

## Writing Assignments

- Write an After Action Review for the most recent encampment you attended as a cadre member. Discuss the following topics within your AAR and meet all requirements established by the Civil Air Patrol SDA program:
  - Areas of personal success
  - Areas for personal improvement
  - Overall Encampment successes
  - Overall Encampment Areas of Improvement
  - Recommended changes for future encampments
  
- A Professional Resume (as if you were applying for the role of encampment CC). Must be one page in length and meet the baseline requirements established by the Civil Air Patrol SDA program and Learn-to-Lead Volume 2, Chapter 8.
  
- A Cover Letter (as if you were applying for the role of encampment CC). Should be between 200 and 600 words and clearly express why you are applying for this role, what you bring to the role, and what you intend to do should you be selected.
  
- You were chosen to serve as the Cadet Commander of an encampment. Write a welcome email to your cadre:
  - Details your vision, mission, and goals
  - Sets your expectations
  - Kindles inspiration!
  - Minimum of two paragraphs
  - CAP format w/o letterhead:  
[https://www.gocivilairpatrol.com/media/cms/Letter\\_Memorandum\\_Style\\_Without\\_Le\\_959B28EAE6773.docx](https://www.gocivilairpatrol.com/media/cms/Letter_Memorandum_Style_Without_Le_959B28EAE6773.docx)
  
- As the Cadet Commander of an encampment, you can only accept a limited number of people who apply for a cadre position due to space constraints. Hence, write a “rejection letter” to those who did not receive a cadre position. This should be written in a way where it can be sent en masse to everyone who applied but was not accepted.
  
- Create and write your leadership philosophy. This should concisely and eloquently outline your *personal* approach to leadership. You can view THIS for an example.
  - Less than 200 words in length
  - Reflect on your leadership style/approach (how do you influence others and accomplish the mission?)
  - Reflect on your strengths and weaknesses in leadership

- Reflect on the character traits you value most and how this ties into your leadership approach

### Reading Assignments

- Read AARs and student critiques from the past several encampments. **As you read, pay attention to recurring issues and successes at the executive level common in each encampment.** Locate these documents in the folder titled AARs in this drive. NOTE: You do not have to read all of the documents provided, but should endeavor to have a complete understanding of previous encampments' successes and shortcomings.
- [CAPR 60-1 Cadet Program Management](#)
  - Chapter 8 *Cadet Activities and Special Opportunities*
  - Chapter 9 *Cadet Encampments*
- [CAPP 52-12 Volume 1 Required Staff Training Student Guide](#)
  - *Planning Ahead*
- [CAPP 60-15 Cadet Protection Policy Implementation Guide](#)
  - Chapter 3 *Authorized Best Practices for Overnight Cadet Activities*
  - Chapter 10 *Putting it Together: Setting the Appropriate Training Intensity*
  - Chapter 11 *When Intensity Over Reaches: A Leader's Guide to Hazing Analysis*
- [CAPP 60-31 Cadet Staff Handbook](#)
  - Part 2 *Tools for Cadet Staff*
    - 2.9 *Journaling*
    - 2.10 *Personal Leadership Audit*
- [CAPP 60-70 Cadet Encampment Guide](#)
  - Part 2 *Operational Standards*
  - Part 3 *Safety*
  - Part 4 *Staff Organization*
  - Part 5 *Learning Experiences*
  - Part 6 *Inspection Program*
- OPTIONAL: Read part or all of *Tongue and Quill*