



2024 Southeast Chaplain Corps Region Staff College

13-16 May 2024

Radisson Resort at the Port
Cape Canaveral, FL

Eligibility: current Civil Air Patrol **Chaplains** and **Character Development Instructors**

Tuition

\$125.00 per person

Includes:

- Lunch (Wednesday)
- Tour of Kennedy Space Center, Cape Canaveral Florida
- Graduation Award Ceremony

Spouses welcome!

- Training Workshops are not open to spouses, however there are many local sights and events to enjoy during your stay. Spouses are welcome to join us for meals and tours.
- Kennedy Space Center Tour (Tickets available for purchase at gate – approx.. \$80.00)

Registration Process

- Complete the ONLINE REGISTRATION and then, mail payment (\$125 check or money order payable to: **SER Chaplain Staff College 2024**) to the address below.
- *Registration Deadline is 15 April 2024.*

(Ch) Lt Col Van Don Williams
558 Hartwell Court
Jonesboro, GA 30238

For questions about registration contact Lt Col Van Don Williams at vwilliams@hc.cap.gov

Lodging Information

NOTE: SERCCRSC Registrar does not handle housing reservations.



**Radisson Resort at the Port, Port Canaveral FL
(321) 784-0000**

**RESERVATIONS can be made beginning on __Mar 1,2024__ by
calling the Radisson and providing them with our booking code
“ _____ ”**

The cost is \$163/night (Single or double occupancy)

- Shared rooms with other participants are available for additional savings (see hotel for details)
- Cost includes Breakfast and lunch (buffet)

Meals

Evening meals will be the responsibility of each student.

Uniform Of The Day

- **General Courses** - Air Force style short-sleeve blue shirt with pants/skirt or CAP corporate uniform (grey slacks/white short-sleeve shirt). No tie, No ribbons (badges per regulations).
- **Class Photo** - Service Dress Uniform or CAP corporate uniform with blazer.
- **Graduation Banquet** – Casual civilian attire/Service Dress Uniform
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Advisory The proper wear of the uniform is paramount during this in-residence school. Please take time to ensure your uniform is in good serviceable condition and an accredit to you, your classmates, and the Civil Air Patrol to avoid any embarrassment. If you have any concerns or questions, refer to **CAPM 39-1, CAP Uniform Manual** or contact a resident adviser. No casual wear, CAP polo combinations, BDUs, or Flight Suits will be permitted.

Transportation

Advisory Transportation to and from such activity is not the responsibility of CAP and is provided "as available". Transportation during the activity may NOT be provided. Privately owned vehicles (POVs) traveling to or from such activity is performed solely at the risk of the individual CAP members and their passengers. CAP assumes no right of control, liability or responsibility for such transportation (reference **CAPR 77-1, Operation and Maintenance of Civil Air Patrol Vehicles, para 1-8 b.)**).

Flying in?

Closest Airport: Orlando International Airport
Ground Transport may be available

Inquires

Forward all questions, comments to: Ch Lt Col Van Don Williams, SER/DHC,
SERCCS Dean/Registrar vwilliams@hc.cap.gov



**2024 Southeast Region
Chaplain Corps Region Staff College
13-16 May 2024**

**LOCATION: Radisson Resort at the Port
Cape Canaveral, FL**

**Curriculum includes a day trip to
NASA's Kennedy Space Center
for an Aerospace immersion!**

Please fill out the Registration form below and email to: **Ch, Lt Col Van Don Williams,
Registrar,**

vwilliams@hc.cap.gov or mail to: 558 Hartwell Ct, Jonesboro, Ga 30238.

Preregistration is mandatory!! You are not enrolled until form and payment is received.

(Please type or print clearly)

- ☐ Deadline for registration is **25 April 2024**
- ☐ Refunds cannot be made.
- ☐ For questions about registration contact: **Ch, Lt Col Van Don Williams;**
vwilliams@hc.cap.gov or 347.528.0060

Name Last) (MI) (First) (Grade)

(City) (State) (Zip)

(Cell Phone Number)

(E-mail Address)

Indicate Payment Included Check # _____ Money Order # _____

Staff College Registration Fee **\$125.00**

Make Payable to: **SER Chaplain Staff College 2024**

Please complete the following:

- 1) 2 copies CAPF 161 (**bring hard copies with you**)
- 2) CAP ID # _____
- 3) Check your Duty assignment: Chaplain _____ CDS _____ Other (Specify) _____
- 4) Accompanied by Spouse Y or N Spouse's Name: _____
 - Spouse attending NASA KSC Tour YES or NO (Circle One) (Add \$80.00 to Registration Fee)
 - Spouse attending Banquet Tour YES or NO (Circle One) (Add \$25.00 to Registration Fee)

TOTAL ENCLOSED \$ _____

Please Note: Registration includes Breakfast/Lunch for one person in each room. All other meals except for the banquet are on your own. Housing is in addition to your registration cost. You must take care of housing matters through Radisson Resort at the Port, Port Canaveral FL. Those traveling along may be able to share rooms with other participants. Please work this out through the hotel.

RESERVATIONS

1. Online: <http://www.radisson.com/capecanaveralfi>
2. Enter Dates
3. Under the "Special Rates" drop down select "Promotional Code"
4. Under Promotional Code enter the group code: "**CAPSEC**"
5. Follow through with reservation.

OR

Call the hotel reservationist direct at 321-868-6573 or the Radisson Central reservationists at 800-333-3333 and mention group name: *SE Region Chaplain Staff Conference*. The cut-off date to make reservations in this block is May 1, 2024

