THE WHITE BOOK

CHAPTER 4
Cadet Support Services

SECTION 1
Cadet Activities

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Position: Director of Cadet Activities

I. Organization: The Director of Cadet Activities is responsible for this section in coordination with the Assistant Commandant for Operations & Training, The Citadel Mascot Team, and the Corps of Cadets Activities Officers.

II. Functions: This Section describes procedures for:
- A. Organization of the Cadet Activities Department
- B. Operations and management of Clubs, Interest Groups, and Organizations.
- C. Club Patch requests and approval
- D. Election and Management of Class Officers
- E. Operations and Management of CA units such as the Mascot Team, the Short Grey Line, etc.

III. Procedures:

A. Organization of the Department of Cadet Activities

1. Staff Organization and Mission:

a) The Office of Cadet Activities consists of a Director of Cadet Activities (DCA), a Cadet Events and Services Manager (CESM), and a Special Projects Officer. The department offices are located on the second floor of Mark Clark Hall and the Cadet Activities website is at http://www.citadel.edu/cadetactivities. The overall mission of Cadet Activities is to promote experiential learning activities that contribute to leader development and corps morale.

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constitution, regular meetings, minutes for every meeting, and a financial endeavor (Dues or fundraising). Specifically, the club must have:

An advisor (certificated staff member/faculty).
A current constitution approved by, and on file with, DCA
Chartered within the first 2 weeks of each semester. The DCA may make exceptions to this at his or her discretion.
A Governing Board of cadet officers.
Hold a meeting of officers at least once per semester.
Take minutes at meetings
May have financials/fundraising
Everyone in the club must be a current Citadel student

b) Interest Groups: Interest Groups can have officers but are not required to. Minutes or governing documents are not required other than the registration form with the CESM. Interest groups must have one student contact and one certificated advisor.

An advisor (certificated staff member/teacher) is required
Must have one designated student representative in charge
Must get approval by, and be registered with the Cadet Activities Office
Need a minimum of 8 students participating regularly
No fundraising or any financials.
No meeting minutes
Everyone in the interest group must be a current Citadel student.

c) Definition of "Student Organizations." Student Organizations are defined as a group of cadets that perform an official function for the Corps of Cadets but who operate outside of the cadet chain of command. These organizations include, but are not limited to:

Class Officers
The Short Gray Line
Ring Support Staff
Parade Readers
Groups organized under The Citadel ROTC department
Religious Groups

3. Club Chartering Process: The club charter form and the volunteer form are available at the Cadet Activities webpage. All clubs must complete the club charter. The clubs/organizations whose advisor912 0 612 792 rareW*nBT/F2 11.1Q0.03(r91 TJa)3(rc)-2(hag)4((lu)75.

b) Submission Deadline: The advisor must submit the charter and all other appropriate paperwork to the CESM before 1 October each year in order to be considered in good standing. The CESM will submit a roster of clubs that are in good standing to the Deputy Commandant for use in processing special orders. No official club activity can occur until this requirement is met. Requests after 1 Oct will be processed by the CESM on a case-by-case basis. Official activity includes:

Requesting special orders or having an event put on the training schedule.
Requesting meals or any other campus resources.
Referring to the organization as having any sanctioned affiliation with The Citadel.

c) Changes to Club Charter

Commandant Policies and Regulations are found on the Commandant's Cadet Regulations webpage.

Club advisors are required to review Chapter 4, Clubs/Organizations & Class Officers of the White Book at the start of each semester for updates and/or changes.

5. Meetings During Duty Hours.

   a) Generally: Clubs may hold meetings during lunch periods with members whose schedule allows for such participation, but they cannot mandate attendance at a meeting that would deny a cadet his or her opportunity to eat in the mess hall.

   b) Special Orders: Club advisors are responsible for placing cadets on special orders for any club activity/meeting that occurs on duty time.

   c) Meeting Space: Clubs may hold meetings during lunch periods with members whose schedule allows for such participation, but they cannot mandate attendance at a meeting that would deny a cadet his or her opportunity to eat in the mess hall.

   d) EMS: Club advisors request meeting spaces through the Event Management System. See http://ems.citadel.edu/VirtualEms/ for more information.

6. Special Orders for Club Activity

   a) Generally: Special orders will not be approved during major training events such as Saturday Morning Inspections (SMI's), Parades, Football games etc. The Commandant may approve exceptions in writing for special events that are of significant interest to the College/Corps of Cadets. The club advisor is responsible for completing the special-order process well in advance of the event in order to avoid any conflicts. Requests for exception to this policy will be submitted through the DCA.

   b) Special Orders for Interest Groups: Interest groups are not eligible for special orders as a whole. If interest group members wish to participate in a collective event off campus, each individual cadet must request leave through the normal chain of command channels.

   c) Special Orders for Intramural, Cadet Organizations, and Religious Ministries:

      Special Orders for intramural sports will be submitted and vetted through the Standard Operating Procedures through DEAS Hall.

      Special Orders for Cadet Organizations (ROTC, Campus Ministries, Short Grey Line, etc). will be submitted from the responsible department/office directly through CAS to the Deputy Commandant for approval.

d) Special Orders for all other Clubs: Clubs that are managed by the Department of Cadet Activities will submit their request for special orders through the CESM to the DCA. The DCA will:

Vet each participating club member (to include any "*responsible adult*") through the Assistant Commandant for Discipline.
Ensure that the requested date is not during a Corps training event.
Ensure that the club advisor/responsible adult has completed all certification requirements and received a brief.
Submit a completed special-order request through the Deputy Commandant.

7. Club activities on and Off Campus: Clubs & Cadet Organizations represent The Citadel when they participate in off campus events. The club advisor is responsible for the supervision and conduct of the club as a whole and its individual members while at any on/off-campus event.

a) Guidelines: Unless approved by the C

e) Financial Audits: The club advisor with accounts supervised under the Cadet Activities Department will conduct an annual review of the organization's financial records which will include all funds received and how they were spent, the beginning-of-the-academic year balance, and the end-of-the- academic year balance. A copy of this review to the CESM at the end of the end of fall and spring semesters.

f) Fundraising: All fundraising activity must be approved by the DCA on behalf of the Commandant. The Request to Hold a Fundraising Event form is available on the Cadet Activities webpage.

The requesting organization must submit the fundraising request to the DCA thorough the CESM for approval no later than five business days before the event.

The club/organization must have a copy of the approved fundraising form present at the event. The SEM will maintain another copy of the form in the organization's filev0.65 533.02 Tm0 g0 G[ev0.oCaET8[ev0.oCaET8[ev0,ÞiepC0.00000912 0 0

encouraged.

a) Experiential Leadership Development Learning Reports: Each club advisor will ensure the completion of a leader development report each semester for every club officer/leader. The advisor must personally write the report on the club president (or otherwise designated cadet leader) and may personally write or delegate to the club president the authority to write the reports on each of the other club officers. A club may use the report listed on the Cadet Activities website or the advisor may develop their own unique leader development report and submit it to the DCA for approval.

The advisor will also make SPOT reports as necessary to provide feedback on the leader development of any club member. The Club Leader Development Reports and SPOT Reports forms are available on the Cadet Activities webpage.

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and boat shoes (Sperry type). Female members may wear pants or skorts. The CA NCO will wear a light blue dress shirt. Tasteful Citadel hats and sunglasses may be worn as well.

The SGL is not exempt from any of The Citadel's rules and regulations, including those that prohibit the consumption of alcohol on campus (which includes the campus controlled tailgate areas) and the ones about general leave. The Regimental CAO will ensure all SGL members are sober and report any who are not to the Assistant Commandant for Leadership Programs or DCA.

SGL members are on duty from two hours before kick- off until the end of the game. For the first 75 minutes they will circulate among the on-campus tailgates in the vicinity of the stadium, remaining no longer than ten minutes at any one tailgate.

The SGL will line the Corps march-on route to assist the crowd in welcoming the corps, and once the corps passes, immediately report to the stadium to assist with Block C operations. The SGL will also assist in ushering knobs off the field to their seats. POCs for Block C operations are the Cheer Coach and the Commandant Operations & Training NCO.

During the game, the SGL place of duty is in front of the corps except when on specific spirit missions to rally the

event with the Band Director NLT noon of the Wednesday before the game to ensure synchronization. He will also coordinate for a rider and notify the CESM of who that will be NLT noon of the Thursday before the game. During football season, the surfboard will be kept by the Regt CAO or CA NCO in their room. After the season, the CESM will keep it in her office. The Regimental COA is responsible for the maintenance and repair of the board and will coordinate with the CESM for any supplies or expenses.

4 Designated cadet life events such as Knob Beach Day, Ring Walk-Through, and Pep Rallies
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