trips to other military installations, CAP operations and activities, are also a hit with our guests, as are fun activities such as visits to local cultural attractions, museums, plays, theme parks, barbeques, and even the local swimming pool. In addition, our guests always love spending time with our cadets.

There are so many possibilities that it is easy to fill a schedule with sightseeing, tours, group dinners, and other highly planned and choreographed events. Try to allow for some free time for your guests, a chance to unwind a bit.

Also allow them some time to share some of their culture with you. One Region's guests wanted to cook a dinner for their project officer and immediate staff highlighting dishes from their home countries. The project officer provided the funds and took the group shopping for the needed supplies. The cadets and their hosts had a wonderful time learning about each other.

It is normal for a host program to have some long days. Access to facilities and dignitary schedules has to be accommodated. However, please try to pace the schedule as well as you can.

## Activity Considerations

Murphy's Law is alive and well in the planning of IACE. The most effective way to combat Murphy is to engage in efficient preplanning with regular follow-up action. Your staff can be a valuable resource for this. Always have an alternate plan available and anticipate the unexpected. For instance, when planning a visit to an attraction, call the facility a couple of days out to confirm the admission fee (if any) and the hours of operation. If planning an outdoor barbeque, monitor the weather and have an alternative site available in case of bad weather. It may seem obvious, but these details

can sometimes get lost in the last-minute tasks and shuffles.

Another way to beat Murphy is to start early. Starting early gives you time to think things through and match your wishes to your budget.

**General Scheduling:** There are so many things in your Region for your guests to do, and it is tempting to try to do it all within the 10-day period. Please, don't overwhelm your guests with an overloaded schedule. Please plan on the cadets getting at least 7.5 hours of sleep per night. If taking a long drive across a large state, consider breaking the drive up over two days to allow sufficient rest for everyone. Permit for personal & laundry time.

**Language Barriers:** All IACE cadets and escorts are required to speak English, and all do to some extent. That aside, some of our guests take more time to understand. Remember to speak clearly and slowly if necessary to ensure that all your guests can understand what is being said.

**Activities:** Providing interesting activities for our international guests in your region is as unlimited as your imagination. As we've discussed, visits to air and space related facilities are highly encouraged. Your plans should include a visit to an Air Force (active, Guard, or Reserve) facility, if possible.

You must ensure that your base public affairs officer is aware of your visit so that they can obtain proper clearances. Force protection dictates strict security precautions be taken for all foreign visitors. Our hosts in past years have reported little trouble in getting our guests into the facilities, but it does require working with the base in advance. Your CAP-USAF Liaison Region Detachment Commander and Regional Operations Director will be pleased to help you work with the bases to arrange tours and talks, perhaps even a flight. We will provide individuals' information for clearance onto military facilities after 10 May.

**Flying:** Our foreign guests love our system of general aviation, and it is a great way for them to see our forests, cities, waterways, and pastures. If possible, please arrange for the cadets to fly. Remember, flying IACE cadets is one of our flying missions, and no waiver or special permission is required to take our IACE guests aboard CAP aircraft. CAP units who are hosting IACE cadets should contact their Liaison Region Detachment Commander or Regional Operations Director if they would like to get a military orientation flight. Changes to Air Force and Department of Defense travel and orientation flight regulations have removed direct language authorizing IACE exchange cadets' status when it comes to requesting military o'flights. Region hosts will need to work the exception through appropriate channels. Your LR will need to be involved in getting the request approved. You may also contact CAP-USAF/DOC (Aerospace Education & Cadet Programs) to get you going. However, orientation flights in CAP aircraft are permissible. CAPR70-1 (dated 31 Mar 2020 with ICL 20-08) para 9.8.1.1 places IACE cadets and escorts on the approved passenger list for orientation flights in CAP aircraft. Follow standard procedures for setting up a mission

request in WMIRS to fly the cadets and their escorts. Since NHQ sends a stipend to Region hosts for IACE participant activities, the host Region will fund this mission.

**Religious Accommodations:** Your group may include a wide variety of religious faiths; therefore, you should familiarize yourself with some of the religious customs of your group. This includes potential dietary restrictions: for instance, people of the Jewish and Muslim faiths do not eat pork products.

**Entertainment:** Entertainment must have proportion; otherwise, it loses its appeal. Educational activities, receptions, sports, and a broad assortment of outdoor activities should be planned. Include as many of your Region's cadets of the same age as possible in these activities. Our cadets who are visiting other countries will be doing such things as white-water rafting, hiking, mountain biking, soaring, going to theme parks, bowling, group sports, etc. Keep in mind all safety regulations must be adhered to.

**Free Time:** Free time is an important ingredient for a successful exchange; it allows our guests to catch their breath, get to know their fellow group members and hosts, and reflect on what they are experiencing.

How much free time to allot for them is a judgment call. A good rule of thumb is to plan a free period (2–6 hours) every couple of days for your guests to do what they would like. This allows time for rest, shopping, even laundry. Laundry is an important need that must be available to our guests.

**Protocol:** Warm, planned welcome and farewell dinners are essential ingredients for a good host. When possible, have the high points covered by the news media. Invite the Region and Wing Commanders; and, if possible, invite the mayor, local congressional representative or state representative, local base commander, even the governor (or representatives of these officials). These officials help provide an air of formality, show our guests how much we value their visit, and contribute to the newsworthiness of the occasion.

When inviting these officials, try to send the official invitation at least 90 days in advance to allow them to work you into their calendar. Provide details about the exchange and the CAP. Chances are, they will not know you, so you will have to sell it in a one-page letter and a handout. Once they understand whom you represent, they will try their best to attend.

Cadets and escorts will want to look and feel their best during official visits with dignitaries; try not to schedule such visits on the day of their arrival.

**Travel:** One mistake host wings are tempted to make is trying to show their guests everything of value in the region. This puts the cadets and escorts on a constant carousel of travel; and it burns out the project officer and his/her team. It is better to pace the visit and give your guests time to become acquainted with you and the CAP

hosts. In addition, this will give them time to become familiar with the local surroundings. Proper pacing provides them with the chance to get their personal chores (laundry) done and gives them time to absorb all you are trying to give them.

## Transportation

**To/From the Host Wing:** In order for National Headquarters to provide the transportation from Washington D.C. to the host wings, each wing needs to provide the IACE Activity Director a confirmed arrival and departure airport location as soon as possible, but not later than **1 December**.

We will do our best to work with you arranging travel schedules for your travel group and will try to get your guests to you as early as possible; however, due to funding constraints, our primary consideration will be ticket cost. Please try not to schedule activities with nonflexible start/end times for the date of arrival.

**Travel within the Host Wing:** All travel within the host Region is the responsibility of the host Region. You as a CAP member and pilot may use Corporate or private aircraft for point-to-point transportation.

**Vans:** When traveling by ground, use CAP corporate vans. Try to separate vans for your guests and another for luggage. This will help to keep your guests from feeling crowded, especially on long drives. To your guests, the condition of your planes and vans will represent the quality of Civil Air Patrol. When selecting vans, ensure they are clean and in good working condition. Ensure your drivers have current CAP Operator's permits. If using more than one van, ensure the drivers can communicate with one another. Plan for drivers to have proper rest.

When driving with your guests, please ensure there is plenty of bottled water available. It seems a small thing, but many of your guests won't be used to the hot and humid weather that is standard for an American summer. They tend to feel the heat more than we do and will appreciate this small detail.

Please provide adequate rest stops if driving long distances. At minimum, stop every two hours for "necessity stops."

## Publicizing Activities

Get the word out! The International Air Cadet Exchange is a newsworthy activity and can give your Region a big dose of publicity. While your IACE guests are in your Region you'll want to give news of their presence the widest possible dissemination.

The following suggestions should be helpful in handling public relations:

A. Inform local news media of the schedule and programmed activities well in advance of the Cadets' arrival to permit local print and television news editors time to plan news and picture coverage

B. Prepare and disseminate to the local media a news release on the foreign cadets' visit. Involve your Region's Public Affairs Officer (MAC) in this process.

C. Make maximum use of public appearance forums, scheduling guests for appearances before the Chamber of Commerce, Kiwanis, Rotary, and other appropriate civil and local chamber of commerce and fraternal organizations.

D. Work with the IACE MAC Team to post daily photos and stories to allow our guests' family and friends, as well as hosting Region's CAP members, to see what is happening on the exchange.

E. Publicize squadron gatherings within your Region to Region and Wing newsletters and calendars.

IACE is a unique activity, in that there are simultaneous operations in multiple regions and wings in CAP, as well as multiple countries. This makes it a challenge to get the message of the exchange out in an organized way. All information published regarding IACE should be coordinated with the activity's Public Affairs Team (MAC). The national activity staff will host at least one video conference between the MAC team and your region's MAC team for coordination, and the activity MAC team will be available consistently leading up to, and during, the exchange.

# Duties During the Exchange

## Programs (Itineraries)

Provide the cadets and escorts with a printed copy of your programs when they arrive.

Try to arrange an evening briefing each night (or as often as practical) to inform all participants of any changes and to give them a chance to ask questions about the following day's activities. Have a debrief with the escorts every evening to discuss any issues that arise.

Adjust the schedule accordingly. **Stay Flexible**. Remember to include rest and group bonding time.

| DATE | ACTIVITY | UNIFORM |
|---|---|---|
| **Sunday 25 July** | Snorkeling at Coral Reef State Park<br>Tour of Key Largo<br>Afternoon Shopping<br>Evening …<br>Housing in … | All Day - Casual |
| **Monday 26 July** | Kennedy Space Center Tour<br>Visit Cocoa Beach<br>Housing in hotel | Morning - Polo<br>Afternoon- Polo<br>Evening - Casual (include swimwear, towels, sunscreen, or other items as necessary) |

## Media Coverage of Activities

Obtain good action pictures of our guests and be sure to identify them and the countries they are from. To do a photo caption, each cadet/escort pictured must be identified by name and host country (CAP members included), with a brief description of the action taking place must be provided. All participants must sign a photo release form.

These photos are essential for telling the IACE story in local and CAP media. The CAP "Volunteer" magazine or "PROPS" web newsletter will likely use these pictures in their features. You may even see the pictures on CAP's IACE web page or in future editions of this booklet and other promotional material.

Digital images are the preferred format with a pixel resolution of no less than 300 pixels per inch.

Photos are terrific, but just as important are true stories of cadet experiences.

Obtain some usable quotes from your foreign guests on their reaction to American home life, tours, culture, picnics, sports or CAP. Any quotes from CAP members & the IACE influences are good to archive.

### Emergencies

Despite all precautions, there is always a possibility that one of your foreign guests may become ill or injured. You should be prepared and have a plan to cope with any emergency. Take all required emergency actions. In the event you have to take a cadet or escort to a health care facility, notify CAP National Headquarters' National Operations Center 24/7 at 888-211-1812. They will put you in touch with the IACE Director. You should also follow the guidelines for reporting accidents through the online Safety Information and Reporting System Initial Mishap Notification, AFTER contacting the IACE Director.

The IACEA Memorandum of Agreement states: "Member organizations are required to insure their participants against any damages resulting from accidents or illness, or otherwise safeguard all receiving countries from any such claims." You should assist the Escort in taking all required emergency actions. If hospitalization is required and you are near a USAF installation, visiting cadets are authorized **only** emergency medical and hospitalization at no charge except subsistence. Authority: AFH 41-114, Section 36, Table 36.

All participants are required to have medical insurance from their home countries.

> **Note:** As a hosting region, your team members are not participating **in** the exchange, rather, they are **supporting** the exchange.

## Duties After the Exchange

Within 30 days of the conclusion of your hosting phase, send a complete summary (AAR = After Action Report), in narrative form, of all activities.

Important things to list include activity highlights (pictures are great additions to the report), a critique of the lodging facilities; health care or disciplinary issues; etc. Include accomplishments as well as challenges…we want to hear about the great things you have done as well as the challenges. If there are challenges or opportunities for improvement, please provide the solutions you have formulated. If you have any ideas for changes to be made to the program, include them as well.

Finally, provide a list of expenses, including those items that the NHQ stipend did not provide for. The budget report should include separate expenses for the IACE guests and CAP members.

# Important Dates

| | |
|---|---|
| December | Support to applicants and hosting Region(s) |
| December 1 (or earlier) | Notify NHQ of the Region's commitment to hosting IACE guests.<br>Begin monthly virtual meetings with the NHQ/IACE staff (twice monthly as the activity dates become closer). |
| December 1 | Airport arrival/departure information due to IACE Director<br>Draft budget & schedule due to IACE Activity Director |
| January | Support to applicants and hosting Region(s) |
| February | Support to hosting Region(s) |
| March | Support to participants and Hosting Region(s) |
| March 31 | Draft Budget and Schedule |
| April | Support to participants and Hosting Region(s) |
| May | Support to participants and Hosting Region(s) |
| May 1 | Airport arrival/departure information due to NHQ.<br>Funds provided to region(s). |
| May 10 | Guest information, including medical and dietary details, to region(s) for health and security information. |
| June | Support to participants and Hosting Region(s) |
| June 1 | WhatsApp information send to guests and Region(s) |
| July | Support to participants and Hosting Region(s) |
| August | Support to participants and Hosting Region(s) |
| August 15 | After Action Report due.<br>Final budget, broken out into corporate funds vs. USAF funds. |

Items in black = Region dates
Items in blue = NHQ/CAP IACE Activity Director dates

Other dates to be included, currently not available

# 25 Low-Cost or Free Activities

1. CAP Orientation Flights – Powered and/or Glider (Funded by Region)
2. Have a pizza party or BBQ
3. Drive to state/national parks
4. Visit CAP squadrons: local squadron to host meal and activities. Check menus one squadron to the next. Be sure they aren't fed hot dogs & hamburgers every night.
5. Stay overnight at a CAP encampment
6. Tour airports (small and large; civilian & military))
7. Tour airlines facility, maintenance and/or flight simulators
8. Tour local police or fire departments (especially those with aviation capabilities)
9. Tour military bases (EOD, K-9s, air defense, ATC, fire department, tower)
10. Visit local museums (try to get student discounted or free tickets)
11. Take in a minor league baseball game (tickets much cheaper than major league teams)
12. Go rafting or canoeing, hike nature trails or go fishing or rock climbing
13. Have pool parties, go roller or ice-skating
14. Indulge in a potluck where you try to make recipes from guests' home countries
15. Observe drill competitions with local squadron cadets
16. Meet and greet local and state officials
17. Tour local industry (manufacturing)
18. Fly radio-controlled airplanes or make and launch model rockets
19. Tour the area's air traffic control center
20. Tour the state capitol
21. Put together a SAREX in which they can participate with CAP cadets

    Stress CAP's responsibilities in real-life emergency services situations
22. Set up a sporting event between them and CAP cadets (soccer, softball). You may combine cadets and IACE guests into teams or have them compete against each other
23. Go to the local zoo or aquarium (remember to ask for a student discount or free tickets)
24. Go to the local planetarium (remember to ask for a student discount or free tickets)
25. Go to a local county or state fair

Remember there are three types of aviation: General Aviation, Military and Commercial.

# Fundraising Suggestions

The stipend that National Headquarters provides to host wings to host IACE may not cover all expenses. Successful host Regions begin their fundraising/donation efforts early in the planning year to cover the additional expenses. Here are some suggestions to help you generate additional resources:

## Money and service donations

- Identify and create a list of potential fundraising resources that exist within your local communities. Examples are civic organizations, economic development boards, higher education, local foundations, corporations (especially aviation-oriented ones), your local Air Force Association Chapter, IACE cadet alumni, wing members who own their own businesses, etc.

- Some large retail chains like Wal-Mart* offer small grants each quarter to youth and nonprofit organizations. Your local retailer can give you details. It's better to apply at the beginning of each grant period. Use this for water, snacks, 1st aid supplies, office supplies, etc

    - ***Note: Use of Wal-Mart's name does not constitute an official endorsement by Civil Air Patrol or the International Air Cadet Exchange Association.**

- Assure that each fundraising prospect will support and relate to the IACE mission. Thoroughly research any fundraising guidelines that the organization publishes. These can be obtained by calling the organization or through an Internet search. Be sure to stress youth and volunteer.

- Assure that your proposals follow the funding organization's prescribed format. Follow their instructions carefully. Many organizations will automatically discard proposals not properly completed, regardless of the merit of the cause.

- Proposals are also likely to be turned down if they are poorly written and difficult to understand. It is a good idea to have several members analyze your proposals before you submit them. One idea to improve the quality of your proposal is to show the value the IACE program can build in the community as well as how the organization can derive value in participating in the cultural exchange.

- If possible, wing leadership should participate in the development of relationships with proposed benefactors. Face-to-face appointments to explain the IACE mission are especially helpful; that said, oftentimes a telephone call from senior leadership can be the beginning of a good relationship.

- Be realistic about the activities and amounts being requested. Many organizations can easily provide gifts of up to $500 if they perceive the request to be in line with benefit to the community and cadets. Only promise what can be realistically delivered for the amount requested.

- Consider asking the organizations to sponsor an activity, such as a BBQ, dinner, museum tour or theme park day. This way they can more easily identify with a tangible piece of the activity. Prepare a list of needs and the associated dollar amounts that can be suggested to a prospective donor.

- Many organizations have "funding cycles." Determine proposal deadlines and plan to have your proposal in at least one month before the deadline.

- Write a letter to local businesses asking for targeted contributions for specific activities.

## Other Ideas

Fundraising is not the only way you can stretch your IACE dollar.

Here are some additional suggestions:

Look through the local newspaper for coupons for items you know you will commonly use during the exchange. Saving $.50 per 12-pack of bottled water (times 10 packs) will save you a considerable amount.

Go to the attractions you want to take the cadets to and ask for discounted/free tickets for the IACE cadets. Explain the IACE and CAP programs and ask for assistance. You'll likely get a discount. Even 10% helps.

If planning meals at restaurants, search for restaurants that are advertising discounts or passing out 2-for-1 specials.

If your wing/region has a state tax-exempt number, use it. Many wings forget that they may have this agreement. Get a copy of your tax-exempt certificate.
For museums, etc., ask if any CAP members are docents and can get free admi