

# **CADET AMBASSADOR PROGRAM APPLICATION**

**ALL INFORMATION PROVIDED IN THE  
APPLICATION WILL BE REVIEWED BY  
CADET OFFICERS OF THE PROGRAM.**

**In order to maintain a professional and disciplined environment within the program all information provided in the application will be reviewed and contacted by cadet officers that are the same sex and close in age as the applicant. No adult cadet officers will contact a minor.**



**SEND APPLICATIONS AND ALL SUPPORTING DOCUMENTS TO:**

**SUNBURST YOUTH ACADEMY  
ATTN: SGT SINGLETON & CAP COMMITTEE  
4022 SARATOGA AVE BLDG 21  
LOS ALAMITOS, CA  
90720**

## **(Keep This Sheet for Your Records)**

### **C.A.P Overview**

The current mission of the Cadet Ambassador Program is to reinforce the motivated and productive mindset of Sunburst Graduates in the Post-Residential phase. The program will ensure graduates will be placed, uphold their eight core components, stay engaged with their mentors, and promote a motivational/fun and healthy environment for all Sunburst Graduates. Cadet Ambassadors are distinct group that will be also be eligible for Gold Phase.

The Official Cadet Ambassadors are selected through an application process based on placement, and all Post Res. requirements which are:

- Placement documentation, Mentor Contact (Face to Face for 4 hours a month)/Mentor Report/Contact with Case Manager (before the 10th of every month) and Assisting SYA. ALL 12 MONTHS IN POST RES

\*You will also have to attend a board led by the officers of the program\*

#### **The Cadet Ambassadors have the distinct honor of:**

- Representing the ideal cadet in the Post Res. phase. (Positive placement, Mentor Contact, Good Conduct)
- Provide overall assistance to the RPM and other Sunburst departments. (Orientation, Post-Res Events, Recruitment etc.)
- Provide valuable resources and networking to cadets and the academy, and assist in creating the first cadet led Post Res. program and alumni network in ChalleNGe history.

#### **Ranking**

Executive Board Members are given the cadet rank of officers as they plan and coordinate Post Res. events and other duties assigned to them by RPM and other departments.

- President of the board and CO of the cadet led company has the rank of Major.
- Vice President of the board and XO's of the cadet led company has the rank of Captain.
- Other members of the executive board are given the rank of lieutenant and lead platoons within the cadet led company.
- New members are given rank of SGT with exception of cadet 1SG and will have the opportunity to rank up according to their involvement, SYA Requirement/activity (placement) and behavior

**(Keep This Sheet for Your Records)**  
**C.A.P Timeline**

**UPON GRADUATION**

**Sign Up to become an Ambassador. (Mentor, Case Manager, and Parent or Guardian approval application, contact info) (MAIL IN APPLICATION)**

**Attend the board Once Called.**

**Requirement Timeline**

**MONTH 1-5 IN POST RES.**

**-Be placed (provide placement documentation), mentor contact (face to face & mentor reports due) attend Post Res. events/volunteer at sunburst or assist RPM activities (HAVE TO DO ALL 1-12 MONTHS)**

**MONTH 6 POST RES.**

**-Considered as an Official Ambassador and receive Overall Cadet Jr. Ribbon.**

**MONTH 7-10**

**-Keep all requirements met (same as month 1-5) Receive Overall Cadet Sr. Ribbon by month 10 and can go for GOLD PHASE WHICH IS PRESENTED AT POST RES. GRADUATION.**

**MONTH 11-12**

**-Keep all requirements met (same as month 1-10). WILL BE PRESENTED WITH CADET CHALLENGE TAB AND GOLD PHASE CORD IF PASSED.**

**-Awarded Personal Ribbons, Medals, Citations, and Awards**

**DO NOT GET IN TROUBLE (LAW VIOLATIONS, KICKED OUT OF SCHOOL, NEGATIVE SOCIAL MEDIA POST's, DRUG USE). YOU WILL BE DISMISSED IF YOU HAVE BAD CONDUCT.**

## **(Keep This Sheet for Study Guide)**

### **Cadet Ambassador Program Requirements**

- 1. Must be placed all 12 months: good behavior, good grades, no issues with Authority/Law. (Provide Placement Documentation) with extra-curricular activities (volunteering, special training or courses)**
- 2. Mentor Contact all 12 months.**
  - a. Mentor Face to Face Contact 4 hours a month.**
  - b. Mentor reports due before the 1st-10th of every month.**
  - c. Mentor contact Case Managers 1st-10th of every month.**
- 3. Good conduct: no vulgar pictures, illegal activity, and provocative language on social media or otherwise.**
- 4. Sunburst engagement: attending events, company outreach, mentor and cadet recruitment, volunteering, and overall RPM assistance.**
- 5. Activated sunburst email. Gmail.com**  
**([firstname.lastname.class#@sunburst.school](mailto:firstname.lastname.class#@sunburst.school)) ex:**  
**Jane.doe.24@sunburst.school**



## **(Keep This Sheet for Your Records)**

### **Application and Acceptance Process**

- 1. It is your responsibility to ensure all documents are received on time.**
- 2. Attending post residential events or Sunburst engagement is MANDATORY. If you are invited to a “Cadet Ambassador Meeting” take this meeting seriously. Show your motivation and dedication to assisting Sunburst.**
- 3. AN INVITATION TO CADET AMBASSADOR MEETING DOES NOT GUARANTEE YOUR ACCEPTANCE INTO THE PROGRAM.**
- 4. You will receive a notification in month 5 of post residential phase around informing you of your acceptance status. If you are maintaining placement, in contact face to face with your mentor, staying engaged with Sunburst and showing you overall effort you will have nothing to worry about. If you are not accepted into the program you can always reapply.**
- 5. Sunburst Cadet Ambassador Program is a great choice for all Sunburst Graduates. However, not everyone has the time nor transportation. We want you to be apart of this elite team but if other obligations such as work, school or distance may interfere. Stay focused as you are on the right track to be successful!!!**

## **Application Instructions – Read Carefully**

**The following materials must be filled out completely and turned in at the given deadline. If you have questions about filling out the application, When you bring your application, you must have (1) original and (1) additional copy for yourself.**

**Cadet Information Sheet – 1 Copy**

**Cadet Personal Letter (Must be handwritten by the you) – 1 Copy**

**Cover Letter – 1 Copy**

**Resume – 1 Copy**

**Letter of Recommendation (must be from case manager) – 1 Copy**

**Letter of Recommendation (must be from mentor if unavailable due to no mentor, recruit new mentor and be prepared to explain what happened) – 1 Copy**

**Placement Documentation (School, Work, Military etc.)– 1 Copy**



**Sunburst Youth Academy Cadet Ambassador Program**

**APPLICANT & GUARDIAN INFORMATION SHEET**

**APPLICANT INFORMATION: PRINT CLEARLY AND FILL IN ALL INFORMATION**

Today's date: \_\_\_\_\_ Have you applied before? YES NO When \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Class \_\_\_\_\_ Platoon: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ Age \_\_\_ Gender: Male Female

**CADET CONTACT INFORMATION: DO NOT ENTER PARENT/GUARDIAN INFORMATION HERE**

Applicant's Home Phone: (\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

---

**EMERGENCY CONTACT INFORMATION**

In the event of an emergency, and the parents/guardians mentor can't be reached, we will make every attempt to reach one of the emergency contacts. The emergency contacts may also be allowed to pick up the student in the absence of the parent/guardian.

The emergency contact should be over 21, and will be required to show picture ID when picking up a student.

Emergency Contact #1: Name \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone # \_\_\_\_\_ Alternate phone  
number: \_\_\_\_\_ E-mail \_\_\_\_\_

Is this Person authorized for Pickup: Yes No Emergency Contact #2:  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone # \_\_\_\_\_

Alternate phone number: \_\_\_\_\_

E-mail address \_\_\_\_\_

Is this Person authorized for Pickup: Yes No Emergency Contact #3:  
Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Phone # \_\_\_\_\_

Alternate phone number: \_\_\_\_\_ E-mail  
address \_\_\_\_\_ Is this Person authorized  
for Pickup: Yes No

➔ **Signature of Parent/Guardian**

\_\_\_\_\_  
Date \_\_\_\_\_

**Signature of Parent/Guardian**

\_\_\_\_\_  
Date \_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_  
Date \_\_\_\_\_







- 1. I am VOLUNTARILY applying in the Cadet Ambassador Program. I understand that this is not a mandatory but I feel a dedicated and responsible cadet and can assist with all duties of the Academy and its RPM departments. YES/NO**
- 2. Are you currently placed? YES/NO If So Where?**
- 3. Do you spend 4 hours (face-to-face) a month with you mentor? YES/NO If you circled "YES" include date of description of citation. If "NO" explain.**
- 4. Did you receive any BDF's in the Residential Phase? YES/NO If yes, explain in one word why you received it. Example: "Defiant"**
- 5. I am physically capable of participating in ALL aspects of the Program YES/NO**
- 6. I have or can arrange transportation to attend meetings, post residential events and other Sunburst related activities. YES/NO**

**→Applicant's Signature:**

**Date:** \_\_\_\_\_

---

# Sunburst Youth Academy Certificate of Understanding and Release of Liability,

**Please read carefully and sign in all designated places- \* If the applicant is 18 years old he/she should enter their own name and enter "N/A" in the second \* place.**

I\*, \_\_\_\_\_, parent/guardian of,  
\* \_\_\_\_\_,

(Guardian Name - or Applicant if 18 years old) (Applicant)

\_\_\_\_\_,

In consideration of my child's participation in the Academy and it's affiliates, I HEREBY RELEASE the State of California, the officers, agents, employees, successors and assigns from any and all liability which may arise from my child's participation in the Post Res. Phase of the Academy and related events. I AGREE to hold harmless the State of California National Guard, the National Guard Youth ChalleNGe Program, the officers, agents, employees, successors and assigns regarding any liability or cause of action which may arise from my child's participation in the Cadet Ambassador Program.

**➔ Signature of Parent/Guardian**

\_\_\_\_\_  
Date \_\_\_\_\_

**Signature of Parent/Guardian**

\_\_\_\_\_  
Date \_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_  
Date \_\_\_\_\_

## Code of Conduct

The rules listed here are to be followed at all times by ambassadors. (read carefully and initial on each line)

I will not enact in any criminal activity nor have any type criminal record in post-residential phase. \_\_\_\_

I will always look presentable and be in proper uniform at all times. \_\_\_\_

I will not abuse my rank nor will I abuse fellow ambassadors. \_\_\_\_

I will not use vulgar language, nor will I conduct myself in a provocative manner in person or on any type of social media. \_\_\_\_

I understand that entering the Cadet Ambassador Program is optional and in doing so I will be dedicated to meeting the requirements set by the program, continuing to improve my life in a positive manner, and continuing my civic duties to the community. \_\_\_\_

I have read the code of conduct and understand what is expected of me at all times as an Ambassador. I acknowledge that failure to meet these requirements could lead to consequences that can range from reprimand to expulsion from the program.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

