

Recruitment by Squadrons:

As this is an AE program, the squadron AEO (or Commander) will be the squadron PoC for the program and invite any other interested adult or cadet squadron members to assist in the program, no matter the duty position.

- The Wing DAE will be the facilitator of the program within the wing. All teacher requests received by NHQ will be sent to the Wing DAE to process down to the squadrons. (See [Wing DAE instructions](#).)

But, if any squadron adult or cadet member personally knows a 5th-8th grade teacher who would like to be “adopted,” the squadron PoC can start the adoption process with the teacher, as is noted below, sending the [Request to Collaborate form](#) to the DAE.

NOTE: If the squadron wishes to seek a classroom to adopt but does not know a teacher, the squadron can identify an ACE classroom near them by searching the [currently registered ACE classrooms listing](#). E-mail adopt@capnhq.gov to get teacher contact information.

COVID-19 Accommodations for the Program

Due to continuing COVID restrictions, it is understood that all aspects of the proposed program may not be conducted as desired. Thus, the program includes both in-person and virtual options.

If virtual, the materials can be delivered to the teacher and the teacher can send the items to the students in “home packets.” The squadron can conduct the lessons via CAP squadron video conferencing.

If the squadron is initiating the adopt program, the squadron PoC should:

- 1. INTRODUCE:** Introduce the program to the teacher by:
 - a. sharing the [Adopt info flier](#);
 - b. providing information about the [K-6th grade Aerospace Connections in Education \(ACE\) program](#), as this is the foundational curriculum for the “Adopt” program, and, the teacher will need to register for the ACE program;
 - c. discussing with the teacher the important security process that CAP adult members follow: each adult member has passed a complete FBI background check (which should provide better clearance to enter schools).
- 2. JOIN:** If not already a member, invite the teacher to join as an AEM.
 - a. Share the free benefits that come with a CAP AE membership as found on the [Educators Page](#).
 - b. CAP will waive the one-time \$35 membership fee for any new AEM adopted by a squadron for this program. (Contact adopt@capnhq.gov for **free Coupon Code** for program.)
NOTE: This free membership code is to be used by the squadron and teacher for the *Adopt-a-Classroom* program only; not as a free membership opportunity.

3. **REGISTER:** Instruct the teacher to register for the ACE program. (ACE registration directions are found at the top of the [ACE webpage](#).)
 - a. 5th grade teachers register their students for the 5th grade curriculum.
 - b. 6th, 7th, or 8th grade teachers register their 6th, 7th and 8th students for the 6th grade curriculum.
4. **REQUEST:** After the teacher joins as an AEM and registers for the ACE program, share with the teacher the [Request for Collaboration form](#).
 - a. Both the squadron PoC and teacher must complete the *Request* form to begin the program.
 - b. *The squadron PoC should send the fully-completed Request form to the Wing DAE.*
5. **PREPARE for PROGRAM:** The DAE will send the *Request* form to CAPNHQ/AE (adopt@capnhq.gov).
 - CAPNHQ/AE will then ship all [ADOPT MATERIALS](#) to the squadron PoC. (Please allow NHQ 2 weeks to get the materials shipped to the squadron PoC.)

6. **IMPLEMENT:** Once the squadron PoC receives the materials, the squadron should begin reviewing the [LESSON OPTIONS](#).



- a. Ensure that cadets are involved in this adopt program.
 - b. Allow time for cadets who will be involved to be adequately prepared to deliver the lessons.
 - c. The squadron PoC should work with the teacher to schedule instructional dates/times.
 - d. Planning with the teacher should include a minimum of three lesson dates/times, as well as a date/time for the cadets to share information about the Cadet Program with the students.
 - e. The teacher and squadron will want to take photographs and videos of the cadets, adults, and students in action.
 - *****Ensure students have media permission to have photos taken and used by CAP.**
 - f. After the minimum of 3 lessons are completed, if additional activities are desired by the squadron and the teachers, those can be planned. (See [ADDITIONAL ACTIVITY IDEAS](#), to include program lift-off ideas, [ACE shirts](#) for the students, and other ideas the squadron may enjoy.)
7. **PROGRAM COMPLETION:** The squadron and teacher have the entire school year to complete the program. Once all activities have been completed, the following needs to be done:
 - a. Plan a date for the squadron participants to make end-of-program ACE certificate presentations to the students.
 - b. Teacher and squadron PoC should both complete and submit their end-of-program [evaluation form](#) to adopt@capnhq.gov not later than 1 June.