



COLORADO SPRINGS CADET SQUADRON
 CIVIL AIR PATROL
 UNITED STATES AIR FORCE AUXILIARY
 PO Box 14205
 Colorado Springs, CO 80914



CHECKLIST FOR SENIOR MEMBERSHIP (CADET SPONSOR)

- Cadet Sponsor Members must be a parent, grandparent or legal guardian of an active CAP cadet. Active Cadet: _____ Verified: _____
- Completed Application for Senior Membership: CAP Form 12 *Annotate "CADET SPONSOR" in red across top of application (Social Security Number needed to complete application)* Verified: _____
- Two (2) completed Fingerprint Cards completed [Link for list of Local Fingerprinting sources](#) Verified: _____
- Check #1 for \$25 payable to: "National Headquarters, CAP" Verified: _____
- Check #2 for \$15 payable to: "Colorado Springs Cadet Squadron" Verified: _____
- Recall Roster issued (Capt Richard Jessop) Verified: _____
- Level 1 Information Given (Lt Col Bob Toy/Capt Richard Jessop) http://www.capmembers.com/cap_university/level_i_foundations.cfm Verified: _____
- Squadron Patches, T-Shirts, coin purchased (Capt Eva Hailbronner) Verified: _____
- IT officer notified of email address (Lt Col Bob Toy) Verified: _____
- IT officer notified if you would like a CSCS e-mail address *(if required)* *(required if you would like a @cscs.cowg.cap.gov e-mail address)* Verified: _____
- Personnel File Created (2d Lt Kathleen Church) Verified: _____
- All Region, Wing and Squadron Policy Letters Read [\(Policy Letter's Website\)](#) Verified: _____

Once CAPID number received, complete the following:

- Completed Base Access Letter *with CAPID number (if required)* *(Required if you do not have a DoD ID Card for access to Peterson AFB)* Verified: _____
- Complete Level 1 Training (CAP Foundations, EO, Intro to Safety, CPPT, and OPSEC) http://www.capmembers.com/cap_university/level_i_foundations.cfm Verified: _____
- Once Level 1 is complete, review with Professional Development Officer and Squadron Commander (Lt Col Toy and Lt Col Mueller) Verified: _____
- Emergency Notification Data *with CAPID number*: CAP Form 60 Verified: _____