YOUTH CADET LAW ENFORCEMENT PROGRAM

RESPONSIBILITY SUMMARY

I.  POST COMMANDER
   A. Post Commander or Representative should personally contact local high
      schools to advise school leaders of the program and request applications
      be submitted to reach him/her by April 22, 2020. School resource officers
      are a good source of applicants.
   B. Upon receipt of applications from schools and other agencies, forward the
      completed application, to include a photo copy of the applicant’s drivers or
      learners permit, along with the $200 fee to American Legion,
      Department of Virginia Headquarters (Attn: Youth Cadet). They
      should reach the Department not later than May 6, 2020.
   C. Posts should maintain contact with the boys and girls selected for the
      program.
   D. Arrange transportation to and from the State Police Academy in Richmond
      for both June 14th and June 19th if parents are not available.

Note: The post’s personal contact with school leaders is crucial to the success of the
program. Unlike Boys State, where information is sent to the schools, the post
representative will be the sole source of knowledge and point of contact for the
Youth Cadet Law Enforcement program. Remember other community agencies
may be used to contact qualified applicants, but you must verify the student’s class
and scholastic standing with his/her school. An American Legion Post must be the
sponsor, regardless of who finds the candidate or who is paying the fee.

II.  DISTRICT CHAIRPERSON AND DISTRICT COMMANDERS
   A. District Youth Cadet Law Enforcement Chairperson will work closely
      with District Commanders to assure that all posts have an equal
      opportunity to send qualified rising seniors to the Youth Cadet Law
      Enforcement Program.
   B. Be sure that Post Commanders submit the application to Department
      Headquarters by May 6, 2020.
   C. Assure that contact is maintained with boys and girls in the program.
   D. Determine that transportation has been arranged to and from Richmond for
      each cadet.

III.  DEPARTMENT HEADQUARTERS
   A. Department Headquarters will register all of the applications and forward
      to the candidate, a packet of instructions upon receipt of the application.
   B. Department Headquarters will notify the Post Commander that their
      candidate has been selected upon receipt of the Confirmation Notice
      from the candidate.