

Cadet of the Year Checklist		
Last Name, First Name	Grade	Group
<p style="text-align: center;"><b>Cadet of the Year Eligibility Requirements</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Must be a current member</li> <li><input type="checkbox"/> Earhart Award Recipient (minimum)</li> <li><input type="checkbox"/> Be at least a Junior in HS or equivalent</li> <li><input type="checkbox"/> CPPT if over 18 years</li> <li><input type="checkbox"/> Demonstrate outstanding leadership in CAP</li> <li><input type="checkbox"/> Attained academic excellence in school</li> </ul>		
<p style="text-align: center;"><b>Cadet Responsibilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete CAPF 58 (typed)</li> <li><input type="checkbox"/> Recent Member Search Report (Available from Member Search on eServices).</li> <li><input type="checkbox"/> Transcripts – High School, Homeschool, or College</li> <li><input type="checkbox"/> SAT/ACT scores (mandatory for COY or written explanation from school if not taken)</li> <li><input type="checkbox"/> Letters of Recommendation, maximum of three (not including the Squadron Commander)</li> <li><input type="checkbox"/> Recent photo, full length, in Blues (Class A or B), without flight cap</li> </ul> <p>Applicant signature _____</p>		
<p style="text-align: center;"><b>Squadron Responsibilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Application Package. Assist the cadet to make necessary corrections.</li> <li><input type="checkbox"/> Unit Commander complete the CAP Form 58, including the written narrative (typed)</li> <li><input type="checkbox"/> Hold preparatory review board</li> <li><input type="checkbox"/> Forward Application Package to Group</li> </ul> <p>Squadron Commander signature _____</p>		
<p style="text-align: center;"><b>Group Responsibilities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the Application Package. Assist the cadet to make necessary corrections.</li> <li><input type="checkbox"/> Hold preparatory review board</li> <li><input type="checkbox"/> Is this cadet the Group Cadet of the Year? (only one per Group)</li> <li><input type="checkbox"/> This Cadet of the Year applicant is _____ of _____</li> <li><input type="checkbox"/> Forward the completed nomination package to Wing Director of Cadet Programs postmark by 15 December</li> </ul> <p>Group Commander or designee signature _____</p>		
<p style="text-align: center;"><b>Take to Interview</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current CAP ID</li> <li><input type="checkbox"/> Completed NYWg F 17c</li> <li><input type="checkbox"/> Copy of Application Package</li> </ul>		