

Squadron Meeting Guidelines

1. What to Bring:

- Membership card
- Binder
- Form 60 – Appendix 1
- Pen/ Pencil
- Notebook
- 3 - AETC Form 341 - Excellence / Discrepancy Report – Appendix 2
- Sneakers – PT nights only
- Wear Uniform of the Day (UOD)

2. Meeting Guidelines

- Sign the attendance roster immediately upon arrival.
- Do not chew gum
- Snacks must be consumed during break time – no food / drinks during classes
- Turn off cell phones - Cell phones may be carried to the meetings but they must be turned off. They may be turned back on to call your ride or any other necessary calls but afterwards they should be turned off. Exceptions to this can be obtained through the cadet commander in case of an emergency. Cell phone must be clipped to waistband or carried in pocket or purse. Only one is authorized.
- School - The primary responsibility of cadets is to do their best at school. Academic assignments must be given priority over attendance at squadron meetings. If you have a test the next day and are not prepared stay home and study. Cadets that are suspended from school or have other disciplinary measures taken must notify the squadron commander immediately. Cadets that are struggling with a particular subject are encouraged to ask the squadron commander for someone to tutor them.
- AETC Form 341- Excellence/Discrepancy Report
 - Will be used to enforce the rules among cadets.
 - Each cadet is to fill in the top (identifying) portion of the AETC Form 341, and shall keep three copies of the form with them at all times while attending CAP activities.
 - If a cadet staff member or a Senior Member notices excellent or discrepant behavior on the part of a cadet, then he/she will confront the cadet, explain the observed behavior, and take a Form 341 from the cadet. The cadet staff member or Senior Member will then fill in the rest of the AETC Form 341 and submit it to Deputy Commander for Cadets.
 - AETC Form 341 collected by Deputy Commander of Cadets will be used as follows:
 - a) Discrepancies will be used in consideration of promotion approvals.
 - b) Excellences will be used in consideration of cadet awards.