

Cadet Regulation 3-15

Staff Ride Program

State of California – Military Department
Office of The Adjutant General
Headquarters, California Cadet Corps
Camp San Luis Obispo, California
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UNCLASSIFIED

SUMMARY of CHANGE

CR 3-15
Staff Ride Program

No change – this is a new program and regulation.

STAFF RIDE PROGRAM

MATTHEW P. BEEVERS
Major General
The Adjutant General

Official:



MICHAEL J. SMITH
Colonel, CACC
Executive Officer

History. This regulation is new, establishing guidance and procedures for the Staff Ride Program, which has been previously conducted without regulatory guidance.

Summary. This regulation prescribes the standards and procedures by which the Staff Ride Program will be conducted by the California Cadet Corps at battalion, brigade, and state level.

Applicability. This regulation applies to all commandant and cadet personnel in active service or enrollment with the California Cadet Corps

(CACC). It applies to all units organized within the CACC.

Proponent and exception authority. The proponent of this regulation is the Executive Officer, California Cadet Corps. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a field-grade HQ, CACC staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

Supplementation.

Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California

Cadet Corps. Send a draft copy of each supplement to – Headquarters, California Cadet Corps, ATTN: Executive Officer 10 Sonoma Avenue, Bldg 1301 Camp San Luis Obispo, CA, or to Operations@cacadets.org.

Suggested improvements. Users are invited to send comments and suggested improvements in memorandum form directly to the address above.

Distribution. This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Headquarters, California Cadet Corps (HQCACC).

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Chapter 1

General

1-1. Purpose

This regulation provides guidelines and procedures for the California Cadet Corps (CACC) Staff Ride Program.

1-2. Authority

California Military and Veterans Code Section 508. Staff Rides are activities run or participated in by members of the California Cadet Corps. They may be further authorized by Memorandum of Understanding (MOU) or contract.

1-3. Responsibilities

The CACC Executive Officer has ultimate responsibility for the planning and execution of Staff Rides. He/she will appoint a Project Officer and Assistant Project Officers for each event who will conduct planning and coordination for the specific activity. The XO will also approve the appointment of Adult Chaperones and Cadets to attend the Staff Ride or to participate within California in hosting foreign and other cadet groups.

1-4. General

See Chapter 2 for a full definition of the Staff Ride Program as it applies to the CACC.

1-5. Awards

The Staff Ride Ribbon is authorized for all cadets who participate in Staff Rides per CR 1-1. The appropriate device will be awarded based on the level of the Staff Ride. Adults who participate as Chaperones in staff rides of seven days' duration will also be awarded the Staff Ride Ribbon per CR 1-7.

1-6. Consent Waivers

Participants in Staff Rides must have parental consent and a signed waiver must be on file for cadets to participate. A sample waiver is shown in Appendix C. Staff Rides hosted by schools should use whatever forms are required by the school or district.

1-7. Uniform

Uniforms required for the Staff Ride will be designated in the Warning Order. CACC units must provide the uniforms or coordinate with HQ CACC or other CACC units to borrow them. The nature of the Staff Ride and scheduled events will dictate the uniforms needed.

1-8. Chaperones for International Exchanges

Chaperones will be appointed to accompany cadets on any international exchange (at least one of which must be duly appointed as an officer or non-commissioned officer in the Cadet Corps). This may vary depending on the nature of the exchange/Staff Ride. In some international exchanges, small numbers of cadets may go without an chaperone and be supervised by the host country exchange leaders, but usually every Staff Ride includes one or more adult chaperones. Chaperones must be over 25 years of age, physically fit, and be knowledgeable of the rules and processes established for the event. Above all, they must have the common sense, maturity and experience in dealing with young people. Spouses, relatives and friends are not to accompany chaperones unless specifically authorized by the CACC Executive Officer. Chaperones are to be briefed on all aspects of the exchange program and are to be made aware of their responsibility and that of the host organization for ensuring the success of the visit. They will be actively involved in the day-to-day exchange operation and will assist host country members in supervising all cadets regardless of

nationality. Local chaperones may be appointed by the host organization to accompany cadets throughout the period of the exchange.

1-9. Membership in Exchange Organizations

Other countries have formed organizations that plan and sponsor cadet exchanges throughout the world. The California Cadet Corps may seek membership in one or more of these organizations, with the approval of the California Military Department. This membership comes at a cost, but provides an immeasurable opportunity to the cadets who participate as exchange cadets OR hosts, and raises the level of professionalism as a cadet organization for those who offer these opportunities to their members.

Cadet exchanges are most commonly done in a reciprocal agreement. Accepting the opportunity to send cadets to another country comes with it the implied requirement to host cadets from that country in an equal way – same number of cadets, same number of days.

1-10. Alcohol

All participants on any type of Staff Ride will obey the local laws regarding use of alcohol. If the exchange program has rules restricting alcohol, cadets and chaperones will follow them. In general, chaperones will not drink alcohol while chaperoning cadets on a Staff Ride, even where permitted locally. Use of alcohol in formal situations (i.e. banquets where toasts are being made) is an exception, but only in small amounts in situations where chaperones would otherwise insult their hosts by refusing. Under no circumstances will cadets be permitted to consume alcohol during a staff ride even if the cadet is of legal age in the host country.

Chapter 2 Types of Staff Ride

2-1. The Staff Ride

The CACC Staff Ride Program is loosely based off the Army's Staff Ride concept run by the Center of Military History (CMH) as described in CMH Pub 70-21. In the Army's program participants study, visit, and integrate lessons derived into their learning experience. The focus of most Army Staff Rides is a study of combat campaigns from throughout history, integrating visits to former battlefields with study of the battle, campaign, or war.

The California Cadet Corps expands this concept to include almost any type of educational based field trip. CACC Staff Rides may be international, national, or within California more than 100 miles from the home school. Staff Rides may be further defined by whether they are part of an official exchange program, and how the funding for the activity is derived.

2-2. Types of Staff Ride

a. INTERNATIONAL CADET EXCHANGE: These are programs usually sponsored by governments or cadet programs in at least two countries. The basic premise is that each country sends the same number of cadets and chaperones to the other country. The host country takes full responsibility for the planning, execution and funding of the visit within their country. Activities within the country may vary depending on the goals and focus of the host country. There will usually be a written Memorandum of Understanding (MOU) or other document that outlines responsibilities, dates, numbers of travelers, and details of the trip.

b. INTERNATIONAL TRIP: These are programs sponsored by the California Cadet Corps to a foreign country. They usually will involve a host of some kind, but activities may not be funded by the host and cadets from the foreign country may not travel to California. These international trips will usually be funded by the cadet's and chaperone's family or some type of fundraising campaign. They will have stated educational goals. Planners will make every effort to include visits or activities with host country cadet programs or military, in addition to tourist or cultural venues.

c. US BASED TRIP: These are programs sponsored by the California Cadet Corps to places of interest within the United States. They may be to places of historical or practical interest, and will involve cadets learning about the destination. Examples are trips to Military Academies, Historic (i.e. Gettysburg Battlefield) or cultural (i.e. Hawaii) interest. They may be funded by the cadets' and chaperones themselves or funding may come from other sources.

d. CALIFORNIA TRIPS: These are programs sponsored by the California Cadet Corps to destinations within the State of California. They may include exposure of CACC Cadets to government, historic, or tourist sites, or a combination thereof. Funding may come from the CACC state budget, Leadership Excellence and Development (LEAD) Foundation (a non-profit organization which supports the California Cadet Corps), or from the cadets' families, or a combination thereof. Chaperones who are appointees of the CACC may receive pay for their duty for this type of Staff Ride as approved by the Executive Officer and specified on State Active Duty Orders issued by HQS, CACC.

e. PACKAGED TRIPS: CACC units may choose to contract with companies who provide travel opportunities to international, US, or California destinations. These are popular with schools. For a price, the company provides supervision, lodging, food, and transportation. This generally costs more than a self-run program, but everything is provided and someone else does the work. In considering the potential liability of a trip, this option should be looked at.

Chapter 3

Selection of Participants

3-1. International Exchanges

Selection of participants to attend a Staff Ride is critical to the success of the activity. Cadets who attend these activities, particularly at the highest levels, represent not only the California Cadet Corps, but their community, state, and nation. Every effort should be made to ensure that participants are cadets in good standing without a history of disciplinary problems.

Rank: There is no minimum rank required by this regulation, but a minimum may be imposed on individual Staff Rides by the organizer as specified in the WARNO.

Age: Often international exchanges will have a minimum age requirement. Project Officers should try to meet these requirements, but may not have enough applicants that are old enough. Waivers should be sought with the host country to see if they will be flexible on the cadets' age as specified in the WARNO.

3-2. International Trips

Participation in international trips can have significantly fewer requirements than official exchanges. The selection of participants, age and rank requirements are up to the Project Officer (as described in the WARNO) and the risk the organization and participating chaperones are willing to assume. These trips are not limited to Cadet Corps members, and parents can often attend and assist with supervision. All adults who attend should be required to submit a Live Scan to the Cadet Corps system and must be approved by the CACC Executive Officer, as they're likely to be in close quarters with cadets throughout the trip.

3-3. Internal Staff Rides

Organizers will take into account the target audience, the nature of the Staff Ride, the type of billeting and freedom of movement, and other issues to determine a minimum age or rank which will be specified in the WARNO.

3-4. Administrative Issues

Staff Ride Project Officers and Admin Staff will guard the safety of personal information they receive on cadets. Rosters disseminated to participants should not contain personal private information that other cadets don't need to know.

If cadets of both genders are present, at least one chaperone of each gender must be as well for overnight trips.

3-5. Medical Fitness

Cadets and chaperones are to be free from any medical condition that will prevent them from taking part in all aspects of the exchange program, including travel to the program location. Where any special medication is required for use by participants on a regular and prescribed basis, such must be reported to the Project Officer in advance. Staff Ride participants must agree that if necessary, they are prepared to accept medical treatment under arrangements made by CACC chaperones. Every effort will be made to include parents in any decisions on medical treatment. Medical waivers shall be submitted for all participants, cadets and chaperones, relieving staff ride leadership of liability and authorizing treatment in the event of a medical emergency or acute medical issue.

3-6. Chaperones

Chaperones will be selected based on the destination and focus of the Staff Ride, their ability to provide the support needed, and their commonsense approach to supervision of cadets.

Chaperones should be CACC members, and all must be fully Live Scanned. Chaperones should be at least 25 years old. At least one chaperone shall be a duly appointed officer or non-commissioned officer in the Cadet Corps.

Chapter 4 Hosting a Staff Ride

4-1. Local and State Staff Rides

Staff Rides organized by battalions or brigades are essentially school field trips, and will comply with rules put out by the sponsoring district or school. Commandants who are involved in bringing cadets on these trips should coordinate with the HQ CACC S3 to determine elements that will meet the requirements for the Staff Ride Ribbon IAW CR 1-1.

Participation by cadets in field trips that are not CACC specific activities does not qualify for the Staff Ride Ribbon. The activity must be for cadets and have some nexus to the CACC curriculum.

Commandants who want to host a Staff Ride for their unit or brigade may be able to obtain support from California National Guard elements such as armories or bases. Local armories may be available for overnight stays in the area local to the Staff Ride activities. Commandants who wish to coordinate this support should contact the HQ CACC S3.

Units may be able to obtain rental vans for cadet transportation. This will be secondary to transportation the school may be able to provide. Personnel who rent the vehicle must have a CalATRS account and file a travel claim at the conclusion of the Staff Ride. Other CACC adults may serve as drivers.

Staff Rides offered at the state level will be announced through the Warning Order process. A Project Officer will be appointed to plan and manage the activity. Cost may be borne by the HQ CACC budget or by the participants or may be sponsored by another organization, or a mix of the three.

4-2. International Staff Rides

International Staff Rides will be coordinated at the HQ CACC level and must be approved by the Executive Officer. Request for approval should be submitted to HQ CACC at least sixty (60) days before proposed travel. A Project Officer will be appointed to plan and execute the mission to host foreign cadets in California. The plan must include funding available and how to access it, specifics on the arrival and departure of the foreign parties, and a schedule that outlines the destinations the group will visit, including provision for lodging and meals.

Participation by local units in hosting foreign cadets is encouraged, but the resource plan must be approved as part of the Operations Plan for the event.

The Operations Plan will address, at minimum, the following elements:

1. Situation: Participants, arrival and departure information, inclusive dates of the event, uniform requirements, passport/visa requirements, CACC units in support of all or parts of the event.
2. Mission: Use standard mission statement designating who, what, when, where, and how.
3. Execution:
 - a. Commander's Intent
 - b. Concept of Operations
 - c. Goals
 - d. Objectives
 - e. Leaders – who's in charge of what
 - f. Application process for support of the mission
 - g. Funding, including sources, budget, method of payments and reimbursements
 - h. Key suspense dates
 - i. Full Schedule

- j. Official gifts and CACC swag
- 4. Sustainment:
 - a. Meals (breakdown of where each meal will be)
 - b. Transportation (list of vehicles, drivers, methods of fueling, tolls, parking fees, etc.)
 - c. Billeting Plan for all participants
 - d. Equipment required and source
- 5. Command and Control:
 - a. Project Officer
 - b. Assistant Project Officers
 - c. Foreign Chaperones
 - d. POC for emergencies and serious incidents
 - e. Communications plan (emergency and non-emergency) for contacting or updated HQS CACC and the CMD JOC.

4-3. Information for Participants

The Project Officer will publish written guidelines to be conveyed to the leaders and participants designated to be hosted by the California Cadet Corps in an exchange (referred to as a WARNO in previous sections of this regulation). This should be disseminated to the participants, or the POC for the participating country, as early as possible, ideally at least three months prior to the event. The guidelines will include:

- a. CACC POCs and contact information
- b. Passport/visa requirements
- c. Age requirements/restrictions
- d. Foreign points of contact
- b. How pick-up will work at the airport
- c. List of activities or places to be visited and uniform requirement
- d. What to expect in billeting and meals
- e. Expectations of visiting groups (give briefing, cultural exchange, etc.)
- f. Packing List
- g. Any required expenses, vaccinations, or insurance for participants
- h. Any other specifics the participants should know before they arrive (to include participation in any required pre-trip meetings or training)

4-4. Venues for Hosted Staff Rides

In planning a hosting event, the planner should consider the venues available in the area open to the Staff Ride, any focus of the Staff Ride, and resources available. Ideally, a Staff Ride will include both educational and fun activities that will give the participants a well-rounded experience in the area. Venues that are available due to personal contacts may open the participants to a special experience, but their nature should be considered before committing. Overall, the stated purpose of the Staff Ride and the goals and objectives need to be taken into account in developing the plan of places and events to visit. If at all possible, local cadets should be included in trips to special venues, but overall cost of this must be considered. Lodging is typically not in private homes without the specific approval of the Executive Officer.

Chapter 5

Funding Staff Rides

5-1. State Funding

As available and authorized, state funds, as part of the annual CACC Budget, may be used to fund some aspects of a Staff Ride. However, based upon past experience it is not likely state funding will be available for international exchanges or staff rides to other countries.

- a. Rental Vans, gas, parking fees
- b. Pay for Chaperones
- c. Hotel bills for Chaperones
- d. Costs accrued at CACC Encampment by international cadets

5-2. Local Funding

Conventional fund-raising should be used to help cadets offset the cost of a major Staff Ride.

5-3. 501(c)3 Funds

The Leadership Excellence and Development (LEAD) Foundation may be able to sponsor some aspects of a Staff Ride. A proposal must be submitted to LEAD to request this support at least forty-five (45) days in advance of proposed travel.

5-4. Personal Funding

Cadets' parents may be willing to pay the cost of a Staff Ride. This is clearly not an option for many CACC cadets, but is for some. Financially disadvantaged cadets may be able to participate in this type of Staff Ride by getting scholarships and doing fund raising. It is helpful to have a long period between announcing and conducting this type of Staff Ride so that whoever is putting aside the funds can work on it for a longer period (at least 6-12 months).

When personal funding is used, the person managing the Staff Ride must keep detailed records of money spent, and which cadets/adults received the benefit of each expense. Usually, if the Staff Ride comes in under budget, a refund is given for funds not spent. The plan must address how this will work, especially in the case of Staff Rides that come in over budget.

How funds are conveyed when participants are self-funding a Staff Ride must be stated in the OPLAN. The best option is for funds to be paid to the LEAD Foundation, and LEAD provides the funding to the Staff Ride Project Officer, or reimburses them. Regardless of funding source, the Project Officer closes out the funding with a full report at the end of the Staff Ride as a part of the AAR.

Chapter 6 Sustainment

6-1. Lodging

Lodging is a major Staff Ride expense, and one of the main aspects of the plan to lock in early. Staff Rides with CACC Cadets may stay overnight in National Guard Armories, which provide both a place to sleep (albeit not a bed) and kitchen and latrine facilities. Many units will also be able to provide cots. HQ CACC can provide both sleeping bags and cots if coordinated with the S4, but someone may have to pick them up from Camp San Luis Obispo.

Lodging international cadets is usually restricted to hotels or military bases, which significantly drives up the cost of hosting the Staff Ride. If the Exchange can be timed to include the CACC Summer Encampment, quarters can be provided at CSLO within the CACC budget. Some exchanges allow cadets to be billeted in the houses of sponsoring cadets, but this must be planned carefully and is often not an option. Placing hosted exchange Cadets in private homes for lodging requires the specific approval of the Executive Officer.

6-2. Meals

Meals are another significant expense during Staff Rides. Internally, the only option to avoid food bills would be to request MREs from HQ CACC. This is not generally a very good option for a Staff Ride. Unless other arrangements have been made in advance, staff ride organizers must provide for the serving of three meals a day per participant. Meals should meet basic nutritional needs for the average person.

The next cheapest option for meals is for the participants to prepare their meals during the Staff Ride. This can easily be done at National Guard Armories or in hostels with kitchen facilities. Chaperones with some cooking abilities, assisted by the other Staff Ride participants can purchase food and prepare meals. Participants can make sandwiches and pack lunches to reduce expenses when out and about. The success and quality of this method depends on having at least one participant who can take the lead on this task. All other participants should be required to assist in meal preparation and clean-up on a roster system.

A last resort for meals during Staff Rides is to eat at restaurants, which will drive up the cost significantly.

All these options may be combined together, depending on what's going on during the day, where the group is staying, the time available, and who's available to help.

6-3. Transportation

The ideal transportation for Staff Rides is use of CACC or school provided vans or busses or rental vans paid for by the CACC state budget. The planner must include drivers in the overall Staff Ride plan, and ensure those recruited for this duty are qualified to drive the provided vehicle. Reimbursement for rental vans requires CalATERS access by CACC adults, and depends on the adult paying the cost of gas and parking fees up front, and being reimbursed by filing a travel voucher. All passengers must comply with the requirements of CR 2-1 and related LOIs.

Staff Rides may depend on public transportation, but this is limited by the number of participants. It works with metro systems, but not as well with bus systems for larger groups. Using public transportation requires extra care in supervision to ensure cadets get on and off the vehicle, and stick together when walking in crowded cities.

6-4. Pay

If approved by CACC leadership, adults participating as Chaperones on a Staff Ride may be compensated within the CACC pay system. This should be determined up front, with all paperwork required submitted in a timely manner.

6-5. Luggage

Participants' luggage may be limited based on the type of travel they're undertaking. Participants may be forced to leave belongings behind if they don't meet the prescribed requirements. Any extra fees incurred will be paid by the individual/parent.

Do not forget to factor in luggage when planning transportation to/from point of embarkation of the staff ride and during any change in base location for the staff ride. Luggage can and does take up considerable space in vehicles. Staff ride project officers might want to consider using a van or other truck to transport all the luggage during a staff ride. Transport of luggage in an open vehicle like a pick-up truck is not desirable due to the vulnerability to theft.

APPENDIX A – GUIDELINES FOR CHAPERONES

Chaperones will be appointed to accompany cadets on any international exchange. This may vary depending on the nature of the exchange/Staff Ride. In some international exchanges, small numbers of cadets may go without an chaperone and be supervised by the host country exchange leaders, but usually every Staff Ride includes one or more CACC adult chaperones.

Chaperones must be over 25 years of age, physically fit, and be knowledgeable of the rules and processes established for the event. Above all, they must have the common sense and maturity and experience in dealing with young people. Spouses, relatives and friends are not to accompany chaperones unless specifically authorized by the CACC Executive Officer.

If more than one chaperone is participating in a staff ride, the CACC Executive Officer shall designate a senior chaperone-in-charge. The senior chaperone-in-charge shall act as the *de facto* staff ride commander and shall represent the CACC Executive Officer and the CACC during the staff ride. Assistant senior chaperones-in-charge may also be designated to assist the senior chaperone-in-charge in performing his/her duties. Assistants may be designated before the start of the staff ride or by the senior chaperone-in-charge, depending upon circumstances that may arise. In any event, an chaperone chain-of-succession will be established before the start of the staff ride in the event of the incapacitation or unavailability of the senior chaperone-in-charge.

Chaperones are to be briefed on all aspects of the exchange program and are to be made aware of their responsibility and that of the host organization for ensuring the success of the visit. They will be actively involved in the day-to-day exchange operation and will assist host country members in supervising all cadets regardless of nationality. Chaperones may also be appointed by the host organization to accompany cadets throughout the period of the exchange.

Recommendations should be adapted to the type of national organization and exchange program of the country receiving the cadet group. The make-up of the group (nationalities and numbers) will affect the work that chaperones will be required to perform.

Chaperone guidelines will differ depending on the country being visited, but generally:

- The safety and security of Cadets is the primary responsibility of all chaperones.
- Chaperones shall implement protective risk management practices IAW Cadet Regulations.
- The exchange program is under the sole responsibility of the host country according to the agreements made regarding the exchange.
- The operation of the exchange is the responsibility of the host in charge of the exchange, or of his or her designated representative who determines the day-to-day details related to schedules, dress, group functioning, etc.
- A general briefing including group introductions and covering the program and how it will be conducted will be provided at the beginning of the stay.
- Chaperones serve as liaison officers between the organization of the host country and the group of cadets providing any information not yet provided by the organization.
- All cadets and chaperones are to follow the exchange program activities and schedule.
- Chaperones are to comply with the exchange program and not take any personal initiatives that would depart from the program except in extreme cases.
- Chaperones may be called upon to assume responsibility for the group or part of the group from time to time or for a defined period under the authority of the person in charge of the group or his or her designated representative.
- Except in specific cases defined by host organizations, there can be no program or initiatives separate from the overall approved program.

- Chaperones will not grant preference to CACC Cadets or give them instructions differing from those issued by the organization of the host country.
- Chaperones shall resolve any differences of opinion with the host country organization.
- Any major problem shall be reported to the host country organization, which will take any action required within the framework of the Exchange.
- Chaperones shall be the prime contacts should an outside event affecting one of their cadets or another cadet occur.
- The dress and conduct of chaperones must be exemplary.
- Chaperones must be physically fit to take part in all group activities under the exchange program established.
- Chaperones should be aware of cultural differences and issues that may impact their participation and the participation of other CACC personnel (e.g. special security screening by gender; gender communication barriers like women hesitant to communicate with men with whom they are not related; exchange of items with other than the right hand; etc.)
- Chaperones should also familiarize themselves with the customs of other countries who may be participating in an international exchange or staff ride to avoid any possible offense or misunderstanding with members of other delegations on the same exchange
- Chaperones shall participate in a briefing of parents of Cadets before travel commences.
- Chaperones shall participate in an after-action review (AAR) after the conclusion of the staff ride.

APPENDIX B – RULES FOR PARTICIPANTS

In general, the following rules will apply to participants on Staff Rides. If an international exchange or a school or district provides its own rules, they will be followed. In any conflict, the more restricted rule will be followed.

- Drinking of alcoholic beverages by cadets is strictly prohibited
- Participants will not engage in any fraternization or public displays of affection, regardless of prior/outside relationships which might exist
- Cadets will abide by the Cadet Corps Honor Code
- Cadets will be accompanied by adults at all times
 - When in a safe venue, cadets may be permitted to break off from the group to see what interests them. Chaperones will set meet-up times and places. Cadets will stay in groups of three, and will be able to contact the Chaperone in an emergency
- Any side trips or departures from the established itinerary will be approved by the host and include an adult chaperone
- Participants will ensure they're on time for any announced meetings or departures
- Cadets will not bring, carry, or purchase weapons of any kind. Potential weapons purchase as souvenirs must be approved by chaperones (Chaperones must consider airport or other transportation security issues and U.S. customs laws before granting permission)
- Attend all scheduled activities
- Each participant is an ambassador, and must project a positive image as a representative of the United States
- Consult your host about customs the cadets should be aware of
- Be prepared to present thank you gifts and mementos to your hosts and fellow cadets in an exchange program. HQ CACC can help with this.
- All participants should wear their uniform to the highest standards of the Cadet Corps
- Participants shall participate in an after-action review (AAR) after the conclusion of the staff ride.

APPENDIX C – WAIVER FORMS
WAIVER OF RIGHTS, GUARDIAN, AUTHORIZATION TO TREAT A MINOR



STATE OF CALIFORNIA
MILITARY DEPARTMENT HEADQUARTERS
CALIFORNIA CADET CORPS
10 Sonoma Avenue, Building 1402
San Luis Obispo, California 93405-7605

Activity: Travel to participate in, and travel from youth cultural activities.

Travel: From the State of California, USA, to _____ and return.

Dates:

Cadet Name (as shown on passport): _____

Cadet Insurance Carrier & Policy Number: _____

CACC Guardians: _____ and/or any other individuals designated as guardians associated with the Activity.

Certification: As of the date last set forth below and the dates of the Activity, the undersigned hereby represents, warrants, certifies, and affirms that the Cadet is under the age of 18 and that the undersigned is the lawful custodial parent or duly appointed legal guardian of the Cadet with full power and authority, acting alone, to execute and deliver this document on behalf of the undersigned and the Cadet. No other consent or approval is required to make this document legally binding upon the undersigned or the Cadet.

Participation and Travel Authorization: I hereby authorize the Cadet to participate in, and travel to and from, the Activity with the CACC Guardians, including travel within and outside of the United States.

Waiver of Rights: In consideration for allowing the Cadet to participate in the Activity, on behalf of myself, the Cadet, and our next of kin, heirs, representatives, successors and assigns to the fullest extent permitted by law, I hereby irrevocably, unconditionally, and forever indemnify, release, hold harmless, and promise not to sue the CACC Guardians, the State of California, the California Military Department, the California Cadet Corps, and/or the organizations hosting or otherwise affiliated with the Activity and their respective owners, directors, officers, employees, volunteers, agents, successors and assigns (collectively the “Released Parties”) from any and all liabilities, claims, expenses, attorneys’ fees and court costs, including claims of the Released Parties’ negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic, or emotional loss that the Cadet may directly or indirectly suffer entirely or in part because of the Cadet’s participation in the Activity, including travel to, participating in, and travel from the Activity. If the Released Parties incur any of these types of expenses, I agree to promptly reimburse the Released Parties for the same.

Awareness of Risks: The Cadet voluntarily participates in the Activity and agrees to follow the rules, regulations, and directions of the Released Parties during the Activity. The Cadet and I are aware of the risks associated with traveling to, participating in, and returning from the Activity, which include, but are not limited, to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. The Cadet and I understand that these injuries or outcomes may arise from the Cadet’s or others’ actions, inactions, or negligence, conditions related to travel, or the condition of the Activity location(s). Nonetheless, the Cadet and I voluntarily assume all related risks, both known and unknown to me or the Cadet.

Medical Treatment: If the Cadet needs medical treatment for any reason at any time in connection with the Activity as determined by any of the Released Parties, I hereby consent to that medical treatment and agree to be financially responsible for any costs associated with such treatment. I shall obtain and maintain in effect health insurance for the Cadet throughout the entire Activity.

Temporary Guardian: I hereby appoint each CACC Guardian as the temporary guardian for the Cadet with the broadest powers to act as a temporary guardian of the Cadet while the Cadet is traveling to, participating in, and returning from the Activity. Each CACC Guardian is authorized to travel with the Cadet outside the United States. Each CACC Guardian is authorized to make any parental, guardian, or legal decisions that are necessary or desirable regarding the Cadet’s participation in the Activity on my behalf as if I were physically present to make those decisions.

Authorization to Treat a Minor: I appoint each CACC Guardian as the agent, health care agent, and attorney-in-fact for the Cadet with the broadest powers to act as agent, health care agent, and attorney-in-fact for the Cadet while the Cadet is traveling to, participating in, and returning from the Activity, including but not limited to administering first aid, treatment for any minor injuries or illnesses, if an injury or illness is life-threatening or the Cadet needs emergency treatment, I authorize each CACC Guardian, as my durable agent, attorney-in-fact, and health care agent to summon any and all professional emergency personnel to attend, transport, and treat the Cadet and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state or country in which such treatment is to occur.

Acknowledgment: I understand the legal consequences of signing this document, including (a) releasing the Released Parties from all liability, (b) promising not to sue the Released Parties, (c) assuming all risks of participating in the Activity, (d) authorizing each CACC Guardian to act as the temporary guardian of the Cadet, and (e) authorizing each CACC Guardian to provide medical treatment for the Cadet.

Release: It is further understood and agreed that any and all rights under the provisions of Section 1542 of the California Civil Code are expressly waived by the undersigned. That Section provides as follows: “A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.”

Miscellaneous: I understand that this document is written to be as broad and inclusive as legally permitted by applicable laws. I agree that if any portion of this document is held invalid or unenforceable, I will continue to be bound by the remaining terms of this document. This document may only be amended or modified in a writing signed by the undersigned and an authorized representative of the Released Parties. The prevailing party shall be entitled to be reimbursed by the non-prevailing party for all costs, including attorneys’ fees and expenses, incurred by the prevailing party in any action or defense involving this document.

Knowledgeable and Voluntary Signing: I have read this document, understand its consequences, and am signing it freely. I understand that I have the right to consult with an attorney about this document. No representations concerning the legal effect of this document have been made to me. This document is the legal, valid, and binding obligation of the undersigned and the undersigned successors or assigns.

Cadet Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Witness _____ Date: _____



STATE OF CALIFORNIA – MILITARY DEPARTMENT
HEADQUARTERS, CALIFORNIA CADET CORPS
10 SONOMA AVENUE, BUILDING 1402
SAN LUIS OBISPO, CALIFORNIA 93405-7605

WAIVER OF RIGHTS

Activity: Travel to, participate in, and travel from youth cultural activities.

Travel: From the State of California, USA, to _____ and back.

Dates: _____

Participant Name (as shown on passport): _____

Medical Insurance Carrier & Policy Number: _____

WAIVER OF RIGHTS: In consideration for allowing me to participate in this Activity on behalf of myself and my next of kin, heirs, and representatives, to the fullest extent permitted by law, I hereby irrevocably, unconditionally, and forever indemnify, release, hold harmless, and promise not to sue the State of California, California Military Department, California Cadet Corps, or the organizations hosting or otherwise affiliated with this Activity and their respective owners, directors, officers, employees, volunteers, agents, successors and assigns (collectively the “Released Parties”) from any and all liabilities, claims, expenses, attorneys’ fees and court costs including claims of the Released Parties’ negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic, or emotional loss that I may directly or indirectly suffer entirely or in part because of my participation in this Activity, including travel to, participating in, and travel from this Activity. If the Released Parties incur any of these types of expenses, I agree to promptly reimburse the Released Parties for the same.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to, participating in, and returning from this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inactions, or negligence, conditions related to travel, or the condition of this Activity location(s). Nonetheless, I voluntarily assume all related risks, both known and unknown to me.

If I need medical treatment for any reason at any time in connection with this Activity, I agree to be financially responsible for any costs associated with such treatment. I shall obtain and maintain in effect health insurance throughout the entire Activity and associated travel.

I agree to follow the rules, regulations, and directions of the Released Parties during this Activity. I understand the legal consequences of signing this document, including (a) releasing the Released Parties from all liability, (b) promising not to sue the Released Parties, and (c) assuming all risks of participating in this Activity.

It is further understood and agreed that any and all rights under the provisions of Section 1542 of the California Civil Code are expressly waived by the undersigned. That Section provides as follows: "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party." I understand that this document is written to be as broad and inclusive as legally permitted by applicable laws. I agree that if any portion of this document is held invalid or unenforceable, I will continue to be bound by the remaining terms of this document.

This document may only be amended or modified in a writing signed by the undersigned and an authorized representative of the Released Parties. The prevailing party shall be entitled to be reimbursed by the non-prevailing party for all costs, including attorneys' fees and expenses, incurred by the prevailing party in any action or defense involving this document.

I have read this document, understand the consequences of signing this document, and I am signing it freely. I understand that I have the right to consult with an attorney about this document. No representations concerning the legal effect of this document have been made to me.

Participant Signature: _____ Date: _____

NOTE: These are sample waivers. Each event must enter relevant data and issue its own. Cadets who are 18 will use the adult waiver. Changes should be approved by the CMD JAG.

APPENDIX D – PARTICIPANT INFORMATION FORM

INTERNATIONAL CADET EXCHANGE/STAFF RIDE INFORMATION FORM	
YEAR OF EXCHANGE:	
DESIRED DESTINATION:	RANK:
SURNAME (same as passport):	
GIVEN NAMES: (same as passport):	
COUNTRY OF BIRTH:	CITY OF BIRTH:
DATE OF BIRTH:	RELIGION (optional):
FULL HOME ADDRESS:	
PRIMARY PHONE NUMBER:	
EMAIL ADDRESS:	
NAMES OF PARENTS/GUARDIAN:	
PARENT/GUARDIAN EMAIL ADDRESS:	
PARENT/GUARDIAN PHONE NUMBER:	
GENDER: MALE: <input type="checkbox"/> FEMALE: <input type="checkbox"/> OTHER: <input type="checkbox"/>	
PASSPORT NUMBER:	DATE OF ISSUE:
PASSPORT EXPIRATION DATE:	
LANGUAGES SPOKEN:	
DIETARY REQUIREMENTS:	
MEDICAL CONDITIONS/ALLERGIES:	
BLOOD TYPE:	
MEDICAL INSURANCE PROVIDER:	ACCT #:
EMERGENCY CONTACT NAME:	
RELATIONSHIP:	
PHONE #:	EMAIL:
SCHOOL:	
COMMANDANT:	
COMMANDANT'S EMAIL:	