

Civil Air Patrol



AE MEMBER “ADOPT” PROGRAM

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CAP Classroom Adopt Program Guide

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Questions? Contact adopt@capnqh.gov





CAP Classroom Adopt Program Guide

Academic Year 2021-2022

Purpose:

Build CAP squadron relationships in the educational community that stimulate student interest in aerospace/STEM subjects and careers, and, an awareness of Civil Air Patrol.

Vision:

Squadrons extend a hand of comradery to a 6th grade teacher via the CAP K-6th grade Aerospace Connections in Education (ACE) program to provide classroom aerospace/STEM support, student mentorship, and an introduction to CAP.

Action Plan:

Encourage squadrons across the nation to reach out to a local 6th grade classroom teacher for the purpose of classroom aerospace/STEM education and career interest promotion/support, communication about CAP's AE and cadet programs, and coordination of squadron visits with interested classroom students.

* See the [Adopt promotional video](#) made by *Adopt* National Ambassadors, KY WG Commander, Col Brian Schmuck, and GLR-IN-220 River City Cadet Squadron C/Capt Rylee Schmuck.

Purposeful Outcomes:

- Increased interest in aerospace/STEM subjects and careers
- Increased CAP public awareness
- Improved retention of AEMs
- Introduction of and interest in the CAP cadet program, which could also lead to:
 - * increased squadron cadet membership
 - * increased diversity in cadet membership

Target Population:

Public or private accredited 6th grade classrooms, preferably with a Title I population, but, in the least, a diverse student population.

As the age students can join a CAP squadron, 6th grade is the target group. If no 6th grade is available, any 5th, 7th, or 8th grade classroom could be adopted. The 5th grade could use the 5th grade ACE curriculum and the 7th and 8th grades could use the 6th grade ACE curriculum.

NOTE for the purposes of this guide: When a 6th grade classroom cannot be found, a 5th, 7th, or 8th grade classroom may need to be identified/adopted. Thus, throughout this guide, where 6th grade is noted, the alternate grade level can be inserted instead.

Adopt Program Instructions for Wing DAEs

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.

Each wing’s Director of AE (DAE) will be the PoC in this adopt program to help connect squadrons and teachers. (See DAE list [HERE](#).)

DAEs should promote the program to their AEMs as they would TOP flights or any other AE program.

To inform AEMs about the program, the Wing DAE may use the [SAMPLE ADOPT E-MAIL](#).

When Teachers Request to be Adopted:

Teachers who desire to be adopted should contact their state’s Wing DAE, who will provide info from the Teacher Info Page. Complete directions for DAEs follow.

1. **INTRODUCE:** The teacher should be introduced to program.
 - a. The [Adopt info flier](#) shows how a CAP squadron can support their classroom.
Due to security issues in most schools, discuss with the teacher the important security process that CAP adult members follow: each adult member has passed an FBI background check.
 - b. The [K-6th grade Aerospace Connections in Education \(ACE\) program](#) should be reviewed as this is the foundational curriculum for the “Adopt” program, and the teacher will need to register for the ACE program.
 - c. The [TEACHER INFO PAGE](#) can also be shared so the teacher will be fully aware of all that is involved.
2. **JOIN: *If not already a member*,** the teacher should be invited 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 to be adopted by a squadron.
(Tell teacher to 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:** After the teacher becomes a member, 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](#). The teacher must complete the teacher section of the *Request* form and return to the DAE.

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 and return to the DAE.
 - **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 other adults' duty positions.

6. **PREPARE for PROGRAM:** The DAE will send the fully-completed *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.)

7. **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.
 - ***Ensure students have media permission to have photos taken and used by CAP.
 - f. After the minimum of 3 lessons are completed, if the squadron and teacher want to do more activities, those can be planned. (See [ADDITIONAL ACTIVITY IDEAS](#), which include program "lift-off" ideas, the opportunity to purchase [ACE shirts](#), and other ideas the squadrons may like.)

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.
 - 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.

When Squadrons Already Know a Teacher to Adopt:

Any squadron adult or cadet member who personally knows a 6th grade teacher can start the adoption process, as is noted above.

See [RECRUITMENT BY SQUADRONS](#) for further info to recruit and adopt a teacher.

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.