

Sponsor Registration Checklist

REQUIREMENTS for CIVILIAN FAMILIES:

- 1) One Letter of Introduction describing your family (please limit to a one-page document)
 - a. Describe your family (include names)
 - b. Place(s) of employment for yourself and spouse
 - c. Favorite sport/hobby (please name one for each)
 - d. Why you are interested in becoming a sponsor
 - e. Signatures of both Primary and Spouse
- 2) Two Letters of Recommendation (from friends/neighbors/co-workers, not family members)
 - a. How long have they known you?
 - b. What is the basis of their relationship with your family?
 - c. Why they feel your family would be a good candidate?
 - d. Please ensure that these letters include signatures.
- 3) Completion of the Sponsor Questionnaire (to include identifying any by-name requests to sponsor a specific cadet). Remove blanks before typing in your responses to keep all info on one page. Contact our office at **cadet.sponsor@usafa.edu** and request the sponsor packet. The packet includes the sponsor questionnaire and other detailed information.

REQUIREMENTS for USAFA GRADUATES / PARENTS of CADETS, DoD-affiliated civilians, and MILITARY MEMBERS (Active Duty/ Retirees / Reservists) Military/DoD must meet rank requirements of O-3 or above, E-6 or above, GS-5 or above

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Signatures of both Primary and spouse.
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Please submit complete packets only. Submitting incomplete packets will delay processing. When submitting form via e-mail or fax, there will be no need to mail original forms.

Return completed packets to one of the following:

By Mail: CADET SPONSOR PROGRAM
USAFA/CWTM
2354 Fairchild Drive, Suite 4A24
USAF Academy, CO 80840

FAX: (719) 333-2712

E-MAIL: cadet.sponsor@usafa.edu (**scanned letters must include signatures**)

For questions and further inquiries, please leave a message at (719) 333-2727 (allow at least 48 hrs for a reply).

Check USAFA's website for the online handbook (guidelines, tips, important phone numbers and more):
<https://www.usafa.edu/cadet-life/cadet-support-services/cadet-sponsor-program/>

Thank you for supporting the Cadet Sponsor Program.

Revised Jun2019