



CIVIL AIR PATROL

3.2

Weekly Squadron Meetings

TRAINING LEADERS *of* CADETS BASIC COURSE

A VISIT TO THE LOCAL CAP SQUADRON

You and your 13-year old daughter arrive at the local airport for your first CAP squadron meeting. The two of you awkwardly stand alone until the meeting gets underway, 10 minutes late.

The first activity is an opening formation. An older teen tells your daughter to stand in the back row. Some announcements are made, and then the older teen spends 22 minutes inspecting the uniforms of the 10 cadets present.

Next, the cadets brave the cold weather and drill for 30 minutes. Your daughter tries to follow along, but doesn't receive much coaching.

Remembering that this is the first meeting of the month, the commander calls the cadets inside because it is "aerospace night," and the AEO gives an impromptu lecture about the solar system.

Two minutes before the meeting's scheduled end at 9pm, there's a closing formation. A discussion begins about plans for an upcoming bivouac, and you're finally dismissed, 15 minutes late.

As you leave, a supply officer asks if you can stay late so your daughter can be measured for her uniforms.

What are the hallmarks of great squadron meetings?

Why are weekly meetings so important?

Key principles

Minimum monthly requirements

Meeting template

Schedule coordination process

Check ride system

Best practices

Activity: design & critique



What are some key principles that make weekly meetings successful?

What are some key principles that make weekly meetings successful?

Cadet leadership opportunities

Hands-on activities

Written schedule with specificity

In-depth planning & coordination

Progressive / build one week to next

“Boring” meetings are among the top 3 reasons cadets leave CAP.

What are the minimum **monthly** requirements for weekly squadron meetings?

Leadership 1.5 hours

Aerospace 1.5

Fitness 1.0

Character 1.0

Subtotal 5.0 hours

Minimums ensure the squadron is offering a well-rounded program



Total Available Contact Time: 8-10 hours*

* Based on 4 weekly meetings at 2 or 2.5 hours each

What does the template for a **weekly** meeting look like?

- | | | |
|------|--------------------------|-------------|
| I. | Opening Formation | 15 min |
| | National Anthem | |
| | Meeting Overview | |
| | Uniform Inspection | |
| II. | Emphasis Item | 15 min |
| | Drill or safety briefing | |
| III. | Training Block 1 | 45 - 60 min |
| IV. | Training Block 2 | 45 - 60 min |
| V. | Closing Formation | 10 min |
| | Announcements | |
| | Awards & Promotions | |

*Admin tasks,
promotion boards, etc.
can run concurrently*

SQUADRON WEEKLY MEETING PLANNER

Meeting Date: _____ Draft Version: _____
 Uniform of the Day: _____ Drafted by: _____

STAFF COORDINATION See page 2 for instructions on how to use this form

OP	AE	CP	CP	CP	CP	CP	CP	CP	CP
DA	BO	DP	FM	HC	HC	HC	HC	HC	HC
AG	PA	PD	SE	CBC	CBC	CBC	CBC	CBC	CBC
GC	GC	GC	GC	GC	GC	GC	GC	GC	GC

APPROVED: _____

TRAINING PLAN
 Time: _____
 Special Guests in Attendance (newcomers, guest speakers, visiting dignitaries): _____
 Government Administrative Tasks: _____

I. Opening Formation
 National Anthem
 Meeting Overview & First Announcements

Uniform Inspection
 II. Emphasis Team
 Drill & Ceremonies Safety Briefing
 Topic: _____
 Topic: _____

III. Training Block #1
 Topic: _____
 Instructor: _____
 Location: _____
 Resources Needed: _____

IV. Training Block #2
 Topic: _____
 Instructor: _____
 Location: _____
 Resources Needed: _____

V. Closing Formation
 Upcoming Activities
 Other Announcements

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How do you coordinate a schedule so that everyone's prepared for a great meeting?

Adopt a regular monthly pattern

Follow a scheduling process



SQUADRON WEEKLY MEETING PLANNER

Meeting Date

Draft Version

Uniform of the Day

Drafted by

STAFF COORDINATION See page 2 for instructions on how to use this form

CD/CDC <input type="checkbox"/>	CPL <input type="checkbox"/>	AE <input type="checkbox"/>	CPF <input type="checkbox"/>	CPC <input type="checkbox"/>	CPT <input type="checkbox"/>
DA <input type="checkbox"/>	DO <input type="checkbox"/>	DP <input type="checkbox"/>	FM <input type="checkbox"/>	HC <input type="checkbox"/>	IT <input type="checkbox"/>
LG <input type="checkbox"/>	PA <input type="checkbox"/>	PD <input type="checkbox"/>	SE <input type="checkbox"/>	___ <input type="checkbox"/>	___ <input type="checkbox"/>
C/CC <input type="checkbox"/>	C/CD <input type="checkbox"/>	C/CE <input type="checkbox"/>	C/ACC <input type="checkbox"/>	C/BCC <input type="checkbox"/>	C/CCF <input type="checkbox"/>

APPROVED

TRAINING PLAN

I. Opening Formation

National Anthem
Meeting Overview & First Announcements

Time

Special Guests in Attendance

(newcomers, guest speakers, visiting dignitaries)

Uniform Inspection

Concurrent Administrative Tasks

II. Emphasis Item

Drill & Ceremonies Safety Briefing

Topic	Instructor	Students	Time
Topic	Instructor	Students	
Topic	Instructor	Students	
Topic	Instructor	Students	

Task A

Topic
Lead
Location
Participants

III. Training Block #1

Topic	Instructor	Senior Mentor	Time
Location		Participants	
Resources Needed			

Task B

Topic
Lead
Location
Participants

IV. Training Block #2

Topic	Instructor	Senior Mentor	Time
Location		Participants	
Resources Needed			

Task C

Topic
Lead
Location
Participants

V. Closing Formation

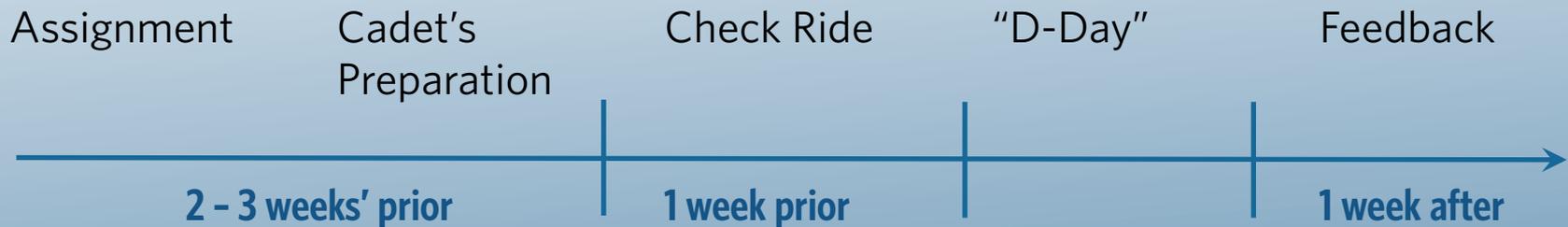
Upcoming Activities	Sign-Ups to Manage	Promotions & Awards	Time
Other Announcements			

Task D

Topic
Lead
Location
Participants

**Should squadron meetings include activities led by cadet instructors?
How would you make that work?**

Check Ride System for Cadet Instructors



What are your

BEST PRACTICES

for running great weekly meetings?

ACTIVITY

On your own or with a colleague, use a blank *Squadron Weekly Meeting Planner* to create a schedule for an upcoming meeting.

When ready, brief that plan to a colleague and gather feedback.

When it's your turn to review a colleague's work, use the "Critique Guide" (next slide)

Things to work into your plan

Finance committee needs to meet for 15 min.

Three cadets are eligible for promotion and need a CAPF 50 evaluation.

One cadet is due her Red Service Award.

Orientation flights are planned for next Saturday.

The Wing DCP is making an informal, friendly visit.

ACTIVITY

Critique Guide

Does your colleague's plan . . .

Minimize formations and announcements and maximize training?

Give clear, specific training topics, allow a reasonable duration for each activity, and identify an instructor?

Schedule administrative tasks concurrent with training sessions?

Identify the announcements, sign-ups, promotions, and awards to make?

Identify the appropriate staff officers to include on coordination?

FINAL THOUGHT

Great squadron meetings are a big factor in cadet retention.

Fun

Well-planned

Leadership opportunities

Hands-on

Fully-coordinated

Begin & end on time

Productive

Progressive