

TRAINING LEADERS *of* **CADETS**
BASIC COURSE
LESSON PLAN

3.3 Cadet Activities I

- VERSION:** October 2021 *please verify this is the latest version by visiting gocivilairpatrol.com/TLC*
- DURATION:** 60 minutes approximately, and subtopic times shown in margins below are also approximate
- INSTRUCTOR:** Course director or a master-rated cadet programs officer is suggested
- KEY QUESTION:** How can cadets continue to build skills and have fun outside the weekly squadron meetings?
- OBJECTIVES:**
1. Discuss CAP's expectations about the frequency of squadron-sponsored weekend activities
 2. Describe several possible activities squadrons could host as weekend events
 3. Describe the main wing-level weekend activities available in your state
 4. Discuss the flying program's importance, its educational goals, funding, and local administrative procedures
 5. Identify basic activity management rules regarding activity authorization and publicity
- SIMPLE OUTLINE:**
1. Starter: Color Guard
 2. Overview
 3. CAP's Expectations of Squadrons
 3. Ideas for Weekend Activities
 4. Wing-Sponsored Programs
 5. Flying: Orientation Flights
 6. Required Best Practices
 7. Exercise: CAPF 160 Completion
 8. Final Thought
- CLASS ACTIVITIES:** Group discussions and an exercise on how to properly complete a CAPF 160
- EQUIPMENT:** Butcher paper / easel pad with markers or a white board is highly recommended
- FOLLOW-ON LESSONS:** This lesson is "Cadet Activities I" and it focuses on squadron-level weekend activities and flying. Instructors should use this class to focus exclusively on small-scale, day-long, local activities. In the TLC Intermediate Course and TLC Advanced Course, two follow-on lessons are provided, "Cadet Activities II" and "Cadet Activities III," respectively. Those lessons cover encampments, cadet competition, NCSAs, evaluating an activity's success, and other topics.



Welcome & Starter

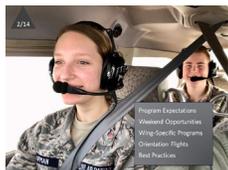
3 min

- Q1:** Here's a photo from a Memorial Day parade. From a youth programs perspective, what do you see going on?
- Q2:** *Answers may vary; a handful of different responses similar to what's shown below is what we're after.*

Fun	self-explanatory
Learning	flag protocol, drill, uniforms, etc.
Publicity	this photo is from the <i>Washington Post</i> , so CAP got some good publicity; it's your weekend activities that will get you in the local paper or on local TV
Community Service	an opportunity for cadets to give-back to their community
Recruiting	seeing the cadets march by probably generated some recruiting buzz
Retention	cool activities are what keep cadets coming back

In other words, if you look upon a photo like this with a broad mind, you'll see that weekend activities are so important because that's where the program *engages in several goal areas simultaneously*.

If you were to ask a cadet to describe her favorite CAP memories or talk about the most enduring lessons she's learned, her responses will most likely relate to weekend activities, not so much "Tuesday night" meetings.



Overview

1 min

The CAP Cadet Program is not only a "Tuesday night" experience. We've spent some time already talking about squadron meetings; this next lesson builds on that foundation but switches focus to the weekend environment. We'll cover:

- Varieties of weekend activities
- Activities specific to our wing
- How the cadet flying program works
- Guidelines relating to best practices

Throughout, there will be lots of opportunity to share best practices and "steal" good ideas from your sister squadrons.

Transition: We'll begin by identifying CAP's expectations regarding weekend activities.



CAP's Expectations of Squadrons

2 min

We want cadets to have the opportunity to attend at least one weekend activity per month.

That expectation may seem daunting, but it is not required that your individual squadron host an event each month. Weekend opportunities for cadets could include an activity where a sister squadron hosts your cadets or a group/wing/region activity, etc. These all count toward that one-per-month goal. In fact, the wing is expected to host at least one activity per quarter, so that eases the squadron's burden right there.

This is also not to say each cadet must *participate* in one weekend activity per month, only that the squadron must *offer an opportunity* so cadets have at least one cool activity to look forward to each month.

Transition: Okay, CAP wants our squadrons to host activities, but what kind?



Ideas for Weekend Activities

10 min

This is the time to share ideas and brag a little about the neat activities your squadron does. First, let's just amass a list of possibilities, so *describe your idea in 25 words or less*. Later, we might come back to some of the more interesting items on our list and ask the respondent to share more information. Hold off on mentioning wing level activities for right now. Let's just discuss the activities at the squadron level.

Use the white board and try to accumulate at least one dozen possible activities that squadrons can host themselves. Here are some possible ideas, in case your group is stumped:

- | | | |
|--------------------------|------------------------|--------------------------------|
| Camping | Flying | Parades |
| Hiking | Airshows | Color guard at community event |
| Ground team training | Aviation museum | Flag burning service |
| Urban DF training | Aerospace factory tour | "Ironman" fitness activities |
| Radio operator training | Model Rocketry | Social event / cadet ball |
| First aid / CPR training | R/C aircraft | Leadership academies |
| Geocaching | CyberPatriot team | Drill competitions |
| Zip lines/HAA | Flight simulators | Public speaking |

If you're managing your squadron well, you anticipate the types of activities you want to conduct in the coming year and express those intentions through your annual goals.

Transition: Our wing supports cadets and their squadrons by hosting weekend activities, too.



Wing-Sponsored Activities

5 min

Open your Wing's activity calendar and/or wing cadet programs page and show students around and describe some events.

This is your opportunity to describe weekend cadet activities or programs specific to your wing. The goal is to inform TLC participants of what opportunities are out there so they can steer cadets toward those activities and possibly get involved themselves on the staff. Be sure to explain how information about wing activities is communicated. Consider even doing a photo slide show.

Transition: The one activity we haven't yet discussed is the most popular one – flying – and we need to cover the details of that program in some depth.



Flying: Orientation Flights

8 min

Q1: Why is the O-Flights program important?

A1: *Answers can vary; this is a warm-up question.*

Cadets join to fly, and flying is the activity that distinguishes the CAP Cadet Program from all other youth opportunities. A young person might join Junior ROTC, Young Marines, or Sea Cadets to experience a youth-scaled military environment. Or that young person might play sports or join Scouting for leadership and character development opportunities. Only CAP puts everything together and adds flying. Flying is what makes us unique.*

** True, it is possible to do some flying in the other organizations, but those opportunities are very rare, whereas flying is a big part of the Cadet Program.*

CAP offers many opportunities for CAP cadets to learn to fly, from flight academies to fully funded private pilot training. We won't discuss most of those here, as we are focusing on squadron-specific activities.

Expectations. At the squadron level, CAP's goal is to provide a flight opportunity to each cadet within 90 days of their joining CAP. Each cadet under 18 gets 5 powered flight, 5 glider flights, and unlimited backseat flights. These opportunities are called Orientation Flights (O-Flights). Obviously factors such as aircraft and pilot availability, budgets, weather, and the like affect that goal, but overall our organization believes that to honor our commitment to the cadets, we want to get them aloft within 3 months of joining.

Orientation Flight Program Goals.

Q2: What are the program's goals? What does the Orientation Flight program aim to produce?

A2: *Answers may vary. Some high points to mention include:*

- "Safe, fun, educational" is the program motto
- Orientation flights are learning experiences, but they are not formal flight training
- Flights make the material cadets study in their textbooks real. If you're really managing the program well, the cadet studies and passes the test for a given *Aerospace Dimensions* module and shortly thereafter completes the flight syllabus keyed to that textbook module.
- Pure joy and excitement is a big part of the program. While we want cadets to learn academic principles of aerospace science, we also want to share with them the simple joy of flying. Perhaps a CAP flight will motivate a cadet to pursue an aviation-related career.
- Flying is a good activity for emphasizing the necessity of a drug-free, and pro-wellness lifestyle.

Funding. Cadet orientation flights are free to the cadets. Pilots incur no expenses, only volunteering their time and expertise. For the past several years, CAP has not used all of its O-flight funding, and cadet flying will remain a budget priority for years to come. There are ample funds available to fly cadets.

Local Procedures. The O-Flight program responsibilities are shared by the squadron and the wing. The wing is responsible for developing the plan to bring pilots and aircraft into driving range of every squadron. The squadron is responsible for preparing the cadets (and parents), getting them to the airport, and managing them on the ground.

Describe your wing's practices. Have answers to the following questions ready.

- How frequently do cadets fly? Powered aircraft? Gliders?
- Which airports are used?
- Where's the schedule located?
- Who is the wing's o-flight coordinator?
- How do squadrons sign-up their cadets?

Day of the event. Waiting for hours to take a flight can be boring if not planned properly and might discourage cadets from flying altogether.

Q3: What do you do to alleviate the hours of down time while cadets wait their turn to fly?

A3: *Answers may vary. Some high points to mention include:*

- Have cadet staff lead another activity in conjunction with the O-Flights so there is something to do while waiting. This is a great opportunity for mid-level cadets to get their feet wet teaching and leading activities. This could include:
 - an aerospace activity
 - an opportunity to learn and practice ES skills
 - Team Leadership Problems (*Learn to Lead Activity Guide*)
 - a fun physical fitness activity
- Stagger arrival times for cadets so they aren't waiting longer than necessary. Be sure to arrange this so there are enough people present to meet CPP standards.

Transition: We've shared a lot of good ideas about squadron-level and wing-level weekend activities. Before we wrap-up, let's take a more generic approach and discuss some basic rules governing all activities.



Required Best Practices

15 min

Q1: Authorization. Whose authorization is needed for a cadet activity to be held?

A1: Every activity must be authorized by the unit commander or designee. In other words, a random senior member may not, on his own, schedule and conduct a cadet activity unless the commander is aware and approves. This principle should be familiar to you from cadet protection training. *See CAPR 60-2, 2.6.1*



Q2: Adult leaders. Who needs to be present at the activity?

A2: You need enough adults that you can provide two-deep leadership throughout the activity. Often this means just two adults, but with higher risk activities that might be spread out across multiple locations, you may need more. (Example a hiking or backpacking trip where the group will be in two different areas, each group would need 2 adults). Any adult in attendance must be at least Level 1 and current in CPPT (updated every 48 months). *See CAPR 60-2, 2.6.4, 3.2*



Q3: Calendars. How about web calendars? What are the rules concerning activity announcements?

A3: Activities are to be scheduled at least 2 weeks in advance and must be listed on a web-based unit calendar, visible to cadets and their parents. Short-notice activities put cadets and parents in a bind, result in low participation, and are unlikely to be planned well. True, sometimes a short-notice opportunity arises, and that's okay once in a while, but most

weekend activities can be announced and published at least 2 weeks in advance. *See CAPR 60-1, 4.3.3.1 and CAPR 60-2, 2.6.2*



Q4: Parental Permission. How about permission slips? When are they needed?

A4: Your weekend activities require a CAPF 60-80, *Civil Air Patrol Cadet Activity Permission Slip*, signed by a parent or guardian. If the activity is outside your normal weekly meeting, the permission slip is required. Once the activity is over, you can discard the completed forms. The main purpose here is that we want parents to know what their cadet is doing, where he'll be, who to contact if needed, etc. *See CAPR 60-2, 2.6.8*



Q5: High Adventure. Are intense, high-risk activities like a high ropes course handled the same as low-risk activities like color guard training?

Note on Scope of Lesson

There's no need to discuss HAA's in depth here. The goal is merely for the students to know that they can't take cadets rappelling or to the firing range, etc., without special permission.

The TLC Intermediate Course's Activities II lesson will cover HAA rules and procedures in depth.

A5: CAP calls intense, high-risk activities "High Adventure Activities." HAAs have special rules and require prior authorization by the wing commander. If you're doing rappelling, high ropes, firearms training, or anything more hazardous than a simple day hike, you need to follow HAA protocols. *See CAPR 60-2, 2.7.*

Before concluding this section, invite participants to share any best practices about activity management in general.



Q6: Safety. What risk management elements need to be employed when planning and executing a weekend squadron activity?

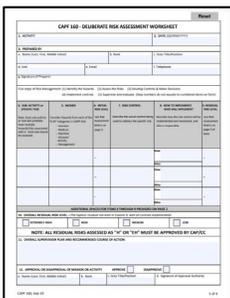
A6: The CAP Form 160, *Deliberate Risk Assessment Worksheet* must be completed when:

- squadron activity is conducted for the first time, or at a new venue, or when there is a significant change in members involved in the planning, execution or supervision.
- activities that are conducted outside the normal scope of unit activities, such as road-trips, air show support, squadron moves, organized cadet trips, events lasting longer than 24 hours, and other similar one-time activities.

See the CAPR 160-1, Civil Air Patrol Safety Program, 3.3.1.1. (and subpoints 2, 4)

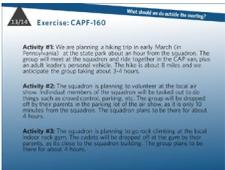
The form asks you to think through possible hazards that you might encounter on this activity and ensures you have a plan for mitigating these hazards to lower the risk of injury or harm.

Go to the website and show the group where they can access the correct CAPF 160 Deliberate Risk Assessment Worksheet (be aware that there is a CAP Member Health History Form that is also CAPF 160. That is in the works to be updated and renumbered, and obviously is not the correct form). A blank copy of the form is available in the Student Packet.



The first step in completing this form is to brainstorm as a group, with whoever has a stake in planning the activity. The people responsible for planning cadet activities need to take safety seriously and must be concerned about identifying risks and keeping them to a minimum. This is definitely a team effort, and not something one person should be tackling on their own.

Secondly it is key that those involved in the planning, are willing to assume roles of responsibility for managing the risk mitigation identified for each hazard; if no one is going to oversee the risk control, then filling out this form is meaningless and a waste of your time. You'll see in column 8 you will have to identify a specific person whose responsibility is to implement the task that will control the risk. This is the person who will ensure that this task happens.



Exercise: CAPF-160 Completion

15 min

We have three squadron activities coming up. Lets get into planning groups and first brainstorm the hazards, and then complete the CAPF-160.

Activity #1: We are planning a hiking trip in early March (in Pennsylvania) at the state park about an hour from the squadron. The group will meet at the squadron and ride together in the CAP van. The hike is about 8 miles and we anticipate the group taking about 3-4 hours.

Activity #2: The squadron is planning to volunteer at the local air show. Individual members of the squadron will be tasked out to do things such as crowd control, parking, etc. The group will be dropped off by their parents in the parking lot of the air show, as it is only 10 minutes from the squadron. The squadron plans to be there for about 4 hours.

Activity #3: The squadron is planning to go rock climbing at the local indoor rock gym. The cadets will be dropped off at the gym by their parents, as its close to the squadron building. The group plans to be there for about 4 hours. *Note: rock climbing on an artificial wall is a Challenge Activity, not an HAA. See CAPR 60-2, 2.7*

Have them divide into groups of 3-5 and assign them an activity. Likely there will be a couple groups with the same activity. Still have them work separately as to get several points of view.

Once everyone has had about 8 minutes to work on their form, give an announcement that they should move on to Box 11 to complete the summary for what they have so far. After about 10 minutes come back together to share their thoughts.

Q7: What were some of the risks you identified and what was your plan to mitigate or manage them?

A7: *Hand out the completed samples of the CAPF-160 for each activity after they have completed the exercise.*



Final Thought

1 min

A nation-wide survey of cadets showed that 78% of cadets say that in the coming year, they not only want to participate in most weekly squadron meetings, but to participate in one special activity per month.

Again, the best aspects of cadet life occur outside the weekly squadron meeting. Having some kind of special weekend cadet activity once a month, every month, will help your squadron really flourish.