

Huron Cadet Squadron and Coalinga-Huron Unified School District Procedures



HCS PAMPHLET 3 ♦ 03 AUGUST 2007
**HURON CADET SQUADRON AND COALINGA-HURON UNIFIED
SCHOOL DISTRICT PROCEDURES**

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Preface

The Huron Cadet Squadron is chartered by the Coalinga-Huron Unified School District (CHUSD). As such, the unit is funded by the After-school Program. With this funding comes the added requirement for Board approval. This pamphlet outlines all the requirements the unit must abide by for different items; overnight trips, insurance, purchase orders, etc.

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Board of Trustees

From time to time, the Squadron must go in front of the Board of Trustees to ask for approval of purchases and trips. The CHUSD Board of Trustees meets the second Tuesday of every month at 6:30pm at either Huron Middle School or Coalinga Middle School.

The following items require Board approval:

- CHUSD funded overnight trips
- Reimbursements
- All purchase orders

Overnight trips will be discussed in the next section. Reimbursements and purchase orders are normally approved by altogether and do not normally require a squadron member to attend the meeting.

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Overnight Trips

Civil Air Patrol is not a static, stay at home organization. The squadron must take the cadets on trips that will last for two or more days. If the trip will be funded by the CHUSD, then it must gain Board approval. This will require the Squadron Commander, or designee, to appear in front of the Board and describe the trip. The representative must be ready to answer any questions the Board may ask in order to gain their approval. However, before the Board meeting, a few items must be completed.

An Overnight Trip Request form must be submitted to the school. This form can be found on the CHUSD web page and also on the unit's web page at <http://sq801.cawg.cap.gov/docs/Trip.doc>. The Cadet Programs Officer or Squadron Commander will complete this form and submit it to the Principal of Huron Middle School. Ideally this should be completed at least 60 days prior to the trip. This form will be submitted to the Board and the item will be placed on the Board's agenda for the next meeting. A flyer or description of the trip must also be attached to this form.

After the Board approves the trip, it becomes a school-sponsored trip and the cadets will be excused from class. Board approval does not grant insurance coverage for the trip. Refer to Civil Air Patrol regulations dealing with insurance for further information.

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Purchase Orders

The school will purchase the equipment necessary to operate the program. This includes tents, uniforms, insignia, flags, and other required items. To purchase these items, they must be acquired from businesses that accept purchase orders. Below is a listing of companies that will accept purchase orders from the CHUSD: (The unit does not endorse any of the below listed businesses.)

- Soldier City, <http://www.soldiercity.com>, Ground Team gear, uniforms
- Glendale Parade Store. <http://paradestore.com>, Color Guard gear and shoulder cords
- John's Club, <http://www.johnsclub.com/index.aspx>, Squadron ball caps
- Vanguard, <http://www.civilairpatrolstore.com/store/link1.php>, CAP insignia
- Alpha Designs, Hanford, T-shirts
- Kings County Trophy, Hanford, Plaques
- Surplus City, Visalia, Uniforms and camping gear

The school will prepare the purchase order for the unit. The following information is required for purchase orders:

- ✓ Name of vendor
- ✓ Address of vendor
- ✓ Phone number of vendor
- ✓ Item name, "BDU shirt"
- ✓ If clothing, then give size requested
- ✓ Item or catalog number, if applicable
- ✓ Individual cost of item
- ✓ Quantity requested

Use HCS Form 87A to request a purchase order to be completed. The form can be found on the unit's web page. The requestor will complete the form and have the Squadron Commander sign the request. The Commander will create a letter of justification to be addressed to the CHUSD. This letter will be forwarded with the purchase order.

The request may be submitted to the school secretary via email, fax, or hand carried.

Record Request Number, Request Date, Vendor, and Total Amount on HCS Form 87C. Start a new HCS Form 87C for each calendar year.

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Payment Required

Cadet activities do not accept purchase orders. For example, if the unit is sending two cadets to the Wing Encampment, the unit can not send a purchase order to the Cadet Training Group. Instead an invoice must be prepared. HCS Form 87B can be used as a generic invoice in order to get a check written by the CHUSD. This invoice must be submitted with the purchase order request.

To complete HCS Form 87B, follow these steps:

In block 1, enter the address and phone number of the place the check must be sent to.

Enter an invoice number. This can be any number; the unit does not keep a log.

The “To” block will always be the school district’s information. The “For” block will be the title of the activity. For example, California Wing Encampment.

In the “Description” box, enter what is being paid for. For example, Encampment Fee. Next, enter the amount.

Enter a total at the bottom.

Where it says “Make all checks payable to: enter the information from the flyer being used to create the invoice.

Submit invoice with purchase order request form through the Squadron Commander.

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Work Requests

No changes can be made to the facilities provided by the school. If items need repaired or screens need to be mounted, the unit must submit a work request through the school. The school secretary will complete the work request. Contact the school secretary at 559-945-2926 for updates.

Transportation

The unit can use a CHUSD vehicle to transport the cadets to school approved functions. A transportation request, found on the district's web page, must be submitted to the school Principal. The driver must submit a copy of their driving record and proof of insurance with the Transportation Request.

If approved, the vehicle will be picked up at the District office and returned directly to the office.

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Special Membership Requirements

The CHUSD requires all volunteers that work with their students to complete Live Scan fingerprinting at the Coalinga Police Department. All senior members come under this requirement. New senior members must make arrangements with the District Office to get the Live Scan service completed. Cost of the service will be born by the senior member.