

PROCESS FOR REQUESTING CADET SUPPORT

1. All requests for Cadet Support must be received by the Office of the Commandant/Operations and Training Section at least 30 days prior to your event.
2. All requests must be submitted on your official letterhead and sent to LTC Pamela Barton, Office of the Commandant, 171 Moultrie Street, 29409. They may also be emailed to bartonp@citadel.edu
3. The letter must cover the type of support you are requesting (Color Guard, Pipe Band, etc.), the purpose of your event as well as the location, date and time of your request and any special details.
4. Each request will be considered based on the cadet's academic obligations and their availability. Please understand that the cadet's education is of utmost priority. With that in mind we will not be available to provide support during the following: the entire months of August, September, December, January and April, major weekends and furloughs.
5. You will be notified via email/phone that your request has been approved. Once your request has been approved, you may access the appropriate Cadet support forms (Color Guard, Pipe Band, etc.) and all other information regarding your request on the Office of the Commandant's webpage, <http://www.citadel.edu/root/operations-and-training/cadet-resources> .
6. A \$100 contribution is required per group requested. Please follow the directions on the Cadet Support Request Form for contribution remittance.
7. Should you have any questions, please contact Kasee Hucks, Office of the Commandant, at 843-953-6708.