ROYAL CANADIAN SEA CADETS

PHASE FIVE

INSTRUCTIONAL GUIDE

SECTION 3

EO C507.02 – IDENTIFY VOLUNTEER OPPORTUNITIES WITH THE NAVY LEAGUE OF CANADA (NLC)

Total Time: 90 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this self study package are listed in the lesson specification located in A-CR-CCP-605/PG-001, *Phase Five Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the self study guide within the section for which they are required.

Review the lesson content and become familiar with the material prior to facilitating this lesson.

Self study packages are intended to be completed by the cadet independently. More information about self study packages can be found in the foreword and preface.

No less than 14 days prior to the cadet attempting this self study package, contact the local NLC branch to schedule a 30-minute meeting between a branch member and the Phase Five cadet.

Photocopy the self study package located at Attachment A for the cadet.

Photocopy the answer key located at Attachment B but **do not** provide it to the cadet.

Photocopy the Speaker's Notes / Agenda located at Attachment C and provide it to the branch member prior to the meeting date.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

A self study was chosen for this lesson as it allows the cadet to examine in greater detail volunteer opportunities with the NLC at their own learning pace. This encourages the cadet to become more self-reliant and independent by focusing on their own learning instead of learning directed by the instructor.

INTRODUCTION

REVIEW

Nil.

OBJECTIVES

By the end of this lesson the cadet shall have identified volunteer opportunities with the NLC.

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IMPORTANCE

It is important for cadets to identify volunteer opportunities with the NLC to become aware of their potential for meaningful involvement with the CCO after their cadet service concludes.

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SELF STUDY PACKAGE INSTRUCTIONS

OBJECTIVE

The objective of this self study package is to have the cadet identify volunteer opportunities with the NLC.

RESOURCES

- Self study package, and
- Pen / pencil.

ACTIVITY LAYOUT

Provide the cadet with a classroom or training area suitable to complete the self study package.

ACTIVITY INSTRUCTIONS

1. Provide the cadet with a copy of the self study package located at Attachment A and a pen / pencil.
2. Allow the cadet 60 minutes to complete Sections 1 and 2 of the self study package.
3. Provide assistance as required to the cadet.
4. Have the cadet attend a 30-minute meeting with a member of the NLC.
5. Collect the self study package once the cadet has finished.
6. Correct the self study package with the answer key located at Attachment B.
7. Provide feedback to the cadet and indicate whether or not they have completed the enabling objective (EO).
8. Return the completed self study package to the cadet for their future reference.
9. Record the result in the cadet's logbook and Cadet Training Record.

SAFETY

Nil.

END OF LESSON CONFIRMATION

The cadet's completion of the self study package will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

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CLOSING STATEMENT

It is important for you to identify volunteer opportunities with the NLC to become aware of your potential for meaningful involvement with the CCO after your cadet service concludes.

INSTRUCTOR NOTES / REMARKS

The 30-meeting between the NLC member and the Phase Five cadet should be scheduled for the third period of the training session in which the cadet is attempting this self study package.

REFERENCES

A0-040 2005-113124 Vice-Chief of the Defence Staff. (2005). *Memorandum of understanding between the DND and the leagues*. Ottawa, ON: Department of National Defence.

A1-073 CATO 11-09 Director Cadets 2. (2008). *Volunteering with the navy league cadets*. Ottawa, ON: Department of National Defence.

A1-074 Navy League of Canada. (2009). *Navy league news*. Retrieved October 30, 2009, from

http://www.navyleague.ca/eng/news/index.asp

C1-068 Navy League of Canada. (2002). *Guide for local branches: Part one*. Ottawa, ON: Navy League of Canada.

C1-069 Navy League of Canada. (2002). *Guide for local branches: Part two*. Ottawa, ON: Navy League of Canada.

C1-097 Navy League of Canada. (2009). *Scholarships & awards*. Retrieved October 30, 2009, from http://www.navyleague.ca/eng/seacadets/awards.asp

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SELF STUDY PACKAGE

IDENTIFY VOLUNTEER OPPORTUNITIES WITH THE NAVY LEAGUE OF CANADA (NLC)

SECTION 1: REVIEW THE RESPONSIBILITIES OF THE NLC

SECTION 2: EXAMPLES OF SUPPORT PROVIDED BY THE NLC TO SEA CADETS

SECTION 3: ATTEND A MEETING WITH A MEMBER OF THE NLC

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SECTION 1
REVIEW THE RESPONSIBILITIES OF NLC

ROLE OF THE NLC

A role of the NLC is to provide training, support and an organizational framework to the local branches of the NLC, which are the groups at the local level that fulfill the NLC responsibilities in supporting the corps. A branch council comprised of a president, one or more vice-presidents, a secretary, a treasurer and chairs of committees oversee the various branch activities. Branch Committees may include sea cadet, navy league cadet, fundraising or public relations. The Sea Cadet Chair is the liaison between the branch and the CO.

It is the role of the NLC to ensure their responsibilities are carried out in accordance with the Memorandum of Understanding, for the proper and efficient delivery of the Cadet Program within Canada.



Look online at

http://www.cadets.ca/WorkArea/linkit.aspx?LinkIdentifier=id&¤tItemID=53729 for more information on the Memorandum of Understanding.



Can you name any of the members of your local NLC branch?

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RESPONSIBILITIES OF THE NCL / LOCAL NLC BRANCH

The following are the responsibilities of the NCL / local NLC branch.

Fundraising

Prior to the start of each training year, the corps will create a plan as to what type of training in which they wish to participate and the support that will be required. Through a series of meetings between the local NLC branch and the CO, a list of support requirements is drafted that outlines what funds are immediately available and what funds need to be raised. It is the responsibility of the branch to organize fundraising activities in consultation with the CO.



What fundraising activities has your local NLC branch sponsored for your corps?

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Recruiting Cadets

The Cadet Program relies on a steady flow of new recruits every training year so that training can run smoothly. When recruitment is low, it creates a void of senior cadets in the future, causing instructor shortages. The

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local NLC branch is responsible for organizing community campaigns to attract cadets to become members of the corps.



What kind of recruiting campaigns would you suggest for your community?

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Recruiting Officers

It is the responsibility of the branch to conduct local campaigns to attract potential candidates within the community to become members of the Cadet Instructors Cadre (CIC) and Civilian Instructors / Civilian Volunteers (CI / CV). This is based on the needs as confirmed by the CO of the corps.

Screening Volunteers

The NLC has a comprehensive screening program for volunteers that helps determine if a person is suitable to work with young people and in what capacity they could best serve. The NLC has both a legal and moral obligation to provide an environment where the cadets can safely learn and grow.

The screening program features the following elements:

- a police records check,
- a Vulnerable Sector Screening (VSS),
- a local background check,
- a probationary period, including interviews and evaluations,
- a central repository for tracking volunteers working with cadets,
- photo identification for screened members,
- an identification verification system and safety guidelines for volunteer drivers,
- comprehensive harassment, abuse and cadet safety policies,
- the ability to share information with other youth organizations, and
- the requirement to be re-screened every five years.

To apply as a volunteer, an application form must be completed and a photograph supplied to produce a Volunteer Identification Card (as illustrated in Figure 1). The local Volunteer Screening Coordinator briefs on the Harassment and Abuse Policy, Drug and Alcohol Policy and Cadet Safety Policy. They helps complete the Screening Process and then submit the paperwork to a Division Screening Coordinator for additional checks.

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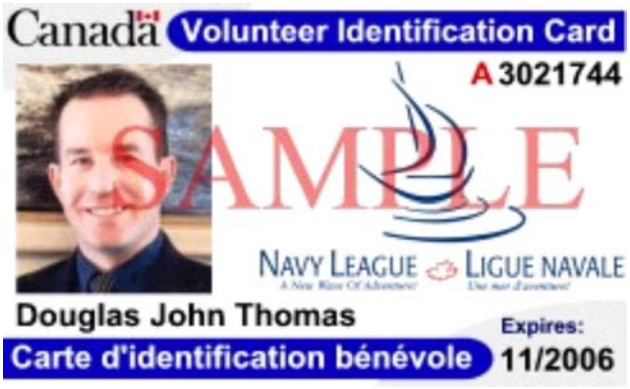

Note. From Navy League of Canada, 2010, Membership Process. Retrieved January 28, 2010, from http://www.navyleague.ca/eng/get_involved/volunteer.asp.

Figure A-1 Sample Volunteer Identification Card

Completed applications are processed by the National Office and stored in accordance with the Information Protection and Privacy Policy. Once a volunteer is approved, they are sent their Volunteer Identification Card in the mail. Declined volunteers are notified by letter.

Providing Adequate Office and Training Facilities

The branch is responsible for providing adequate office and training facilities, where they are not provided by DND. This includes providing insurance as necessary.

Participating in Selection Boards for Senior Cadet Rank Appointments

Prior to promoting a cadet to the rank of Chief Petty Officer Second Class (CPO2) or higher, the CO shall conduct a merit review board. It is the mandate of a merit review board to make recommendations to the CO regarding the cadets deserving senior rank promotions and to prioritize potential candidates if required. The local NLC branch provides a board member to participate in the merit review board. The final decision for any cadet rank promotion rests with the CO.

Participating in Selections for Sea Cadet Summer Training / Exchanges

The branch is responsible for cooperating with the corps' CO to encourage cadets' participation in summer courses and exchanges. They also participate in the selection process, in accordance with the Memorandum of Understanding.

Participating in Selections for Honours and Awards

The branch is responsible for participating in the joint selection process for honours and awards from the league and in initiating the selection process for league-specific awards.

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***Activate Your Brain #1*:**

What is the role of the local NLC branch?

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***Activate Your Brain #2*:**

Why must the NLC screen all volunteers?

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***Activate Your Brain #3*:**

What does the NLC branch member provide during a merit review board?

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***Activate Your Brain #4*:**

Who initiates the selection process for league-specific awards and recognition?

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SECTION 2
EXAMPLES OF SUPPORT PROVIDED BY THE NLC TO SEA CADETS

HONOURS AND AWARDS

The NLC is proud to recognize the contributions that cadets make to their local communities. The following is an overview of the various national awards offered to members of the Sea Cadet Program.

Navy League Award of Commendation. Awarded by the National Board of Directors to a Navy League Cadet or Royal Canadian Sea Cadet who performs an outstanding act or deed in attempting to save a life or property of another. The award is in the form of a metal bar (worn on the left breast pocket of the uniform) and a certificate, both issued by the National Office for presentation by the local NLC branch.



Note. Created by Director Cadets 3, 2010, Ottawa, ON: Department of National Defence.

Figure A-2 Navy League Award of Commendation

National Sea Cadet of the Year. Awarded annually by the National Board of Directors to the most proficient Royal Canadian Sea Cadet in Canada. The recipient's name is inscribed on the Nagi Cup and they receive a keeper plaque and certificate. The award also includes a trip to the National Annual General Meeting of the NLC, where the cadet will be the keynote speaker at the Annual Awards Banquet. There is no application for this award; the recipient is selected from the 12 Division Sea Cadet of the Year recipients.



Note. From Navy League of Canada, 2010, Scholarships & Awards. Retrieved January 26, 2010, from http://www.navyleague.ca/eng/seacadets/awards/asp.

Figure A-3 Nagi Cup

Division Sea Cadet of the Year. Awarded annually by each division to the most proficient Royal Canadian Sea Cadet within that division. The recipient receives a bronze bar with one fouled anchor to be affixed to the ribbon of the medal, a certificate and other gifts / recognition as determined by each division. There is no application for this award; the recipient will be selected from the Navy League Medal of Excellence recipients for that year.



Note. From Navy League of Canada, 2010, Scholarships & Awards. Retrieved January 26, 2010, from http://www.navyleague.ca/eng/seacadets/awards/asp.

Figure A-4 Navy League Medal of Excellence

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Navy League Medal of Excellence. Awarded annually to the most proficient Navy League Cadets and Royal Canadian Sea Cadets within each Division. The award is in the form of a certificate and a medal to be worn on the left breast of the uniform. To be eligible for this award, the cadet must have:

- attended a minimum of 80 percent of all activities in the current training year;
- achieved the rank of Petty Officer Second Class (PO2);
- consistently set an outstanding personal example of dress and deportment; and
- demonstrated a thorough grasp of cadet training, as indicated by promotions, examinations and previous awards.



Note. From Navy League of Canada, 2010, Scholarships & Awards. Retrieved January 26, 2010, from http://www.navyleague.ca/eng/seacadets/awards/asp.

Figure A-5 Navy League Medal of Excellence

Sea Cadet Service Medal. This award recognizes continuous cadet service of at least four years by deserving Royal Canadian Sea Cadets. The award is in the form of a medal to be worn on the left breast of the uniform.

Cadets who have five years of service receive a silver bar with one fouled anchor to be affixed onto the ribbon of the medal.

Cadets who have six years of service receive a silver bar with two fouled anchors to be affixed onto the ribbon of the medal.



Note. From Navy League of Canada, 2010, Scholarships & Awards. Retrieved January 26, 2010, from http://www.navyleague.ca/eng/seacadets/awards/asp.

Figure A-6 Sea Cadet Service Medal

Perfect Attendance, Program. This certificate is awarded by NLC Branches to any Royal Canadian Sea Cadet who has had perfect attendance at all training parades during their cadet service. COs are required to submit names for this award to their supporting NLC Branch.

Perfect Attendance, Year. This certificate is awarded by NLC Branches to any Royal Canadian Sea Cadet who has had perfect attendance at all training parades during that year. COs are required to submit names for this award to their supporting NLC Branch.

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Note. From Navy League of Canada, 2010, Scholarships & Awards. Retrieved January 26, 2010, from http://www.navyleague.ca/eng/seacadets/awards/asp.

Figure A-7 Perfect Attendance Certificate



Do you know anyone in your corps that has received the Navy League Medal of Excellence?

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SCHOLARSHIPS

The NLC recognizes the importance of post-secondary education to the future success of its cadet members and believe that the important life skills developed through cadet training (self-discipline, organization, teamwork, etc.) help prepare youth to tackle the challenges of college or university education. The NLC is committed to provide scholarship opportunities for cadets that have demonstrated the will to achieve.

Maritime Affairs Scholarship. Provided by the NLC to currently serving Sea Cadets who are entering an accredited post-secondary program with a maritime focus. They are presently valued at $2000 each and are paid directly to the institute being attended.

Royal Canadian Sea Cadet Education Foundation Scholarship. Provided to deserving Sea Cadets entering their first year of post-secondary education. They are valued at $1000 each and are paid directly to the institute being attended.

Royal Canadian Naval Benevolent Fund (RCNBF) Scholarship. The RCNBF provides an additional ten $1000 scholarships to the Royal Canadian Sea Cadet Foundation for serving and former Sea Cadets entering their first year of post-secondary education. Cadets must be actively serving at the time of application.

Chief Petty Officer Jack Scholarship. The RCNBF provides $1000 scholarships from an educational trust fund established in memory of Chief Petty Officer Andrew McQueen Jack to former members of the Naval Forces of Canada and their dependants. Sea Cadets whose parents or grandparents are members or former members are eligible to apply.



Scholarship applications should be forwarded to the local NLC branch through your CO.



Look online at http://www.navyleague.ca/eng/scholarship/index.asp for more information on the application process for these scholarships.

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NATIONAL REGATTA

The NLC is a proud supporter of the National Sailing Regatta, where the top sailors from each region come together in one location to compete. During the regatta, the cadets also attend local events planned to introduce them to the cultural differences that exist in the hopes that they will take with them a much broader understanding of Canada.



***Activate Your Brain #5*:**

What is the criteria for awarding the Navy League Award of Commendation?

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***Activate Your Brain #6*:**

What must a cadet have to be eligible to receive the Navy League Medal of Excellence?

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***Activate Your Brain #7*:**

Cadets who have attended all training parades in a current year are eligible to receive what?

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***Activate Your Brain #8*:**

Who may be eligible for the Chief Petty Officer Jack Scholarship?

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SECTION 3
ATTEND A MEETING WITH A MEMBER OF THE NLC

BACKGROUND

As a Phase Five cadet, a mandatory transition phase of life is approaching in which cadet service will come to an end. Those cadets wishing to remain involved with the Cadet Program may do so in an adult role either as a member of the CIC or as an adult volunteer with the NLC. The purpose of this meeting is to provide a exploratory experience on a one-on-one basis with a member of the local NLC branch to explain the role of the volunteer and the current needs and opportunities at the local corps.

At the completion of the meeting, the Phase Five cadet should have an awareness of the potential for meaningful involvement with the CCO after their cadet service concludes and have an appreciation for the range of volunteer activities available and the time commitments required for each.



Activate Your Brain

Think about the following two questions to be answered after the meeting:

(1) What volunteer activities are available with the NLC branch after cadet service ends?

(2) What elements does the screening process feature?

Notes:

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***Activate Your Brain #9*:**

What volunteer activities are available with the NLC branch after concluding your service / membership in the Cadet Program?



***Activate Your Brain #10*:**

What elements does the screening process feature?



Congratulations, you have completed your self study package on EO C507.02 (Identify Volunteer Opportunities with the NLC). Hand your completed package to the Training Officer / Course Officer who will record your completion in your Phase Five logbook.

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SELF STUDY PACKAGE ANSWER KEY



***Activate Your Brain #1*:**

What is the role of the local NLC branch?

To ensure responsibilities are carried out IAW the Memorandum of Understanding, for the proper and efficient delivery of the Cadet Program.



***Activate Your Brain #2*:**

Why must the NLC screen all volunteers?

The NLC has both a legal and moral obligation to provide an environment where cadets can safely learn and grow.



***Activate Your Brain #3*:**

What does the NLC branch member provide during a merit review board?

Recommendations for the selection process to the CO.



***Activate Your Brain #4*:**

Who initiates the selection process for league-specific awards and recognition?

The NLC branch.



***Activate Your Brain #5*:**

What is the criteria for awarding the Navy League Award of Commendation?

Awarded to a Navy League Cadet or Royal Canadian Sea Cadet who performs an outstanding act or deed in attempting to save a life or property of another.

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***Activate Your Brain #6*:**

What must a cadet have to be eligible to receive the Navy League Medal of Excellence?

The cadet must have:

- **Attended a minimum of 80 percent of all activities in the current training year,**
- **Achieved the rank of PO2,**
- **Consistently set an outstanding personal example of dress and deportment, and**
- **Demonstrated a thorough grasp of cadet training, as indicated by promotions, examinations and previous awards.**



***Activate Your Brain #7*:**

Cadets who have attended all training parades in a current year are eligible to receive what?

Perfect Attendance Certificate, Year.



***Activate Your Brain #8*:**

Who may be eligible for the Chief Petty Officer Jack Scholarship?

Former members of the Naval Forces of Canada and their dependants. Sea cadets whose parents or grandparents are members or former members are eligible to apply



***Activate Your Brain #9*:**

What volunteer activities are available with the NLC branch after concluding your service / membership in the Cadet Program?

Volunteer activities are:

- **enrolling as a member of the CIC;**
- **volunteering as a Civilian Instructor / Civilian Volunteer with the corps;**
- **participating as an NLC branch member;**
- **participating as a member of an NLC branch special teams (fundraising, Special Events Committee); and**
- **participating in any other local NLC branch-specific duties.**

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***Activate Your Brain #10*:**

What elements does the screening process feature?

The screening program features:

- **a police records check,**
- **a VSS,**
- **a local background check,**
- **a probationary period, including interviews and evaluations,**
- **a central repository for tracking volunteers working with cadets,**
- **photo identification for screened members,**
- **an identification verification system and safety guidelines for volunteer drivers,**
- **comprehensive harassment, abuse and cadet safety policies,**
- **the ability to share information with other youth organizations, and**
- **the requirement to be re-screened every five years.**

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SPEAKER'S NOTES / AGENDA

Purpose

To provide a exploratory experience for a Phase Five cadet on a one-on-one basis with a member of the local NLC branch to explain the role of the volunteer and the current needs and opportunities at the corps.

Time

30 minutes

Assumptions

Assumptions are outlined as follows:

1. Cadet participation will be voluntary and part of a fact-finding exercise included in Phase Five to broaden the cadet's awareness of options that become available when cadet service concludes.

2. The cadet is approaching a mandatory transition phase of their life regardless of whether or not continued involvement with the Cadet Program is to be part of it.

3. If there is to be continued involvement with the Cadet Program it will be in an adult role. Communication between the NLC representative and the cadet will be conducted on an adult to adult basis to set an appropriate atmosphere and achieve the desired outcome of the meeting.

The Cadet Perspective

The desired outcome from the cadet's perspective should be:

1. To become aware of their potential for meaningful involvement with the CCO after their cadet service concludes.

2. To appreciate the range of volunteer activities available and the different amount of time commitment that may be required for each.

3. To understand the screening and registration process required of all adult volunteers in the cadet program.

The NLC Branch Perspective

The desired outcome from the NLC branch perspective should be:

1. To describe and discuss with the cadet participant the options available at the corps, the work involved with each, the competencies needed and the appropriate time required of the volunteer.

2. To illustrate the range and extent of involvement of volunteers at the corps with sufficient detail to cover the main points of each position but tailored to what teams or positions are active or needed to enhance the NLC branch operation.

3. Information on the mandatory screening and registration process.

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Meeting Agenda

Discussion Points:

1. Compare the different but complementary roles of the CO's team and the NLC branch. Emphasize the complementary roles of the CIC and NLC branch.

2. Review the guiding principles of the NLC branch. Emphasize that a successful year for an NLC branch generates increased resources for the CO to work with and thereby greater benefits and opportunities for the cadets.

3. Encourage the cadet to share some of their experiences, to include:

    a. summer training,

    b. leadership and instructional skills acquired, and

    c. school involvement where applicable.

    d. Emphasize how these are of value to the NLC branch.

4. Outline the varying degrees of involvement open to NLC branch volunteers. The year-round involvement of the executive committee members can be compared to the monthly production of the corps newsletter and to the intermittent activities other member teams.

5. Confirm with the cadet that they have the ability to select an area of involvement that is sufficiently flexible to meet their new routine after their cadet service ends.

6. Explore whether or not working with the NLC branch for an interim period would be beneficial to them prior to joining the CO's team if that has already been agreed to by the CO.

7. Discuss the requirements and process for screening and registration and why this is given such a high priority.

8. Conclude the session with a discussion on what the participant sees as having been the biggest challenge and the greatest achievement so far as a sea cadet.

Whether they stay involved or not, it is important the session concludes on a positive note with a projection for their future involvement with the Sea Cadet Program. Whatever the future holds for them they will always be part of an exclusive alumni and their support and advocacy for the Sea Cadet Program is the best advertisement possible.

Send an appropriate note to the CO confirming the completion of the meeting.

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