



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.

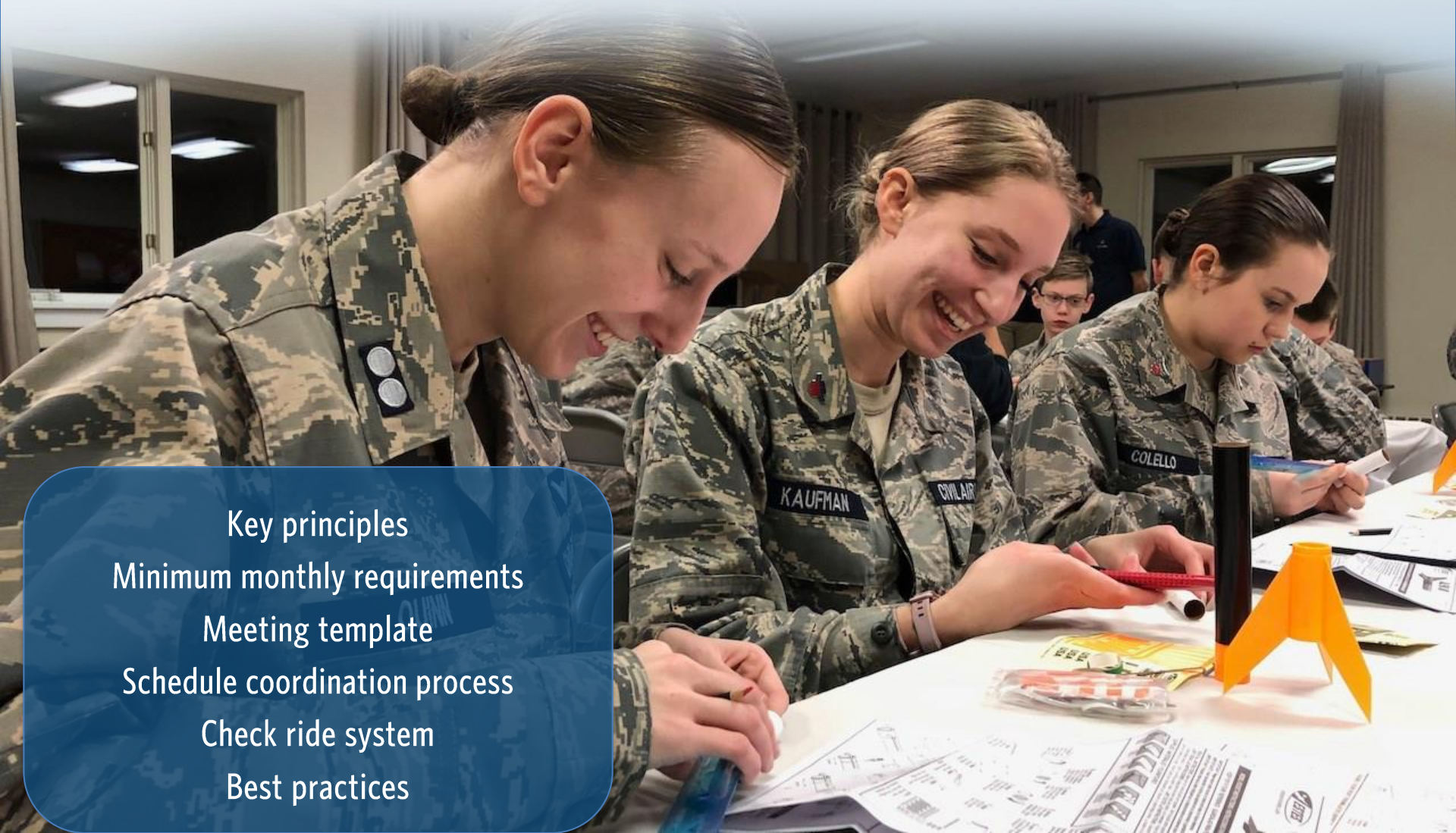
Remembering that this is the first meeting of the month, the commander calls the cadets inside because it is "aerospace night," and the AEO gives an impromptu lecture about the solar system.

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

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?

Topic	Minimum hours
Leadership	1.5 Suggested two 45 min sessions
Aerospace	1.5 Suggested two 45 min sessions
Fitness	1 hour
Character	1 hour
Safety Briefing	15 minutes
	5 hours 15 minutes total

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 with training

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

Adopt a regular monthly pattern

Week	Uniform	Emphasis	Block 1	Block 2	Concurrent / Special Tasks
1	Blues	Drill	Leadership	Aerospace	Feedback Meetings & Promotions
2	ABU/BDU	Drill	Aerospace	Leadership	
3	ABU/BDU	Drill	Fitness	Elective	
4	Blues	Safety	Character	Elective	Drill & Ceremonies Testing
5	TBA	Elective	Elective	Elective	

Example

Have a loose plan for the upcoming quarter or year, so you can prepare accordingly

<p>January</p> <p>Wing Cadet Competition</p>	<p>February</p> <p>Mtg time to Prepare</p>	<p>March</p> <p>Red Ribbon Leadership Academy</p>	<p>April</p> <p>Model Rockets</p>
<p>May</p> <p>ES Training Focus</p> <p>FTX</p> <p>ES Training to Prepare</p>	<p>June</p> <p>Thorough blues inspection</p> <p>Wing Conference</p>	<p>July</p> <p>Encampment</p>	<p>August</p>
<p>September</p> <p>Open House</p>	<p>October</p> <p>Great Start</p> <p>CyberPatriot Begins</p>	<p>November</p> <p>STEM Kit</p> <p>Order kits</p>	<p>December</p> <p>Holiday party</p>

Use a cloud sharing system to ensure all the necessary parties have easy access to the documents.

WEEKLY MEETING SCHEDULE				Uniform of the Day: ABUs
Meeting Date: 25 May 2021		Approved by: <i>Capt Garcia</i>		Approval Date: 18 May 2021
Drafted by: C/Col Jacob Mustard		NEEDS		CONCURRENT ACTIVITIES
TIME	ACTIVITY	INSTRUCTORS	LOCATION	DETAILS
1805	Arrival Formation	C/CC, CC	Gym	
1805	Opening Formation			
	• Escarpment application reminder			
	• Cadet Oath Opening			
	• Inspection			
1820	Drill & Ceremonies	Flight Staff	Gym	Alpha: Give each cadet a chance to lead 1-2 drill movements • Alpha Flight: Command practice, Columns & Flanks • Bravo Flight: Hand Salute, Present/Order Arms
1840	Transition	Capt Crunch, 2d Lt Dan	Classroom A	• Bring Notebooks & pen
1845	At Block: History of the Space Shuttle and its Predecessors			Supplies: White board Eraser/markers
1930	Leadership: Alpha Flight: Brainpower for Leadership	Mal Payne	Classroom A	• Command staff
	Bravo Flight: Art & Science of Leadership	C/Capt Sparrow	Classroom B	
2010	Transition	C/CC, CC		
2015	Closing Formation			
2030	Dismissal			

ADDITIONAL NOTES:

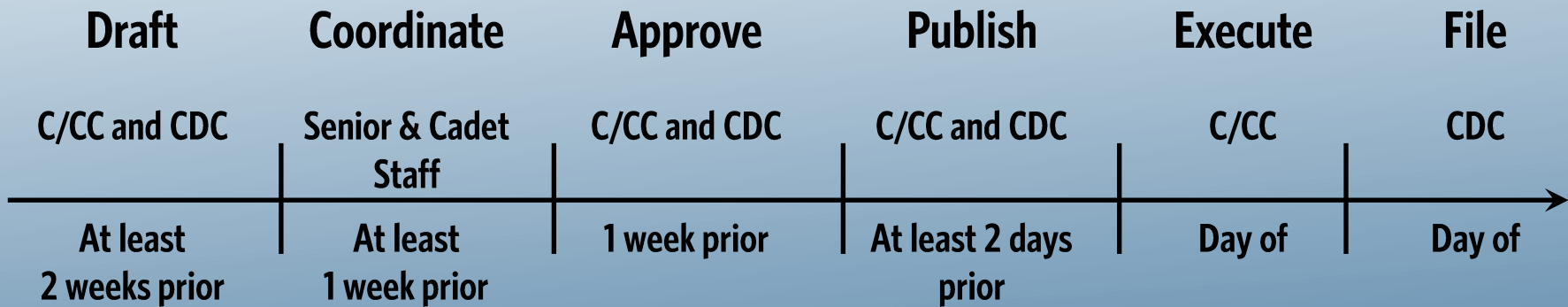
SQUADRON WEEKLY MEETING PLANNER			
Meeting Date		Draft Version	
Uniform of the Day		Drafted by	
C/CC <input type="checkbox"/>	STAFF COORDINATION	See page 2 for instructions on how to use this form	
DA <input type="checkbox"/>	CL <input type="checkbox"/>	AE <input type="checkbox"/>	OF <input type="checkbox"/>
IG <input type="checkbox"/>	DD <input type="checkbox"/>	DF <input type="checkbox"/>	FM <input type="checkbox"/>
GCC <input type="checkbox"/>	PR <input type="checkbox"/>	PD <input type="checkbox"/>	SE <input type="checkbox"/>
	CD <input type="checkbox"/>	CE <input type="checkbox"/>	GC <input type="checkbox"/>
			OC <input type="checkbox"/>
			MC <input type="checkbox"/>
			OT <input type="checkbox"/>
			IT <input type="checkbox"/>
			CC <input type="checkbox"/>
			CC <input type="checkbox"/>
			CC <input type="checkbox"/>
APPROVED			
I. Opening Formation		TRAINING PLAN	
National Anthem		Time	
Meeting Overview & First Announcements		Special Guests in Attendance (newcomers, guest speakers, visiting dignitaries)	
Uniform Inspection		Concurrent Administrative Tasks	
II. Emphasis Items		Task A	
<input type="checkbox"/> Drill & Ceremonies		Topic	
<input type="checkbox"/> Safety Briefing		Lead	
Topic		Location	
Topic		Participants	
Time		Task B	
Instructor		Topic	
Students		Lead	
Students		Location	
Students		Participants	
Time		Task C	
Topic		Topic	
Lead		Lead	
Location		Location	
Participants		Participants	
Time		Task D	
Topic		Topic	
Lead		Lead	
Location		Location	
Participants		Participants	



Form is located in the Cadet Library

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			Time	Special Guests in Attendance (newcomers, guest speakers, visiting dignitaries)	
National Anthem					
Meeting Overview & First Announcements					
Uniform Inspection					
II. Emphasis Item			Time	Concurrent Administrative Tasks	
<input type="checkbox"/> Drill & Ceremonies <input type="checkbox"/> Safety Briefing				Task A	
Topic	Instructor	Students		Topic	
Topic	Instructor	Students		Lead	
Topic	Instructor	Students		Location	
Topic	Instructor	Students		Participants	

What is the planning Process?



Suggested process

SQUADRON WEEKLY MEETING PLANNER

Meeting Date: _____
 Uniform of the Day: _____

Draft Version
 Drafted by: _____

See page 2 for instructions on how to use this form

STAFF COORDINATION

C/CC <input type="checkbox"/>	CPL <input type="checkbox"/>	AE <input type="checkbox"/>	CFP <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

Time _____

Special Guests in Attendance (newcomers, guest speakers, visiting dignitaries)

Concurrent Administrative Tasks

I. Opening Formation
 National Anthem
 Meeting Overview & First Announcements

WEEKLY MEETING SCHEDULE

Meeting Date: 25 May 2021
 Drafted by: C/Col Jacob Mustard

Approved by: *Capt Garcia*

Uniform of the Day: ABUs
 Approval Date: 18 May 2021

TIME	ACTIVITY	INSTRUCTORS	LOCATION	DETAILS	NEEDS	CONCURRENT ACTIVITIES
1805	Arrival					
1805	Opening Formation • Encampment application reminder • Cadet Oath Opening • Inspection	C/CC, CC	Gym			
1820	Drill & Ceremonies	Flight Staff	Gym	• Alpha Flight: Command practice, Columns & Flanks • Bravo Flight: Hand Salute, Present/Order Arms	Alpha: Give each cadet a chance to lead 1-2 drill movements	• C/Capt Jenkins - milestone test
1840	Transition					
1845	AE Block: History of the Space Shuttle and its Predecessors	Capt Crunch, 2d Lt Dan	Classroom A	• Bring Notebooks & pen	Supplies: White board Eraser / ...	
1930	Leadership:					

Ending your Meetings on Time



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

What servant leadership...

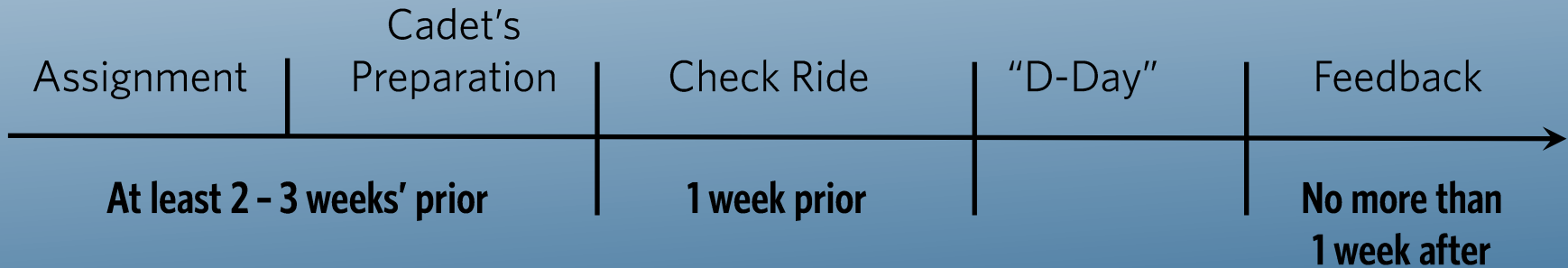
"I am the officer in charge, my job isn't to go... My job is to sit in this chair and monitor your work"

-A quote I heard spoken at another En...



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.

Things to work into your plan

- Finance committee needs to meet for 15 min.
- Three cadets are eligible for promotion and need a CAPF 60-90 series 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

Evaluation 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?
- Incorporate all activities listed

- Finance committee meeting
- Three cadets need a CAPF 60-90 series evaluation.
- One cadet is due her Red Service Award.
- Orientation flights are next Saturday.
- The Wing DCP is making a visit.

FINAL THOUGHT

Great squadron meetings are a big factor in cadet retention.

Fun

Hands-on

Cadet-led

Fully-coordinated

Begin & end on time

Well-planned

Leadership opportunities

Productive

Progressive