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Jeannie Durkin, Superintendent
Lowell Public Schools
155 Merrimack Street
Lowell, MA 01852

March 13, 2019

Re: AFJROTC Cadet Leadership Course

Dear Superintendent Durkin:

I am requesting permission for Lt Col Eileen Ironfield, MSgt Kevin Casilli, TSgt David Smith to travel to Fort Devens, Massachusetts with approximately 80-100 cadet students. They will be traveling to the Fort Devens facility to attend the MA 771's annual Cadet Leadership Course. This year's Cadet Leadership Course will be a 4 day/3 night camp focused on leadership, drill and ceremonies, physical fitness, and teambuilding, as well as preparing selected junior and senior cadets for their leadership roles within the Cadet Corps.

They will be traveling to Fort Devens on Thursday, June 6th 2019 and return Sunday, June 9th, 2019. Students will miss two days of school.

This is a course that is unweighted but the cadets do receive 2.5 Leadership credits for it on their transcript. The Air Forces provides Lowell High School funding for the bus to encampment and for food; ROTC was able to attain FREE lodging from Fort Devens, but our training has to be accomplished no later than June 15th because the Army JROTC has their training in June. In past years, the camp used to be Monday – Friday (taking cadets out of school for an entire week). The past 3 years it has spanned to be 2 days during the school week; 2 weekend days and then 1 day in the summer prior to school starting to refresh the cadets on the leadership studies they were taught during the 4 day training.

Cost of this trip is approximately \$7000 and all funds for this leadership camp including transportation, food and lodging will be paid by AFJROTC funds and/or student contribution. The only cost to the Lowell High School individual Professional Development account will be for 2 substitutes for 2 day for a total of \$440.

All assigned AFJROTC instructors will supervise the trip and all necessary parental, medical and school permission forms will be completed prior to the event.

The following standards are expected to be met by the Cadets that attend Summer Leadership School to received full credit:

- Understand what it take to be a flight Commander
- Understand what it take to be a leader on the Wing Staff
 - a. Lead by example
 - b. Set Standards
 - c. Staff responsibilities

- Effective Communication
- Formulate Unit Goals for the 2019-2020 school year
 - a. Review 2018-2019 Unit Goals
 - b. Insure Goals are attainable
 - c. Reportable to Headquarters
- Team Building Excises
- Perform Drill maneuvers
 - a. Drill Flight
 - b. Compete for Honor Flight
- Physical Fitness
- Understand Leadership and Followership
- Group Dynamics
- Understand effective means of Motivation
- Understand how to talk to cadets and provide effective counseling
- Team Development
- Lead by example
- Understand the responsibilities that come with being on Staff
- Interpersonal Skills
- Military opportunities briefed by local recruiters.

Thank you in advance for your consideration and support.

Sincerely,



Marianne E. Busted
Head of Lowell High School

MEB/cms