



REPLY TO  
ATTENTION OF

**CALIFORNIA CADET CORPS  
HEADQUARTERS, 11TH BRIGADE**  
1535 WEST HIGHLAND AVENUE  
SAN BERNARDINO, CALIFORNIA 92411-1235

CACC-011

03 June 2024

CIRCULAR 011-2324-001

**11<sup>th</sup> BRIGADE COMMAND AND STAFF SCHOOL**

1. **GENERAL:** Our brigade will conduct a **Command and Staff School on Saturday, 24 August 2024 from 0700 to 1530**. The event will take place at **San Gorgonio High School** 2299 Pacific St., San Bernardino, CA 92404. **THIS IS NOT AN OVERNIGHT EVENT**
  - a. There is no cost for cadets attending. There is no cost to adults or cadet instructors. A final number of cadets attending need to be emailed by COB on 21 August 2024 to LTC West.
  - b. Commandants must have permission slips, physician's recommendations for medication form, cadet conduct contract the day of the event.
2. **FOOD SERVICE:** Cadets will be provided lunch as well as all adults attending.
3. **CHAPERONES AND ROSTERS:** Commandants are reminded to have one chaperone for each 20 participating cadets. Chaperones who are not employed by the district must submit all necessary paperwork and meet all requirements to be approved as district volunteers prior to the event. Updated procedures for volunteers are available through the online Raptor system at <https://apps.raptortech.com/Apply/NTgx0mVuLVVI>
4. Commandants are reminded that the current turnaround for approval of chaperones is approximately two weeks, so the approval of chaperones requires immediate commandant attention. Chaperones are required to be cleared EVERY school year.
  - i. **Commandants may bring:**
    - i. **One Battalion Commander**
    - ii. **One Battalion XO**
    - iii. **One Battalion SGM**
    - iv. **One or Two Battalion S-1**
    - v. **One or Two Battalion S-2**
    - vi. **One or Two Battalion S-3**
    - vii. **One or Two Battalion S-4**
    - viii. **One or Two Battalion S-5 (Public Affairs)**
    - ix. **One or Two Battalion S-6**
      1. **No unit will exceed 15 Cadets enrolled in the training or the maximum allowed for each section.**

**A roster of participating cadets is due NLT 21 August 2024 to LTC West at [chris.west@sbcusd.k12.ca.us](mailto:chris.west@sbcusd.k12.ca.us).**

**After that date, no additional cadets may be registered. All rosters will be submitted using the 11<sup>th</sup> Brigade Event Roster Template. The template must be updated through Google Sheets.**

Commandants must have individual permission slips upon arrival at the event site. Incomplete permission slips will not be accepted. ALL information must be filled out in order to be considered complete. A master roster of participating cadets with full name, school site, SCBUSD student numbers, rank, gender, IEP info, and special dietary considerations will be included on the roster. The SBCUSD permission slip must be used in addition to the CACC medication forms (if the cadet requires prescription medication). Copies of the permission slip, general media release and medication form are provided as attachments to this document.

ii. Parents are welcome to attend the final awards ceremony for this event.

5. **DISCIPLINE:** Minor disciplinary infractions will be taken care of using standard operating procedures. Major infractions will result in an immediate phone call to a parent, who will be required to come and pick up their child. Infractions at this event may result in additional action with the school district.

6. **SCHEDULE:** Cadets should arrive at the site NLT 0730 hours on **Saturday 24 August 2024**. An outline of the training schedule follows and is subject to change:

i. Arrival and in-processing	0730-0750
ii. Formation and Instructions	0750-0800
iii. Classes (with breaks at discretion of the instructors)	0800-1100
iv. Lunch	1100-1200
v. Classes (with breaks at discretion of the instructors)	1200-1500
vi. Awards Ceremony	1500-1530
vii. Dismissal	1530

7. **INSTRUCTION:** Cadets will receive formal training on their individual staff position and familiarization with other related positions. Primary instruction will be from Brigade cadet staff members. Commandants will serve as assistant instructors and will mentor the assigned cadet instructors for this event. Please try to assist in the instruction for the classes when needed.

8. **COURSES:** The following courses and instruction will be offered at this event.

- i. Command and Control (CDR, XO, and SGM)
  - i. Roles and Responsibilities of Officers
  - ii. Duties and Responsibilities of a SGM and how to properly utilize them at a school
  - iii. The purpose of the Command Team and how each of the roles relate to each other
  - iv. The 4 types of briefings
  - v. How to prepare an OPORDER and plan an event
- ii. Administration and Personnel (S-1)
  - i. Roles and responsibilities
  - ii. How to prepare a cadet service record (The entire file and how you place each document in it)
  - iii. How to prepare an order and permanent order and then enter it in to the 201 file
  - iv. How to complete a strength report

- v. How to maintain the master index for the S-1
  - iii. Safety and Security (S-2)
    - i. Roles and responsibility
    - ii. How to complete a risk assessment
    - iii. How to mitigate risk at events
    - iv. How to maintain the master index for the S-2
  - iv. Training and Operations (S-3)
    - i. Roles and responsibilities
    - ii. How to complete a training schedule
    - iii. Creating lesson plans
    - iv. Using the curriculum (strands)
    - v. Using and requesting training aids
    - vi. How to properly select and train instructors
    - vii. How to maintain the master index for the S-3
  - v. Supply and Logistics (S-4)
    - i. Roles and Responsibilities
    - ii. How to conduct an electronic inventory and property book (using the new format)
    - iii. How to complete a form 100 and 101
    - iv. How to request supplies
    - v. How to complete a report of survey
    - vi. How to maintain the master index for the S-4
  - vi. Civic, Public, and Military Affairs and Computer and Communications (S-5 and S-6)
    - i. Roles and responsibilities
    - ii. Creating a newsletter
    - iii. Logging in and maintaining battalion websites at [www.cadet.org](http://www.cadet.org)
    - iv. Collecting and maintaining media releases
    - v. Creating a news release
    - vi. How to maintain the master index for the S-5/S-6
9. **TRANSPORTATION:** Transportation is not provided for this event. Cadets will arrive by 0730 on Saturday 24 August 2024 and be picked up no later than 1530.
  10. **SUPERVISION/COMMAND AND CONTROL:** Commandants, teachers and/or chaperone(s) are responsible for proper around-the-clock supervision and safety of their cadets while attending this event.
  11. **COMMUNICATIONS:** Standard military communication procedures will be used during the event.
  12. **STANDARD UNIFORM:** All cadets participating in the Brigade Command and Staff School must wear the Black Cadet PT-shirt. Cadets need to wear jeans or dark color pants with no holes or writing. Commandant and assistant commandant uniform will be the CMU.
  13. **PARENT CONTACT:** Commandants are asked to remind parents NOT to call cadets while at the event.

14. **PROHIBITED ITEMS:** The following items may NOT be brought to event: knives, firearms, weapons of any kind, explosives, radios, televisions, drugs, alcohol, or tobacco. In general, anything not permitted at school is not permitted at the event.
15. **SUPPLY LIST:** Cadets should bring the following items: (worn) Blue jeans and a Cadet PT-shirt. Chromebook, pen/pencils(s), and note paper for class notes. They should also bring water or a refillable water bottle.
16. **MEDICATION AND FIRST AID:** Cadets requiring prescription medication are required to send the medication(s) in the original bottle(s) in order to ensure proper administration of prescribed medication (s) (including asthma inhalers, epi-pens, etc.). **PLEASE NOTE** the additional attachment entitled, *Physician's Recommendations for Medication*, which authorizes the district to dispense medication per MD orders. A copy of this form must be collected with the medication to be administered at all activities. In most circumstances this form should be on file with the Health Services Department at your school site and all you will need to do is get a copy from your school nurse. Otherwise, the form must be completed by the cadet's physician and accompany the medication in order for us to dispense medication(s) to cadets while they are in our care. The cadet's commandant will collect these medicines and administer them IAW MD & parent directives. Written records will be kept of all first aid and medication administrations and copies can be furnished to parents upon request from their child's commandant.
17. **SAFETY:** As this event will be conducted entirely in a classroom at a school campus, no safety concerns have been identified. A cadet medic will present for the entire event. All requirements set forth in CR 2-1 will be followed.
18. **RIBBONS:** Cadets who attend ALL of the Specialized Training ribbon and the remaining 4 hours at their unit will receive the Specialized Training Ribbon from their Commandant.
19. **POC:** Point of contact is LTC Chris West at [chris.west@sbcusd.k12.ca.us](mailto:chris.west@sbcusd.k12.ca.us).

FOR THE BRIGADE ADVISOR

/s/ signed electronically  
Chris West  
LTC, CACC  
Brigade Advisor



Mauricio Arellano  
Superintendent

03 June 24

Dear Parents,

Your cadet is cordially invited to consider participating in the 11<sup>th</sup> Command and Staff School at San Geronimo High School, 2299 Pacific St., San Bernardino, CA 92404 on Saturday August 24, 2024 from 7:30am- 3:30pm. Schools may only take 15 students to this event or fewer cadets at their discretion. Transportation is not provided.

Cadets will receive formal training on their individual staff position and familiarization with other related positions. Primary instruction will be from Brigade cadet staff members. Commandants will serve as assistant instructors and will mentor the assigned cadet instructors for this event. Due to safety considerations, parents are not able to visit cadets during the event, but are invited to attend the Awards Ceremony in the MU room at 3:00pm.

Cadets will need the following for their trip:

- Cadet Corps PT Shirts
- Blue jeans with no holes or tears worn the day of the event
- Any medication the cadet requires (must be given to the commandant).
- Backpack with notebook and pens/pencils for notes or laptop

**Cadets should NOT bring**

- ⊕ Knives, firearms, explosives.
- ⊕ Drugs, alcohol, or tobacco.
- ⊕ Candy, gum, soda, Monster or energy drinks, or snacks of any type.
- ⊕ Cameras of high value (cadets may bring inexpensive or disposable cameras).
- ⊕ Over \$10 of money.
- ⊕ Anything that would normally be prohibited at school.
- ⊕ Cadet Corps is not responsible and will not be able to conduct an investigation into the loss of electronic devices such as: Cell Phones, AirPods, Head Phones, Laptops, Ipads or similar items.

There is no cost for this event. Please understand that we will pre-purchase food and other supplies based on your child's registration for this event. If your child does not attend this event for any reason it will be money we lose that can be used for future events.

Attachments:

- ☐ Permission Slip –
- ☐ Cadet Conduct Contract

Sincerely,  
Chris West  
LTC, CACC  
Brigade Advisor

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California Cadet Corps  
777 N. Fst ♦ San Bernardino, CA 92410 ♦ Phone (909) 880-6767 ♦ Fax (909) 880-6803  
**San Bernardino City Unified School District**  
CALIFORNIA CADET CORPS  
Field Trip/Excursion Waiver and Medical Authorization - Minor  
(Education Code Section 35330)

Name of School \_\_\_\_\_ Student ID \_\_\_\_\_

I hereby give my permission for my child, to participate in the **Command and Staff School on Sunday 24 August 2024 from 7:30am- 3:30pm at San Gorgonio High School, 2299 Pacific St., San Bernardino, CA 92404. Cadets are to be in a Cadet Corps PT Shirts and Jeans or Shorts. Transportation will not be provided to this event. Lunch will be provided.** I fully understand that my child is to abide by all rules and regulations governing conduct during the field trip. It is understood that any child determined to be in violation of these behavior standards may be sent home at the parent or guardian's expense.

I understand and acknowledge that as provided in Education Code Section 35330, by consenting to allow my child to participate in this field trip, I shall, by law, be deemed to have given up all claims against the San Bernardino City Unified School District and each of its officers, employees and agents (hereinafter collectively referred to as "District") for any injury, accident, illness or death occurring during or by reason of the field trip. I also agree to relieve the district of any responsibility for damage to or loss of my child's property occurring during or by reason of the field trip.

In the event of any illness or injury, I hereby consent to whatever x-ray, examination, and anesthetic, medical, dental or surgical diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for the safety and welfare of my child. It is understood that the resulting expenses will be the responsibility of the parent(s), guardian(s), or participant. (Whenever possible, attempts will be made to contact the parent/guardian prior to taking any medical action.)

\_\_\_\_\_  
Signature of Parent or Guardian      Date      Address      Home Phone

\_\_\_\_\_  
Signature of Student      Date      Father's Work Phone      Mother's Work Phone

\_\_\_\_\_  
Parent's Health Insurance Company      Policy Number

IN THE EVENT OF ILLNESS OR ACCIDENT AND IF UNABLE TO CONTACT ABOVE, PLEASE CONTACT:

\_\_\_\_\_  
Name      Address      Phone

SPECIAL NOTE TO PARENTS/GUARDIANS:

1. All drugs must be registered on this form.
  2. All drugs, excepting those that must be kept on the student's person for emergency use, must be kept and distributed by the staff.
  3.      **Check here if there are NO special problems that the staff should be aware of and NO drugs are required on the trip.**
  4. If any medication or drugs are to be taken by student, list them here, and if they are prescription, please attach a Form HE-24:
- \_\_\_\_\_

### Name of Drug and Reason

If your son or daughter has a special medical problem, kindly attach a description of that problem to this sheet or be sure it has been noted on the form BU-5.

REMEMBER, THE SCHOOL DISTRICT DOES NOT CARRY STUDENT ACCIDENT INSURANCE.

This form has been approved by County Counsel

