



St Paul Composite Squadron NCR-MN-042  
Cadet Sponsor Member Guide  
Updated 11/30/18

New Cadet Sponsor Member,

Welcome to the Civil Air Patrol!

We appreciate your being willing to assist our cadet program.

This guide is intended to help you understand the role of the Cadet Sponsor Member, and what training & preparation is required in order to be eligible to work with the CAP cadet program.

“Cadet sponsor member (CSM) is a membership subcategory established to allow parents, grandparents and guardians of current CAP cadets to assist their unit’s cadet program by providing supervision, transportation, overnight chaperons and any other CADET related tasks deemed necessary and proper by the unit commander.” (CAPR 39-2, 3.5)

Uniforms are optional for Cadet Sponsor Members, but if you choose to wear a CAP uniform, it must be one of the “corporate distinctive” styles. Air Force style uniforms are not authorized for Cadet Sponsor Members. If no uniform is worn, the clothing worn must be appropriate for the activity/circumstances. Check with the Commander if you have any questions about uniforms or appropriate clothing. (CAPR 39-2, 3.5.1.8). If you choose to get a CAP golf shirt (AKA “Corporate Working Uniform”), here is a primer on wearing that uniform correctly:

[https://docs.google.com/presentation/d/1RLIIGQxMg4Y58Fr-P-DpA-h1qyY\\_BmTJB6m6GhA36ps/edit?usp=sharing](https://docs.google.com/presentation/d/1RLIIGQxMg4Y58Fr-P-DpA-h1qyY_BmTJB6m6GhA36ps/edit?usp=sharing)

Training is required before you may work with or supervise cadets. The Level I Training Program (including Cadet Protection) is available through E-Services:

[https://www.caphq.gov/CAP.LMS.Web/Course/course\\_start.aspx?c=76](https://www.caphq.gov/CAP.LMS.Web/Course/course_start.aspx?c=76)

Read the material, take the online open-book test, and then meet with the Commander or a deputy commander during a Thursday meeting to do the in-person summary conversation (dealing primarily with cadet protection training principles).

Driving CAP-owned vehicles is permitted after you obtain your CAP driver’s license. This is obtained by uploading two documents to E-Services:

<https://www.caphq.gov/CAP.OPSQuals.Web/DriversLicense/DriversLicense.aspx>

- 1) PDF or JPG file with both the front and back sides of your state driver’s license.
- 2) State driving record (non-certified), obtained from the state DPS:

<https://dps.mn.gov/divisions/dvs/forms-documents/Documents/RecordRequestForm.pdf>

For the vehicle selection fields, 7-12 passenger vehicles are the key sizes to select. You may select trailer options if you are comfortable with towing a small-medium sized trailer. Our squadron does not currently have a trailer, but there are several available from other units.



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What Cadet Sponsor Members cannot do:

- Hold or earn Civil Air Patrol grade/rank
- Receive CAP awards or decorations
- Participate in Emergency Services missions
- Earn Emergency Services skills qualifications
- Hold duty positions within the squadron
- Fly in CAP aircraft as part of the aircrew

CAP Regulation 39-2 leaves much of the role of the Cadet Sponsor Member to the discretion of the squadron commander. If you have questions about whether a given CAP activity is acceptable for Cadet Sponsor Members to participate in, just ask the Commander.

Active Membership transfer opportunity: Cadet Sponsor Members may become “Active Members” upon request, at no additional cost for the remaining membership year. The paperwork takes about 15 seconds to complete.

FAQ:

1. I am busy. Do I need to attend meetings or commit to a certain number of activities?  
*No. There is no expectation of any specific attendance or commitment level - this is entirely up to you. We do expect that you will attend a meeting (at least in part) to complete your Level I summary discussion.*

2. My cadet wants to know how to get the recruiting ribbon?

*Cadets who have recruited two members of any category may submit a CAP Form 2A, with their name and information filled in and the “recruiter ribbon” box checked. Under “Remarks”, they should list the names of those that they recruited. Give this form to the Commander for approval.*

3. Who runs the cadet program at St Paul Composite Squadron?

*Capt Ian Thomas is the Deputy Commander for Cadets. He is assisted by 1st Lt Denny Appleman, 1st Lt Cully Craig, and 2nd Lt Marlies Gronewaller as the assistant deputy commanders. A reasonably current squadron organizational chart can be found here:*

<https://docs.google.com/drawings/d/1eOgNbGh1PvKKcUMGqBmMcw0PcfvMARtXlpjORNFdrdw/edit?usp=sharing>

**Any Questions?**

Contact Maj Will Craig at [wcraig@hc.cap.gov](mailto:wcraig@hc.cap.gov) or 651-705-7675 (m)