

APPENDIX 2

# GREAT START CHECKLIST

	SM GREETER'S CHECKLIST	MENTOR'S CHECKLIST	NEW CADET'S CHECKLIST	PARENT'S CHECKLIST
<b>WEEK 1</b> OPEN HOUSE	<input type="checkbox"/> Greet visitors <input type="checkbox"/> Have visitors sign in; get names & contact info <input type="checkbox"/> Provide visitors with copy of agenda <input type="checkbox"/> Assign mentor	<input type="checkbox"/> Greet cadet <input type="checkbox"/> Exchange phone numbers / email / IM information	<input type="checkbox"/> Attend Open House & complete Part 1 of Great Start	<input type="checkbox"/> Attend Open House <input type="checkbox"/> Complete Part 1 of Great Start
BETWEEN MEETINGS		<input type="checkbox"/> Call prospective cadet; answer questions, invite back to Week #2	<input type="checkbox"/> Discuss CAP with parents	<input type="checkbox"/> Discuss CAP with child
<b>WEEK 2</b>	<input type="checkbox"/> Watch for more visitors	<input type="checkbox"/> Provide Great Start Student Guide	<input type="checkbox"/> Participate in Great Start	
BETWEEN MEETINGS		<input type="checkbox"/> Call prospective cadet; answer questions, invite back to Week #3	<input type="checkbox"/> Measure for uniform	<input type="checkbox"/> Measure cadet for uniform
<b>WEEK 3</b>			<input type="checkbox"/> Participate in Great Start <input type="checkbox"/> Complete CAPF 15 application	<input type="checkbox"/> Complete CAPF 15 application
BETWEEN MEETINGS		<input type="checkbox"/> Call cadet to answer questions about Curry test	<input type="checkbox"/> Submit CAPF 15 to NHQ with dues <input type="checkbox"/> Study for Curry	
<b>FIELD DAY</b>		<input type="checkbox"/> Mentor throughout day as opportunities arise	<input type="checkbox"/> Participate in Great Start Field Day	
<b>WEEK 4</b>		<input type="checkbox"/> Help cadet correct Curry to 100%	<input type="checkbox"/> Complete Great Start <input type="checkbox"/> Pass Curry test	
BETWEEN MEETINGS	<input type="checkbox"/> Contact parent to invite to Great Start graduation			
<b>WEEK 5</b>			<input type="checkbox"/> Graduate from Great Start <input type="checkbox"/> Earn C/Amn	<input type="checkbox"/> Pin-on cadet's C/Amn insignia
<b>FIRST 60 DAYS</b>			<input type="checkbox"/> Orientation Flight	
<b>FIRST YEAR</b>		<input type="checkbox"/> Encourage cadet to attend weekend activities <input type="checkbox"/> Encourage cadet to go to encampment; help them apply <input type="checkbox"/> Call cadet if they miss 2 meetings in a row; help resolve any problems	<input type="checkbox"/> Attend 70% of weekly squadron meetings <input type="checkbox"/> Attend 3 weekend cadet activities <input type="checkbox"/> Attend encampment <input type="checkbox"/> Complete Phase I <input type="checkbox"/> Renew	