

## Information for Teachers Who Desire to be Adopted:

### 1. INTRODUCTION OF THE ADOPT PROGRAM:

- a. Review the [Adopt info flier](#).
- b. Review the [K-6<sup>th</sup> 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. As security checks for visitors entering schools is important, each adult CAP member has passed a complete FBI background check.

### 2. JOIN: Teachers have to be CAP members to participate. If not already a CAP member, the teacher should join as an Aerospace Education Member (AEM).

- a. The free benefits that come with a CAP AE membership are found on the [Educators Page](#).
- b. CAP will waive the one-time \$35 membership fee for any new AEM who will be participating in this program. (Contact [adopt@capnhq.gov](mailto:adopt@capnhq.gov) for **free Coupon Code** for program.)

### 3. REGISTER: Once the teacher is a member, the teacher should register for the ACE program. (ACE registration directions are found at the top of the [ACE webpage](#).)

- a. 5<sup>th</sup> grade teachers register their students for the 5<sup>th</sup> grade curriculum.
- b. 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade teachers register their 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> students for the 6<sup>th</sup> grade curriculum.
- c. Your grade level ACE class sets of manipulative items will be sent to you (as will ACE certificates for end-of-program certificate presentations). **Please do not use the class set of student manipulatives until the squadron can come and conduct one or more aligned lessons using these items.** All other Adopt materials will be sent to the squadron to bring when they do the other lessons with your class.

### 4. REQUEST: If a teacher desires to be adopted, he/she should:

- a. complete the teacher section of the [Request to Collaborate form](#); and,
- b. submit to their state’s Director of AE (DAE). (See the listing for each state DAE [HERE](#).)

### 5. CONNECT: The DAE will then locate the closest CAP squadron to the teacher’s ZIP code and request support for the teacher. Once a squadron has agreed to collaborate with the teacher, the squadron PoC will complete the squadron section of the *Request* form.

### 6. PREPARE for PROGRAM: The DAE will send the *Request* form to CAP’s National HQ.

- CAP National HQ will then ship all [ADOPT MATERIALS](#) to the squadron that will adopt the teacher. (It should take NHQ 2 weeks to get the materials shipped to the squadron PoC.)

### 7. IMPLEMENT: The teacher may want to review the [LESSON OPTIONS](#).

- a. The squadron PoC should work with the teacher to schedule instructional dates/times.

- b. The teacher can share which three lessons he/she would prefer.
- c. The squadron will also need to plan a date/time for the cadets to share information about the Cadet Program with the students.
- d. The teacher and squadron will want to take photographs and videos.  
**\*\*\*Ensure students have media permission to have photos taken and used by CAP.**
- e. 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](#), which include program “lift-off ideas,” information about purchasing [ACE shirts](#), and other ideas the squadron POC may like to try with the students.)

- 8. 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.
  - c. Teacher and squadron PoC should both complete and submit their end-of-program [evaluation form](#) to [adopt@capnhq.gov](mailto:adopt@capnhq.gov) not later than 1 June.

