

# Project Officer Worksheet

Activity – \_\_\_\_\_

Senior Project Officer:

Cadet Project Officer:

\_\_\_\_\_

Date – \_\_\_\_\_ Time – \_\_\_\_\_

Registration Deadline:

Senior Staff \_\_\_\_\_ Cadet Staff- \_\_\_\_\_ Cadets \_\_\_\_\_

Staff requirements: \_\_\_\_\_

\_\_\_\_\_

Senior Staff

Duty Assignment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Cadet Staff

Duty Assignment

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

**Supplies needed -** \_\_\_\_\_

---

---

**Expenses:**

**Facility:** \_\_\_\_\_ **Food:** \_\_\_\_\_

**Lodging:** \_\_\_\_\_ **Admission fees:** \_\_\_\_\_

**Program materials:** \_\_\_\_\_

**Budget:**

**Amount needed:** \_\_\_\_\_ **\$/ echelon:** \_\_\_\_\_

**Cadet Cost -** \_\_\_\_\_

**UOD -** \_\_\_\_\_

**Equipment List:**

---

---

---

---

---

---

**Location / Directions -** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact # -** \_\_\_\_\_

**Transportation:**

**Driver (s)** \_\_\_\_\_

**Vehicle reserved -** \_\_\_\_\_ **Inspected** \_\_\_\_\_

**Other -** \_\_\_\_\_

**Meal Accommodations -** \_\_\_\_\_  
\_\_\_\_\_

**Activity Contact Person –** \_\_\_\_\_

**Schedule attached**

**Certificate / Recognition:** \_\_\_\_\_

**Special Arrangements -** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evaluation -** \_\_\_\_\_  
\_\_\_\_\_

**Activity Recognition Letter for cadets -** \_\_\_/\_\_\_/\_\_\_

**Thank you note – sent on** \_\_\_/\_\_\_/\_\_\_ **Article for CAP News – sent on** \_\_\_/\_\_\_/\_\_\_

**Attendance Roster:**

Name	ID #	Fee Paid	Form 31	Form 60	ID Card
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Name	ID #	Fee Paid	Form 31	Form 60	ID Card
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					
31.					
32.					
33.					
34.					
35.					
36.					
37.					
38.					
39.					
40.					