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Activity Director Kick Off

NHQ Team



Mary Albright, NHQ Staff
Program Manager
Cadet Career Exploration



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NCSA Coordinator Team

Thank You

NCSA Coordinator Team

Lt Col James Peace

Lt Col Roger Reed

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Maj Laura Paul

Maj Jim Migues

Maj Robert McClellan

Capt Sandra Alayon

Capt Margaret Hess

Maj Cesar Alayon

Agenda

- Activity Director Expectations
- Monthly Activity Director Webinar Schedule
- What's New for 2027
- Registration Zone Updates
- Updates & Timelines for 2027 season

Welcome!

Welcome New Activities!

Lunar Entrepreneurship and Innovation Academy (LEIA)

National STEM Academy-Rhode Island (STEM-RI)

Expectations



- Follow the Core Values
- Commit to Executing a Safe and Fun Activity
- Fiscal Responsibility: Stay on Budget
- Use the Tools in the Tool Box
- Communicate! Ask for help

Webinar Schedule

Monthly Training Webinars

Sundays at 7pm Central via Teams

Dec 6: Activities Safety & Risk Management

Jan 3: Financial Management

Feb 7: Slotting in Registration Zone

Mar 7: Cadet Protection

Apr 4: WMIRS (NFA only)

Apr 25: Public Affairs/Marketing



Updates

What's New for 2027

Separate Parent Letter Template

Parent Town Hall

Cadet Programs Slides for the Town Hall

Expense Training for Finance Officers and ADs

Survey Time Block in the Activity Schedule

Initial Risk Management Forms due NLT Feb 1

Contracts - Taxes, Review and Approval Process

Banquet Add-Ons



What's New for 2027

Updates

Separate Parent Letter Template

Purpose: Inform the parents separately about what they need to know about the activity their cadet is attending.

Send this to parents at the same time you send slotted cadet welcome letters. Template will be available on Activity Director Resources.



What's New for 2027

Updates

Parent Town Hall

Schedule an informational webinar for parents after slotting. Ideal timeline: Before March 15 slotting acceptance deadline.

Purpose: Go through activity information, expectations and answer questions. Help parents to help their cadets be prepared.



What's New for 2027

Updates

Cadet Programs Slides for Parent Town Hall

No more than 5 slides will be provided for all activities to share during their town hall webinar.



What's New for 2027

Updates

Required Expense Training for Finance Officers and ADs

Sun. Jan 24 at 7pm Central for 30 minutes

Purpose: Live demo on expense recording process and expectations in the budget spreadsheet.



What's New for 2027

Updates

Required Survey Time Block in Activity Schedule

Purpose: Assign a 15-30 minute time block on the final full day (not the travel day) for students and staff to complete the post-activity survey.

Please add this time to your schedule in your OneDrive folder for our visibility.



What's New for 2027

Updates

Initial Risk Assessment Forms due NLT Feb 1



Place your completed forms in OneDrive. Notify us when they are there. Then it will move to Activities Safety review. If your activity requires a High Adventure Activity (HAA) form, please include those forms as well.

For returning activities: Reference your approved 2026 docs in the Archive. Make a copy and any updates for 2027.

What's New for 2027

Updates

Contracts: Things to know about 2027

- Ask your vendors if they honor CAP's non-profit 501c3 tax exempt status upfront
- Ask that applicable sales and local taxes be explicitly included in any lodging or meals contracts
- Contracts for NCSAs or NFAs do not need Wing Legal Review.
- Accredited CSAs are advised to check with Wing and/or Region leadership for contract review requirements.
- Financial Management Training is in January



Updates

What's New for 2027

Banquet Add-Ons

- If you are holding a graduation banquet, this must be set up in Registration Zone as an Add-On.
- Tickets and payments must be made in advance
- No walk-in tickets
- No cash payments



Registration Zone

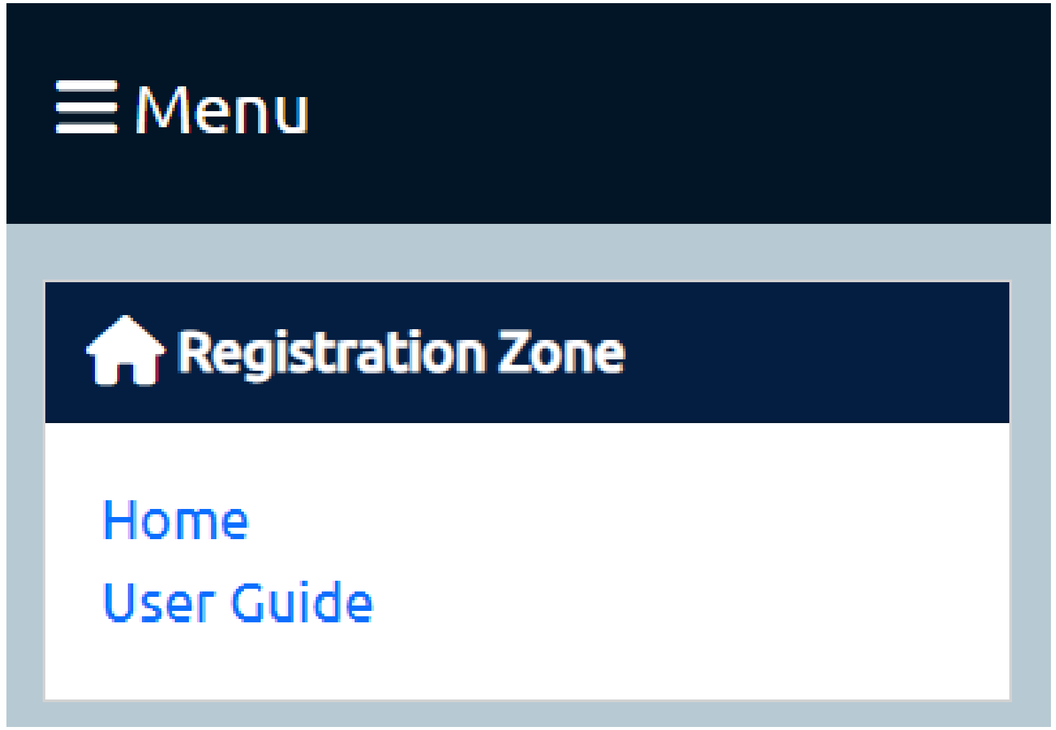
- All activities will be set up in Registration Zone
- All applications close on Jan 15.
- There is no late application window
- Activity Directors and staff have access to applications in real time

Registration Zone

- Applicants have to apply for every activity individually
- To set up your activity, we need all the information before taking it live.

IMPORTANT: Get your number of Slots as solid as possible. Once set up, it takes a support ticket to change.

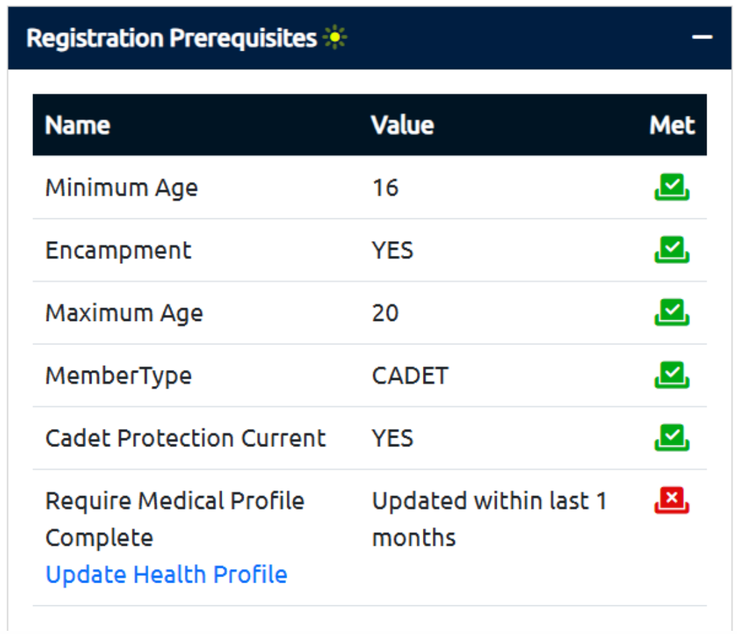
Registration Zone



- We'll walk through how to slot your staff and participants at the Feb webinar.
- Read the Registration Zone User Guide.

Registration Zone

CAP HEALTH REGISTRATION PREREQUISITE



Registration Prerequisites

Name	Value	Met
Minimum Age	16	✓
Encampment	YES	✓
Maximum Age	20	✓
MemberType	CADET	✓
Cadet Protection Current	YES	✓
Require Medical Profile Complete Update Health Profile	Updated within last 1 months	✗

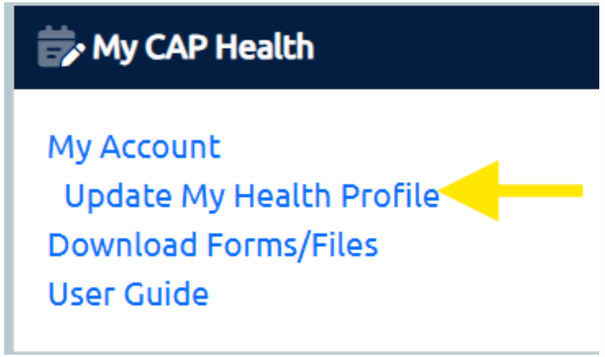
- Value has been updated and clearly indicates the requirement
- This is a Registration Prerequisite
  - If you try to update/view your application, the Registration Prerequisite will apply on that date you are trying to update/view
- Updating CAP Health is also an Attendance Prerequisite
  - All participants are required to review/update CAP Health within 30 days of the activity start date
  - This allows staff to have the most current info and be best prepared

CAP HEALTH EMERGENCY CONTACT



The **Emergency Contact** label will always be red to help staff quickly identify who to call in case of emergency

CAP HEALTH PROFILE UPDATE

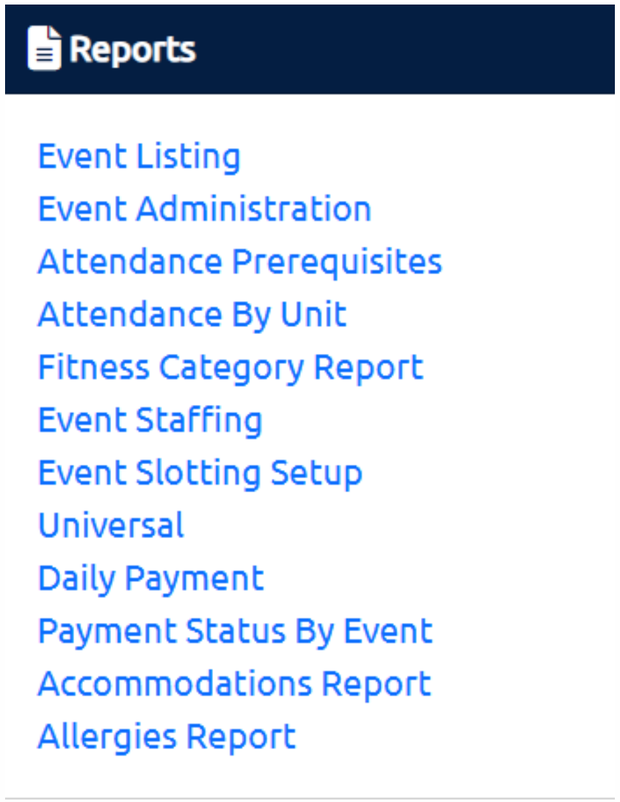


- To review/update CAP Health, click Update My Health Profile
- Review all CAP Health sections, adding/updating content where relevant
- Once you've reviewed all sections, your CAP Health profile will show an updated date

Registration Zone



Attendance Prerequisites Report



This report will help you easily see at-a-glance which applicants have met Attendance Prerequisites.

- **Cadet Protection Current**
- **Active Member Status**
- **Required Staff Training Complete**

ACTION ITEMS

- Ensure all current year items are in your new OneDrive folder
- November will be Registration Zone set up month
- All Activity Directors should have a 30-min Teams mtg appointment to get your activities set up in Registration Zone
- All details for your activity should be solid in advance of this mtg
- Cadet Staff info required at the time of Reg Zone setup
    - NOTE: Cadet registration prereqs apply to both staff and student applicants

Activity Director Timeline Highlights

Subject to change

Timeline/Milestone

NLT Nov 19, 2026	Activities set up in Registration Zone
Dec 15, 2026 - Jan 15, 2027 at 12pm CT	Applications Open for Summer NCSAs, Summer Lift/Top Financial Assistance and CAP Scholarships
NLT Jan 15	Unit and Wing Approval due for Lift/Top applications
NLT Jan 17	Parent Approval due in Registration Zone
NLT Jan 18	Unit Approval due in Registration Zone
NLT Jan 31	Wing Approval and Highly Recommended due in Registration Zone
Week of Feb 1	Supplemental Application Review/Staff Slotting
Week of Feb 8	Application Review/Manual Slotting*
Week of Feb 15	Autoslotting/Quality Check/Business Rules Review
Week of Feb 22	Lift/Top Application Review

Manual slotting of participants is not allowed unless given explicit permission from CAP/CPA.

Activity Director Timeline Highlights

Subject to change

Timeline/Milestone	
Week of March 1	Projected Notifications: Slotting and Lift/Top
March 15	Deadline for Slotted cadets to accept their slot
Week of March 15	Projected Scholarship Awardee Notifications
April 15	Payment in full due date to retain slot
April 30	No refunds after this date for Summer activities
May 14	Documents due for Lift/TOP Travel Reimbursement

The full timeline for Winter and Summer seasons are located on the Activity Director Resources website.

Resources

Activity Director Resources

NCSA Coordinator Team:

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Questions?

QUESTIONS?