

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.

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

- 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) 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.

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 to one of the following:

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.

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