

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, South Carolina 29409

MEMORANDUM  
NUMBER

7 December 2020

CADET SUPPORT RESOURCES

1. **PURPOSE:** This memorandum establishes the requirements and procedures for requesting Cadet Resources at The Citadel.
  
2. **DISCUSSION:** Due to the unique features of The Citadel as a military academy, there are numerous services requested by on and off campus agencies. It is imperative that the requests and the cadet resources be carefully managed to avoid conflicts with individual cadet resources and deconfliction of the Corps of Cadets Training Schedule. These cadet resources include:
  - A. Cadet Color Guards
  - B. Chapel Color Guards
  - C. Regimental Band and Pipes
  - D. Rifle Legion
  - E. Summerall Guards
  - F. All Choirs and Chorales
  - G. Re-enactment Groups
  - H. Honor Platoon/Company
  
3. **POLICY:**
  - A. Requests for any cadet resource must be in writing and include the following:
    - 1) Name of organization on letterhead
    - 2) Date, time, detailed expectations of participation in the event
    - 3) Any special circumstances regarding the event
    - 4) Suspense date needed for approval/disapproval
    - 5) Name and all contact information of the requestor
  
  - B. All requests must be sent to: The Office of the Commandant, ATTN: Operations and Training, 171 Moultrie Street, Charleston, South Carolina 29409. The request may be emailed. Contact the Operations and Training Section at 843-953-6928 for the address.
  
  - C. The Assistant Commandant for Operations and Training will review the request and send an official response after coordination and discussion with the requested group's Director or college leadership. Factors considered are type of organization; purpose of the event; expectations of the hosts; timeline as it relates

to the Cadet Schedule; Yearly Training Calendar requirements. There is no appeal process to the final determination.

D. Similarly, all the above listed units must forward all scheduled performances or participation in off campus events for approval through the Assistant Commandant for Operations and Training through their respective leadership.

E. Types of Events not supported by Cadet Resources:

- 1) Private Events
- 2) Political Events
- 3) Funerals
- 4) Weddings

F. Procedure following the approval of an event:

- 1) Event POC is contacted by the Commandant's Operations and Training Co-ordinator.
- 2) The organization is directed to complete an online form and forward a \$200 donation to the cadet resource tasked for the event. This gratuity is required for each separate element. For example, if two [2] different groups are requested, such as the color guard and a piper, the donation is \$400.
- 3) In requests featuring the entire Regimental Band and/or Pipes, the Summerall Guard, or the Rifle Legion, the hosting organization must cover all incidental costs to include transportation, lodging, and meals. The donation fees in this case are waived.
- 4) Arrangements for cadet orders and transportation are coordinated through the Commandant's Operations and Training Section.

FOR THE COMMANDANT

PAUL O'LEARY  
Colonel, U. S. Marine Corps, Retired  
Deputy Commandant of Cadets