

CIVIL AIR PATROL

----- REGION STAFF COLLEGE

STUDENT INFORMATION PACKAGE

(SAMPLE)

BRING WITH YOU TO REGION STAFF COLLEGE. THIS WILL BE PART OF YOUR STUDENT MATERIALS.

THIS GUIDE BELONGS TO: _____

SEMINAR #: _____

ROOM #: _____

(Transmittal letter for student packages. Typed on region letterhead.)

Director's Name

Address, Phone #

Fax#

E-Mail:

Dear RSC Participant:

Congratulations on your selection! We are most pleased to send you an information package on the 20_____ Region Staff College to be held at _____ during the period _____ to _____.

We have tried to gather the material that will help you prepare for a very worthwhile and rewarding experience. Please don't hesitate to contact me if you have any problems or questions. I look forward to seeing you there!

NAME, RANK, CAP

Director

_____ Region Staff College

ATTACHMENT:
RSC Information Package

GENERAL INFORMATION

PURPOSE

The purpose of the Region Staff College (RSC) is to prepare selected CAP officers to more effectively execute the duties and responsibilities associated with CAP command and staff positions, and to present concepts, methods, and ideas to better accomplish the mission of Civil Air Patrol.

OBJECTIVES

The course curriculum is designed to increase your ability to solve problems encountered in daily CAP operations through techniques of leadership, management, oral, and written communications. These skills should prove invaluable to you not only in CAP, but also in your professional and personal activities.

SEMINARS

You will be assigned to a seminar with eight or nine other students. Assignments are based in a number of factors, such as CAP duty assignments and experience, your geographic location, and other considerations. Assignments are intended to allow each student the opportunity to obtain a wider range of ideas and to meet members from different areas.

SEMINAR ADVISORS

Most seminar advisors have previously served as a staff member at one or more staff colleges. All have been to a staff college as a student and all have been carefully selected. It is their job to guide and advise the seminar as necessary.

ABOVE ALL, DON'T GET NERVOUS ABOUT THE COLLEGE. THIS IS A GROUP ACTIVITY, AND IN ALL LIKELIHOOD, VERY FEW PEOPLE WILL BE EXPERTS, AND VERY FEW WILL HAVE BEEN IN A CLASSROOM SITUATION IN A NUMBER OF YEARS. STICK TOGETHER WITH YOUR CLASSMATES, DO THE BEST YOU CAN, AND ENJOY THE NEW FRIENDS, NEW IDEAS, AND ACTIVITIES YOU WILL FIND AT THE COLLEGE.

REQUIREMENTS FOR GRADUATION

Attendance at, and participation in, scheduled activities and events is required for graduation. Exceptions will be made on an individual basis and must be approved by the staff college director.

MISCELLANEOUS

Some additional items you might want to bring with you:

(List)

STUDENT AFFAIRS

CLOTHING REQUIREMENTS AND PERSONAL APPEARANCE

We will be guests of _____. To them, we are Civil Air Patrol. Be sure to wear your uniforms properly and act accordingly. We suggest that you have at least one complete uniform to wear the first day.

DAILY CLASSROOM WEAR

The uniform for daily classroom activities is the basic uniform prescribed in CAP Manual 3901. This is the short-sleeve blue shirt and blue trousers with flight cap for men and its equivalent for women. Ribbons will not be worn by staff or students. Three sets of uniforms are recommended since it gets quite worn and time is limited for laundering clothes. If you do not meet the current weight standards, you must wear the Blazer combination or appropriate civilian clothes. Proper wear of the uniform, including epaulets and name tag, are items of special interest throughout the entire Region Staff College.

SOCIAL ACTIVITIES

There are several informal social activities, e.g., a barbecue, pizza, or bowling get-together, or picnic. Casual attire is recommended.

BANQUET

Mess Dress, semi-formal blazer combination, civilian tuxedo or business suit for men, Mess Dress, long formal gown or tasteful cocktail dress for women. The Service Dress uniform with white shirt IS NOT authorized.

CASUAL

Recommend that casual attire be brought for non-duty wear.

OTHER

You will need exercise clothes including tennis shoes for sports activities.

TRANSPORTATION

Transportation to and from the college is the responsibility of the student. You must have a copy of your travel orders, military support authorization (if applicable) and a current ID card with you upon arrival.

IN-PROCESSING

Upon arrival, please report to the dormitory where you will be billeted. Students are requested to arrive between 1100 and 1600.

BILLETING

Your room assignment will be made during in-processing. Each room accommodates two people. Desks, with a student lamp, and chairs are provided. All rooms are air-conditioned. Elevators are provided in all building. Bathrooms are attached room to room.

LOCATOR SERVICE

The staff will maintain a 24-hour per day locator service in case of emergencies.

MAIL

Mail will be picked up and delivered you your Seminar Advisor each day. Your college address will be:

RADIO COMMUNICATIONS

We will be operating _____ radio station during the college. Messages may be sent through _____. Area stations, for relay purposes, are _____ and _____ stations.

DINING FACILITIES

The dining hall, located directly across from the dorm, has been rated outstanding. Meal costs for the average person range from \$3.00 - \$5.00 per day. (sample)

PHYSICAL CONDITION

If you are not accustomed to a classroom situation, you may find it tiring at first, both mentally and physically, but you'll quickly adjust to the routine. Don't worry.

In addition, though most facilities are situated in a small area, some walking is required. If you have a physical condition which makes activities difficult, please alert us before you come to the college so that we may work out arrangements for you.

FAMILY FACILITIES

We ask that you do not bring children or spouse, due to a busy schedule and a lack of billeting. You will get a lot more from the program if you can devote all of your time to it and to your fellow students.

DINING-OUT (OR GRADUATION BANQUET)

The Dining-Out (or Graduation Banquet) is a very formal and traditional military affair. We have a distinguished guest speaker, and several other distinguished guests.

GRADUATION

Graduation will be held in the Auditorium on Saturday, _____ at _____. Guests welcome.

YEARBOOK

A yearbook will be printed this year and will be available at minimal cost. The yearbook contains pictures of each seminar and various activities and highlights.

CANCELLATIONS

In the event that you must cancel your attendance, contact the Region Staff College Director.

REGION STAFF COLLEGE CONFIRMATION

1. I have received your information packet and plan to attend the _____ Region Staff College at _____.

2. If for any reason I am unable to attend, I will notify the Director not later than _____ days prior to the college start date.

3. I will arrive by (check one) _____ auto, _____ private aircraft, _____ commercial air carrier, or _____ other.

4. Estimated arrival time is _____ on _____.
(time) (day/month)

Flight number _____ (arrival/carrier)

_____ (departure/carrier)

(Signature of Applicant)

