



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY
USAF ACADEMY COLORADO

23 Jul 19

MEMORANDUM FOR PARENTS' CLUB STATE NIGHT PROCEDURES

FROM: HQ USAFA/CM

SUBJECT: United States Air Force Academy (USAFA) Parents' Club State Nights

1. The U.S. Air Force Academy (USAFA) Parents' Club State Nights program is managed by the Strategic Communications Directorate, Parent and Alumni Outreach Branch (USAFA/CMCA).
2. Background:
 - a. State Nights are events held by Parents' Clubs in support of cadets from their specific state.
 - b. Parents' Clubs are encouraged to pursue State Night events in the months of September, October, January, and February for best availability to venues.
 - c. Smaller Parents' Clubs may have a combined event, sharing space and dates with other smaller clubs.
3. Roles and Responsibilities:
 - a. The USAFA Parent Liaison is the primary USAFA parent Point of Contact (POC). All questions or concerns from the Parents' Club(s) must be worked through the USAFA Parent Liaison, USAFA.ParentLiaison@usafa.edu; 1-877-268-3383.
 - b. The Parents' Club(s) will designate one (1) State Night Event Person in Charge (PIC) for the State Night event. The USAFA Parent Liaison and venue personnel will work only with the designated PIC to maintain continuity. All questions to/from and about the event will flow through the PIC.
 - c. The Parents' Club(s) will provide the name, class year, and cell phone number of one (1) State Night Event Cadet in Charge (CIC) for the State Night Event to the USAFA Parent Liaison. The CIC cannot be tasked by the Parents' Club during normal duty hours, and the CIC will be responsible for ensuring that cleanup is accomplished after the event.
 - d. The Parents' Club State Night Event PIC will work with the USAFA Venue Point of Contact (POC) to provide number of attendees and other necessary information, as required.
3. Process for scheduling State Nights at USAFA:
 - a. Interested Parents' Clubs will set a tentative date with the Venue POC via phone (see paragraph 3b for contact information). The USAFA Parent Liaison should be included on any emails between Venue POC and Parents' Clubs, and will be provided a copy of the reservation form and number of attendees expected for Cadet Wing coordination.

- i. Once a date is tentatively arranged, the USAFA Parent Liaison will coordinate the date with the Cadet Wing for conflicts and approval with USAFA Senior Scheduling and the Cadet Wing Scheduling.
 - ii. Once approved, the USAFA Parent Liaison will notify the PIC and the venue POC of approval and work the Cadet Release Request (also known as SCA) allowing cadet attendance. Mission requirements come first and State Night date changes can happen.
 - iii. During the event, the State Night PIC should have access to the room reservation, as the form has information on what is and is not allowed for the venue.
- b. USAFA venue and contact information is listed below. Some venues charge for use, and some offer setup, food, and clean up (e.g., The Falcon Club). Parents' Clubs will review venue reservation forms and instructions closely for what or what is not allowed, as each venue is different.

Arnold Hall:	(719) 333-2710; (719) 333-2750
HAPS (Arnold Hall)	(719) 333-4690
Cadet Lodge	(719) 333-1539
Falcon Club	(719) 333-8189
Bowling Alley	(719) 333-4709
Golf Course	(719) 333-1005
Blue and Silver Club (Stadium)	(719) 243-4216
Tailgates	(719) 472-1895
Clune Arena	(719) 333-6273

- c. Parents' Clubs will notify the USAFA Parent Liaison with the total number of expected attendees and whether or not the following personnel will be invited to the Parents' Club State Night:
- i. International Cadets
 - ii. Preparatory School Cadet Candidates
 - iii. Senior Leaders
 - iv. USAFA Staff
- d. The USAFA Parent Liaison will send email invitations to Cadets, Cadet Candidates, USAFA senior leaders, and USAFA staff, as required.
- e. Parents' Clubs must work directly with the Venue POC for setup, cleanup, items that the venue doesn't supply for events, delivery instructions, restrictions, etc. Occasionally Air Academy High School Junior ROTC students volunteer to setup and teardown tables, and can be contacted through the Commander at (719) 234-2432.

4. Requirements:

- a. USAFA is a military installation. Violation of any laws or provisions may result in the loss of the use of USAFA Facilities.
- b. If Parents' Clubs have parents who do not have military identification (ID) and will need access to the base before or after visiting hours (9:00 am – 5:00 pm), these parents will

need to be escorted on to the base by a parent who does have a military ID. In addition, if Parents' Clubs have ten (10) or more parents who do not have military ID and will need access to the base before or after visiting hours, an Entry Access List (EAL) from the Parents' Club(s) must also be submitted to the USAFA Parent Liaison.

- i. Information required is name, birthdate, driver's license number and state of issue. Names must be in alphabetical order by last name.
 - ii. Include any event entertainers on the EAL.
 - iii. An EAL is attached to this policy and is on the Parents' Club President webpage: <https://www.usafa.edu/parents/parent-clubs-spirit-committees/parents-club-presidents/>.
 - iv. Completed forms must be received seven (7) workdays prior to your event (including setup) so it can be submitted to USAFA Pass and Registration. NOTE: This will only allow access to the installation, not into any secured area (i.e. around Arnold Hall).
- c. Parents' Club(s) must take leftover food with them if brought in.
 - d. Parents' Club(s) must take unclaimed gift bags, food and prizes with them.

5. Restrictions:

- a. No hemp items are allowed at the events or in give-away bags as it is illegal for cadets to use hemp products.
- b. Large entertainment items are not allowed (e.g., bouncy castles, life-sized vehicles).
- c. Any commercial sponsors you wish to be present at your event (e.g., the Chick-fil-A cow) must first be coordinated and approved by the FSS Marketing Office via the FSS Marketing office's sponsor representative, (719) 333-6796, 10FSS.Marketing@us.af.mil. Parents' Club PIC must provide proof of appropriate coordination to venue managers before the event.
- d. Any live entertainment must be coordinated prior to event with the venue, and names will be included on the Entry Access List (EAL) provided to security forces.
- e. Venues are unable to accept pre-positioned items or packages including food items.

6. Any questions with this policy letter should be directed to the USAFA Parent Liaison at (719) 333-3828, 1-877-268-3383, USAFA.ParentLiaison@usafa.edu.


KIMBERLY G. TEBRUGGE
Director, Strategic Communications

Attachment:
EAL Example

cc:
USAFA Parent Liaison
10 FSS/FSL
10 FSS/FSC

PASS & REGISTRATION CENTER (PRC) SPECIAL EVENT FORM

Privacy Act Statement

All information provided on this form is protected under the Privacy Act of 1974

Section I. Filled Out By PRC Clerk Upon Turn-In for Processing

**CONTROL
NUMBER**

**PRC REP
SIGNATURE**

Section II. Requirements

Each event must have a list containing last name, first name, DOB (date of birth), Driver's License Number and State of Issue for the individuals in alphabetical order. **Given names need to be identical, as it appears on person(s) driver license.** Sponsors must digitally sign and send EAL via encrypted email to 10SFS.S5B@us.af.mil. If the EAL cannot be sent encrypted, the sponsor must hand carry the EAL to the PRC. EALs must be received no later than 6 business days prior to a scheduled event. EALs are only conducted for 10 or more people. When EALs are properly submitted, and visitors have been vetted, their identity will be proofed at the Gate at the time of arrival for the event. **Please be advised that due to the significantly increased workload on the PRC, last minute changes cannot be added to the EAL.** In this event the sponsor must vouch for the additional personnel either at the South Gate or the PRC. There will be a waiting period at the PRC.

Section III. Event Information

FUNCTION

**LOCATION OF
FUNCTION**

**DATE(S) OF
FUNCTION**

**BASE ACCESS
START TIME**

**TIME FUNCTION
STARTS & ENDS**

Section IV. SPONSOR/Point of Contact (POC) Information

NOTE: Phone Numbers are needed so we can reach you in case there is an issue with the special event list. It is not required to list all three phone numbers; just the number you can be contacted at anytime.

SPONSOR FULL NAME
(must be affiliated to USAFA or retire)

Rose Marie Nikovits

**SPONSOR (Military Only)
ORGANIZATION**

USAFA/CMCA

**HOME PHONE
NUMBER**

**WORK PHONE
NUMBER**

333-3828

