

## CHAPTER 2: CURRICULUM IN ACTION (CIA)

This chapter augments the CIA directions found in AFJROTCI 36-2010. This chapter was developed to offer advice on planning the trip and actions to take before, during and after a field trip. It details the responsibilities involved in conducting the trips, provides guidance on funding, chaperones, clothing and grooming. It also provides some suggestions on where to go and what to do. Finally, here you will find checklists and forms to be used every step of the way. Instructors should familiarize themselves with all policies associated with CIA events in AFJROTCI 36-2010 first.

### **SECTION 1: CIA TRIP INITIAL PLANNING**

The cadet leadership team (to the maximum extent possible) should perform the planning and execution of the trip to promote cadet ownership. Be sure to plan your CIA trips carefully. Plan CIA trips several months in advance to ensure everything is thought of. If possible, plan the trips before the school year begins and make changes as necessary. (See checklists and forms within this supplement.) Keep in mind the SASI and/or ASI must provide supervision and control of all CIA activities at all times.

Some school districts require all field trips be approved by a board or committee. It is important to know who can approve CIA trips and to get the plans to the decision maker(s) in a timely fashion. Make sure you know your school's process.

If you are planning an overnight or an out-of-state trip, you might have to include the following items with your initial request:

- List of all travel arrangements
- Detailed daily itinerary
- Roster of chaperones, cadets, and instructors
- Information on the academic value of the field trip
- Field trip request forms
- Insurance information if needed
- Medical Forms
- Communication requirements (how to reach you before and during the trip)

CIA trips may also require cadets to be absent from other classes, so plan ahead. Request for absence from classes for school-related activities may need to be filed well in advance with the attendance office and/or other teachers.

## **SECTION 2: CIA FUNDING**

Instructors must review WINGS Budget Status History during the planning phase, before committing funds, and again when paying the bills to ensure there is enough money to cover expenses and that the correct funding streams are used.

Requesting use of AF funding (via credit card or reimbursement) must conform to the requirements of Holm Center Instruction 65-103, AFJROTCI 36-2010, this Operational Supplement and any other HQ AFJROTC direction.

AFJROTC may provide O&M and MILPER funding (based on active cadet enrollment) to offset the cost of CIA trips. If additional funds are needed, there are several ways of meeting the need.

Cadets may earn additional money through fundraisers. Fundraising activities must be planned and conducted according to applicable district policies. Auxiliary funds management is covered in AFJROTCI 36-2010. Additionally:

- Businesses/Organizations in the local area may sponsor your unit
- Cadets and parents may be asked to offset some of the costs
- The school may maintain an activity fund that sets aside funds for field trips
- Instructors may ask their Region Director if any discretionary funds are available

Although funding streams for drill meets or marksmanship events follow the same rules as CIA trips, instructors are reminded that funds are limited and that unit's are still required to take their minimum CIA trip(s) as required by AFJROTCI 36-2010.

The matrix below explains the funding streams used to pay bills associated with CIA trips.

	CADETS	INSTRUCTORS	CHAPERONES	DRIVERS
Transportation	O&M	O&M	See Note 1	See Note 2
Lodging	O&M	O&M	Non-AF Fund	Non-AF Fund
Meals	MILPER	Non-AF Fund	Non-AF Fund	Non-AF Fund
Entry Fees	O&M (See Note 3)	O&M	Non-AF Fund	Non-AF Fund

Note 1: Chaperones travelling in the same vehicle as cadets is acceptable when O&M is used to pay for the transportation. However, there can be no additional cost associated with the chaperone.

Note 2: Drivers who are paid for as a mandatory part of the vehicle fee is acceptable when O&M is used to pay for the transportation.

Note 3: Only those entry fees allowed per the Finance Guide, AFJROTCI 36-2010, or those specifically approved by the HQ or Region Directors.

Cadets Meals: Units are limited to \$20 per cadet per day from AF funds. Please note that \$20 the maximum amount. If less is spent, only the lesser amount is reimbursed. Cadets do not pay surcharge for meals in military dining facilities. Instructors, chaperones and drivers have to pay the surcharge.

Transportation, Lodging and Meal costs can be paid through the use of the headquarters credit card or be reimbursed to the school after expenses have been incurred. Cadets are limited to \$30 per day for lodging from your unit's O&M budget.

### **SECTION 3: WHERE TO GO AND WHAT TO DO**

Every city and state has unique opportunities for CIA events. Instructors are encouraged to talk with other teachers and instructors about good places to visit on CIA trips. The following list offers additional ideas.

- [www.\(state\).gov](http://www.(state).gov) (use the two letter identification for your state) to look up information on offices for elected officials, state officials, tribal government and large companies. This website can also serve as a starting point for learning about roll call votes, bill status, committee reports and jurisdiction, important political issues and products, jobs, and careers.
- [www.militaryliving.com](http://www.militaryliving.com) to get phone numbers and addresses for all military

installations in the U.S. and overseas. This website also provides information about military lodging at various tourist locations throughout the world.

- [www.ask.com](http://www.ask.com), [www.google.com](http://www.google.com), [www.bing.com](http://www.bing.com) to find information about museums, planetariums, observatories, and scientific projects located near your school. Just write in the question you want to ask. For example, to find museums in Georgia you type “museums in Georgia” in the search block.
- [www.militaryonesource.com](http://www.militaryonesource.com) provides very useful resources for military members and their families, including a wealth of information that can be used when planning CIA trips.
- Visits to Military Installations. Cadets, under the supervision of a SASI or ASI, are authorized to visit military installations. Units should coordinate visits directly with the local installation. The public affairs office and protocol office are good points of contact.
- Dining. Cadets are authorized to eat in the dining facilities and should not have to pay surcharges. Prior coordination with public affairs, the protocol office or Force Support function may be required to ensure this entitlement.
- Medical Emergencies. Hospitalization and medical care for cadet emergencies at military installations may be authorized. Prior coordination with the host installation medical facility should be accomplished in advance of the trip to understand the options and any out-of-pocket expenses. Consider purchasing trip insurance.

#### **SECTION 4: CADET ORIENTATION FLIGHT PROGRAM**

The Cadet Orientation Flight Program is open to all AFJROTC cadets and is designed to introduce our cadets to general aviation through hands-on familiarization flights. This program includes flights provided by Civil Air Patrol, Experimental Aircraft Association of Young Eagles, Fixed-Base Operators, base aero clubs, privately owned aircraft, and military aircraft. For more detailed information on the Cadet Orientation Flight program, please visit the Cadet Orientation Flight intranet site under JROTC on the Intranet.

Checklists.**FIELDTRIP CHECKLIST**

Decide what field trip you would like to take a minimum of two months before the date you want to take it (five months minimum for most field trips taken in May). Involve the cadet leadership in every aspect of the planning and execution of the trip.

**Two to five months prior to trip date**

\_\_\_\_\_ Check Headquarters to coordinate funding issues—stay within your budget!!!

\_\_\_\_\_ Get school tax ID number to use throughout \_\_\_\_\_

\_\_\_\_\_ Check with school or district to ensure trip does not occur during school mandatory attendance days, either for teachers or students (testing, etc.)

\_\_\_\_\_ Call the establishment to find out about

\_\_\_\_\_ Name of contact \_\_\_\_\_

\_\_\_\_\_ Available dates \_\_\_\_\_

\_\_\_\_\_ Times of operation (open and close) \_\_\_\_\_

\_\_\_\_\_ Phone numbers at establishment \_\_\_\_\_

\_\_\_\_\_ Street addresses \_\_\_\_\_

\_\_\_\_\_ Admission prices \_\_\_\_\_

\_\_\_\_\_ Is a deposit required? If so, how much? \_\_\_\_\_

\_\_\_\_\_ Is the deposit returnable? \_\_\_\_\_

\_\_\_\_\_ Last day that you can cancel without penalty \_\_\_\_\_

\_\_\_\_\_ Entrance fees--contact Region Director for approval

\_\_\_\_\_ Food arrangements at the facility \_\_\_\_\_

\_\_\_\_\_ Is a deposit required for food? If yes, how much? \_\_\_\_\_

\_\_\_\_\_ Is the deposit returnable? \_\_\_\_\_

\_\_\_\_\_ Last day that you can cancel without penalty \_\_\_\_\_

\_\_\_\_\_ Medical facilities at or near the establishment \_\_\_\_\_

\_\_\_\_\_ Phone numbers for medical facilities \_\_\_\_\_

\_\_\_\_\_ Street address \_\_\_\_\_

\_\_\_\_\_ Get a first-aid kit \_\_\_\_\_

\_\_\_\_\_ Insurance information \_\_\_\_\_

\_\_\_\_\_ Costs \_\_\_\_\_

\_\_\_\_\_ Company name \_\_\_\_\_

\_\_\_\_\_ Point of contact \_\_\_\_\_

\_\_\_\_\_ Phone number \_\_\_\_\_

\_\_\_\_\_ Will school make transportation arrangements for you? \_\_\_\_\_

\_\_\_\_\_ If they will, who? \_\_\_\_\_

\_\_\_\_\_ Who will provide transportation? \_\_\_\_\_

\_\_\_\_\_ Is a driver needed? If yes, who will pay for the driver? \_\_\_\_\_

\_\_\_\_\_ Name of contact at Transportation Company \_\_\_\_\_

\_\_\_\_\_ Phone number for Transportation Company (if applicable) \_\_\_\_\_

\_\_\_\_\_ What will transportation cost? \_\_\_\_\_

\_\_\_\_\_ What time will the transportation arrive? \_\_\_\_\_

\_\_\_\_\_ At what location will the transportation pick up the cadets? \_\_\_\_\_

\_\_\_\_\_ Is a deposit required? If so, how much? \_\_\_\_\_

\_\_\_\_\_ Is the deposit returnable? \_\_\_\_\_

\_\_\_\_\_ Last day that you can cancel without penalty? \_\_\_\_\_

\_\_\_\_\_ Will school make lodging arrangements for you? \_\_\_\_\_

\_\_\_\_\_ If they will, who? \_\_\_\_\_

\_\_\_\_\_ How many rooms will be needed? \_\_\_\_\_

\_\_\_\_\_ How close are the rooms to the CIA location? \_\_\_\_\_

\_\_\_\_\_ Will you have to provide transportation from rooms to CIA? \_\_\_\_\_

- \_\_\_\_\_ Phone number for lodging (if applicable) \_\_\_\_\_
- \_\_\_\_\_ What will lodging cost? \_\_\_\_\_
- \_\_\_\_\_ Is a deposit required? If so, how much? \_\_\_\_\_
- \_\_\_\_\_ Is the deposit returnable? \_\_\_\_\_
- \_\_\_\_\_ Last day that you can cancel without penalty? \_\_\_\_\_
- \_\_\_\_\_ Rooms for chaperones and drivers are not funded by Headquarters
- \_\_\_\_\_ Perform a Risk Analysis of all planned activities on the trip.
- \_\_\_\_\_ Determine/Assess the potential for injury or loss in all activities planned.
- \_\_\_\_\_ Plan actions to mitigate potentially hazardous activities.
- \_\_\_\_\_ Conduct a pre-departure briefing with emphasis on safety.
- \_\_\_\_\_ Prior to each activity, remind all concerned of the safety considerations.

### **Two weeks prior to the trip date**

- \_\_\_\_\_ Collect funds from students (if applicable)
- \_\_\_\_\_ Give funds to school administrator (if applicable)
- \_\_\_\_\_ Ensure school has substitute teacher or made arrangements for cadets not attending field trip
- \_\_\_\_\_ Hand out parent permission slips for trip if not already done (some units elect to do this at the first of the year for all proposed field trips. If you do it this way, don't forget to give one to the new cadets who came after the first of the year)
- \_\_\_\_\_ Hand out medical forms if not already done (some units elect to do this at the first of the year for all proposed field trips—if you do it this way, don't forget to give one to the new cadets who came after the first of the year)
- \_\_\_\_\_ Hand out teacher permission slips if not already done

**One week prior to the trip date**

\_\_\_\_\_ Confirm with establishment

\_\_\_\_\_ Confirm with transportation (including pick-up and drop-offpoints)

\_\_\_\_\_ Confirm with chaperones

\_\_\_\_\_ Confirm substitute or arrangements for cadets not going

\_\_\_\_\_ Collect parent permission slips

\_\_\_\_\_ Collect medical permission slips

\_\_\_\_\_ Collect teacher permission slips

\_\_\_\_\_ Any cadet who receives a referral for discipline (anywhere in the school) should be ineligible for the trip.

\_\_\_\_\_ Provide office a list of the names (field trip roster) of people going

\_\_\_\_\_ Cadets

\_\_\_\_\_ Chaperones

\_\_\_\_\_ Instructors

\_\_\_\_\_ Have the cadet leadership organize the cadets going on the trip by flights and elements, and make them responsible for taking roll after each stop enroute or prior to each activity. They will also be responsible for the discipline in their group.

\_\_\_\_\_ Finalize room assignments (if the trip is overnight).

\_\_\_\_\_ Place an experienced, trustworthy cadet in each room to act as a Room Chief, responsible for the discipline of the underclassmen assigned to his/her room.

\_\_\_\_\_ Finalize your formal daily itinerary for the trip (this should be done by the cadet leadership). It should be type-written and available to all chaperones and cadet leaders.

\_\_\_\_\_ Ensure there is at least one instructor or chaperone for every ten cadets



- \_\_\_\_\_ Review school/district rules for field trips and cadet conduct
- \_\_\_\_\_ Make the cadet leadership responsible for discipline on the trip. Hold them accountable for the behavior of the entire group.
- \_\_\_\_\_ Establish plan for handling cadets who might misbehave (when to send them home, how to get them there, who will travel with them if necessary)

### **The day before the trip**

- \_\_\_\_\_ Make changes to the field trip roster if necessary and give changes to office
- \_\_\_\_\_ Cadets
- \_\_\_\_\_ Chaperones (1 adult per 15 cadets, female chaperone for females)
- \_\_\_\_\_ Instructors (count in the 1 to 15 ratio for chaperones)
- \_\_\_\_\_ Make last minute contact with POCs at establishment
- \_\_\_\_\_ Make a final field trip roster (include cell phone numbers next to names)
- \_\_\_\_\_ If this is an overnight field trip, consider having cadets bring their overnight bags to the unit the day before and inspect them for proper clothing and contraband.  
Have a female inspect the girl's overnight bags
- \_\_\_\_\_ Look for alcohol in shampoo bottles, soft drinks, and juices
- \_\_\_\_\_ Talk about the CIA trip during class. Review school behavior expectations
- \_\_\_\_\_ Ensure cadets understand that school rules must be strictly followed.
- \_\_\_\_\_ If school expectations do not include rules for public display of affection (PDA), ensure each cadet knows that PDA is forbidden.
- \_\_\_\_\_ Ensure cadets and chaperones know that smoking, alcohol, and non-prescription drugs are strictly forbidden

### **Things to take on the trip**

\_\_\_\_\_ Permission slips (keep them with you at all times)

\_\_\_\_\_ Field trip roster (keep it with you at all times)

\_\_\_\_\_ First aid kit

\_\_\_\_\_ Cell phone      \_\_\_\_\_ Cell phone charger

### **During the trip**

\_\_\_\_\_ Assign chaperones to groups of cadets

\_\_\_\_\_ Cadets are never to be alone and must always travel in pairs (boys with boys; girls with girls or in a group of boys and girls)

\_\_\_\_\_ Ensure cadets are hydrated (take plenty of water)

\_\_\_\_\_ Ensure cadets eat breakfast and continue to eat well during the rest of the day (watch for cadets who might be dieting)

\_\_\_\_\_ Take roll at the beginning and at end of the trip and every time the bus is boarded

\_\_\_\_\_ Take roll every morning and evening during the trip

\_\_\_\_\_ Ensure cadets behave properly at all times

\_\_\_\_\_ Watch the time and stick to schedule

\_\_\_\_\_ Keep in contact with the school and parents

\_\_\_\_\_ If the trip is overnight

\_\_\_\_\_ Ensure cadets know boys are not allowed in girl's rooms and girls are not allowed in boy's rooms

\_\_\_\_\_ When possible put girls on one floor and boys on another

\_\_\_\_\_ Consider taping cadets in their rooms after curfew

### **After the trip**

\_\_\_\_\_ Call parents one hour prior to arrival at the school

\_\_\_\_\_ Ensure at least one chaperone remains with you until you leave the school. They might be needed to take a cadet home that has been stranded. School rules usually do not allow teachers to give students rides home. Consider asking cadet leaders to do a lessons learned or after action report

Keep your permission slips!