

DOUGLAS COUNTY YOUNG MARINES



Parent/Guardian Guidebook

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Version 1.3

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Changes to this Parent/Guardian Guidebook (guidebook) may be made periodically. Each parent/guardian will be e-mailed an updated copy of this manual annually to ensure every family has accurate and current information.

Mission Statement

Douglas County Young Marines (DCYM) builds young leaders. We do this through character building, teamwork, discipline and promoting a healthy, drug-free life style.

Introduction/Purpose

Welcome to DCYM. This guidebook was created as a resource for both the parent/guardian and the Young Marine. For some, there will be a certain amount of apprehension when getting your son or daughter involved in such a challenging curriculum. As the program progresses, the parent(s)/guardian(s) will discover that some details may not have been fully explained on the first day of enrollment, this is why it is important to read and understand this guidebook and attend all scheduled meetings.

This program relies entirely on the active participation of everyone involved, including parent(s)/guardian(s). The DCYM volunteer staff developed this guidebook to communicate responsibilities of parent(s)/guardian(s) who have son(s) and/or daughter(s) enrolled in the program and to outline procedures followed by the unit.

This guidebook is based on the experiences of other units within the Young Marines program. Any discrepancy or conflict discovered herein with the official *National Young Marine Registered Adult Manual*, should be brought to the attention of the DCYM staff for review. All revisions to this guidebook will be corrected in a timely manner and distributed through written notification.

It is also the program's intent to allow the Young Marine to mature and become responsible for the training and operation of the unit as prescribed by the Unit Commander. Eventually, training and class time will be the responsibility of the Young Marines to organize and initiate while being coached and supervised by adult staff members.

Meeting Facility

We have been granted permission by the Lutheran High School, Parker and Community Baptist Church in Franktown to have our meetings in their facilities. Access to a facility will be limited to the area needed for the specific training. Under no circumstances will anyone be allowed to wander through the facility.

Lutheran High School, Parker and Community Baptist Church have been gracious to let us use the facilities for our unit meetings at no cost. At the end of each unit meeting, all Young Marines will be required to participate in a field day to ensure that we leave the school/church cleaner than when we arrived.

A Volunteer Organization

One of the most important assets of the DCYM program is that we are comprised entirely of adult volunteers. These volunteers, giving their time and expertise, are the heart and soul of the unit's success. To make this program a more successful investment in our Young Marines' potential, it is imperative that all parent(s)/guardian(s) support the volunteers when needs arise.

Douglas County Young Marine Staff , 2014

		<u>Term</u>
*Unit Commander:	Jeff Cooper, USMC (Ret.)	2014-2016
*Executive Officer:	Hope Farnsworth, USMC	2014-2016
Adjutant:	Kathy Cooper	
Paymaster:	Jennnie Bills	
Training Officer:	Jim Hersel	
Assistant Training Officer:	Juliann Harvey	
Female Support Advisor(s):	Andrea Heiland	

**Unit Commander and Executive Officer positions are voted in every 2 years by all registered adult leaders. All other positions are filled at the discretion of the Unit Commander.*

Participation

Consistent attendance at scheduled drills and participation in organized events is fundamental to the program's success. Regular attendance may also facilitate program growth as Young Marines talk to their friends about personal experiences in the unit. Since this is a volunteer program, it is important that parent(s)/ guardian(s) follow through with all scheduled activities. When schedules are not met, attendance falls and the unit suffers. The following guidelines must be followed in order for the Young Marine to receive credit for attendance.

Dropping Off and Picking Up. The Young Marine or recruit must be in formation no later than 0900 (9:00 AM) and signed in by parent(s)/guardian(s) to participate in the day's events. If the Young Marine or recruit is late, there may be corrective action imposed as directed by the Unit Commander. This form of discipline is used to teach Young Marine time management and accountability. It is recommended that the Young Marine or recruit arrive 10-15 minutes prior to the beginning of drill or scheduled events.

Sign-in. Upon arrival at drill or an event, the parent/guardian must sign-in their Young Marine/recruit on the unit Attendance Roster. The DCYM Attendance Roster is used for the following:

1. Account for the Young Marine/recruit in attendance.
2. Affirm the Young Marine/recruit can participate in the scheduled event/activity.
3. Communicate to the parent/guardian any changes in the training schedule or other administrative information.

Note: Certain events (such as parades, sports venues, etc.,) may not require official "sign-in." Check with a staff member if you are unsure.

Sign-out. Parent(s)/guardian(s) are required to sign their Young Marine/recruit out at end of drill to ensure an authorized member of the Young Marine's/recruit's family has assumed responsibility. If a Young Marine drives him/herself to drill, it is permissible for that person to sign-in/sign-out and siblings, if applicable.

Young Marine Attendance

It is very important for Young Marines to consistently attend scheduled drills. Excessive absences can be an indication that the Young Marine has lost interest in the program. As a result of this diminished commitment, the Young Marine generally lessens his/her chance to promote and may forfeit an opportunity to participate in certain functions.

A Young Marine's attendance is managed by the Adjutant in the DCYM database. Attendance will be classified in one of three categories: present, excused, or unexcused. An excused absence is one that has been reported to the unit Adjutant PRIOR to the start of drill. This may be done via e-mail, adj@dcyoungmarines.com or by filling out the Missing Drill form on the DCYM website at www.DCYoungMarines.com. This form automatically sends an e-mail to the Adjutant. If a notification is not received prior to drill, the Young Marine will be marked, "Unexcused." Unexcused absences WILL lessen a Young Marine's chances for promotion and eligibility for deployments.

The Young Marines program encourages outside sports or other organized activities. A Young Marine may take a "Leave of Absence" during his/her sports season. If he/she is on a sports team and practices or games are regularly held on drill Saturdays, it is advisable to take a Leave of Absence. This request can be e-mailed to adj@dcyoungmarines.com with a copy of the sports schedule attached. Leave requests will be honored up to a maximum of 3 months per calendar year. These requests will be reviewed and approved or denied by the Unit Commander.

Recruit Status. During recruit training, missing the first day may affect the recruit's continuance for that series and leave requests will likely be denied. Recruits are under a very rigorous, intense training program and absences during recruit training are strongly discouraged. In the event of a family emergency, illness, or other unavoidable circumstances; contact the Unit Commander for review.

Observation of Drill

Regular observance of scheduled drill activities or recruit training by parent(s)/guardian(s) is not permitted. Parent(s)/guardian(s) may watch occasionally at a minimum distance of approximately 50 yards for short periods of time. However, volunteers are always needed to help with many activities and sometimes this offers the best vantage point from which to observe training.

Information Exchange

While every effort will be made to keep parent(s)/guardian(s) informed, parent(s)/guardian(s) are encouraged to proactively seek answers for questions when they arise.

Quarterly Parent/Guardian Meetings. These scheduled meetings are the best way to interact with DCYM staff and show your support for the program. Important and administrative information will be communicated and you are strongly encouraged to attend these meetings. Quarterly meetings are usually scheduled for the first drill of a quarter (January, April, July, October) unless otherwise notified. An e-mail will be sent to the parent(s)/guardian(s) announcing date, time and location.

E-mail. E-mail is a common and convenient method of communication. It is recommended that parent(s)/guardian(s) update the Adjutant with any changes to your primary e-mail address and phone number. Keeping this information current is essential for you to be informed of any last minute changes.

Uniforms

Woodland Uniform (Cammies). Once the recruits graduate and become Young Marines, they are eligible to wear the Cammie uniform. This uniform consists of Woodland style camouflage trousers, blouse, unit t-shirt, black jungle boots, and a camouflage cover (hat). The first uniform is issued as part of the initial cost of joining DCYM. Any replacement items can be purchased through:

Army Navy Surplus Store
3524 S. Broadway
Englewood, CO 80113
(303) 789-1827

www.armysurplusforless.com

Note: A 10% discount is given to Young Marines presenting their DCYM ID card.

Physical Training (PT) Uniform. Unit embroidered sweat shirt/sweat pants, unit stenciled, t-shirt, green PT shorts (with Marine Corps emblem), and running shoes with white socks comprise the unit PT uniform. The first PT uniform is

issued as part of the initial cost of joining DCYM. Any items needing replacement may be ordered through the Adjutant.

Service C Uniform (Charlies). “Charlies” are an optional uniform and authorized for wear by all active DCYMs. It consists of a khaki short-sleeve shirt, green trousers, a green garrison cover and black military shoes and socks. It is recommended for Color Guard details and Drill Team members. Please note that “Charlies” may be mandatory for some deployments.

Service A Uniform (Alphas). “Alphas” consists of a long-sleeve khaki shirt, khaki tie, green trousers, green jacket, a green garrison cover and black military shoes and socks. This uniform is also optional and only authorized for Young Marine Non-Commissioned Officers (NCOs, corporals or higher).

Ribbons/Chevrons. Ribbons and chevrons are free to each Young Marine the first time they are awarded. If ribbons and/or chevrons become unserviceable or lost, replacement and associated costs will be the responsibility of the Young Marine. The price for replacements is as follows:

Ribbons	\$1 each
Ribbon bars	\$1 per row
Chevrons	\$2 per set

Note: When a larger ribbon bar is needed because additional ribbons were awarded, the Young Marine may exchange his/her old ribbon bar for a new one; free of cost.

Money Disbursement

The Young Marines program is a non-profit organization. In order to successfully continue the DCYM program; there are several financial factors that must be taken into consideration.

General. All funds raised on behalf of DCYM, including recruit training, must be approved by the Unit Commander and managed by the unit’s Paymaster. Funds given to our National Headquarters are primarily for Young Marines participating in national encampments, adult training and registered staff members throughout the national origination.

Corporate Support. Currently, DCYM is not sponsored by a corporation. As a 501(c)(3) organization (tax-exempt status of the Internal Revenue Code), we continuously seek corporate sponsorship. If DCYM parent(s)/ guardian(s) know of a source that may be interested in helping our unit financially, please notify a staff member.

Grants. Grants are a great way to receive financial assistance. The DCYM staff would appreciate assistance from who would like to take up the challenge by submitting an application for grant money in support of this unit.

Fundraising. Fundraising is our primary source of income and is very demanding on Young Marines, parent(s)/guardian(s) and the DCYM staff. However, through these fundraisers, we are able to provide trips, encampments, and social activities to keep Young Marines interested in the program. All fundraising will benefit the unit as a whole with one exception. All monies collected by a Young Marine for a specific activity will be credited toward his/her account. If the total collected exceeds the amount needed, the excess money will be deposited in the DCYM account. Questions or concerns may be directed to the Adjutant or Paymaster.

Promotion Cycle and Requirements

Promotions are conducted quarterly and the quarter ends with a Drug Demand Reduction (DDR) class. DDR training is required by National Headquarters and is the first step towards promotion.

The second step begins when a Young Marine requests to test for promotion. The Young Marine must bring to the DDR Saturday drill, a copy of his/her report card, a current, completed progress report and a completed Promotion Request. At the next drill, the Young Marine will take a physical fitness test (PFT) and will be administered a written test for the next higher rank. The minimum passing score for the PFT is 200 points and the passing score for the written test is noted below by rank. Written tests become progressively more difficult as the rank and responsibilities increase. All test questions come from the four levels of Guidebooks (basic, junior, senior, and advanced) and are printed from the National website. All Young Marines must study the applicable Guidebook to enhance their chances of a passing score.

Rank Testing	Number of Questions	Score Required
PFC	50	70%
LCPL	75	75%
CPL	100	80%
SGT	50	80%
SSGT	90	80%
GYSGT	50	80%
MSGT	100	80%
MGYSGT	100	85%

Scores for the PFT will be entered into the National database during the following week and an e-mail will be sent all parent(s)/guardian(s) once updating is complete. It is the responsibility of every Young Marine to access his/her record

book to review his/her score. Accessing the online record book will be explained below. An e-mail will be sent after written tests are graded and each Young Marine will be informed of his/her score.

The final step for Young Marines who have completed the above requirements will appear before the Promotion Board as a qualified promotion candidate. The purpose of the Promotion Board is to evaluate the Young Marine's ability to assume the responsibilities of the next higher rank and to help him/her gain the self-confidence to fulfill those duties. The Promotion Board members include two Young Marines (senior to the promotion candidate) and the Executive Officer as the Promotion Board's president.

The Promotion Board will convene at the following drill. Each promotion candidate will appear before the members of the board. The candidate's uniform will be inspected by a Young Marine board member. Next, the promotion candidate will answer general knowledge questions from the applicable Young Marines' Guidebook and a few situational questions.

Additionally, while there is no minimum drill hours required for promotion, it is very important for the Young Marines to participate in scheduled DCYM activities as much as possible. Their recent quarterly community service/drill hours are considered when making a final decision. Excused absences and unexcused absences will also be taken under consideration. Promotion candidates will be evaluated by the percentage of hours in attendance based on the totals hours available during the quarter.

After all promotion candidates have appeared before the Promotion Board, the Executive Officer will debrief the Unit Commander and discuss the board's recommendations. The Unit Commander will consider the board's recommendations before making a final decision. All promotion candidates will be informed of the Unit Commander's decision, in person, before the end of the same day. Young Marines approved for promotion will be promoted in an appropriate promotion ceremony at the beginning of the next scheduled drill meeting and parents are encouraged to attend.

Earning and Requesting Ribbons

Young Marine National Headquarters has created a Ribbons Manual which is available at www.YoungMarines.com. Changes are made periodically, so it is a good idea to occasionally review the manual online. It is not recommended to have a printed copy of this manual as its contents may become outdated. Ribbons earned as a unit (PFT, Community Service, First Aid, etc.) are tracked by the Adjutant and awarded quarterly by the Unit Commander. Ribbons may be presented to Young Marines at the same quarterly ceremony as promotions. Ribbons personally earned by the Young Marine (sportsmanship, musician, etc.) must be requested by the Young Marine at the end of the quarter, the same time promotion requests are made. The Young Marine will to complete a "Ribbon

Request” form www.DCYoungMarines.com and attach any required documentation. The Adjutant will verify the Young Marine’s supported documentation against National Headquarters requirements for the ribbon(s) requested. The Unit Commander gives final approval on ribbon requests.

Accessing Young Marine Online Record Books

Every Young Marine has a record book that is available for review online and can be accessed from the national website, www.YoungMarines.com. In the lower left corner of the home page, click on the “Fall In” picture. Clicking on this box will bring you to the next page with a compass in the left pane. The Compass lists several options (SPACES, Ribbons and Awards, Record Book, etc.). Click on “View Your Young Marine Record Book” and follow the prompts to login. To login, you will need to enter the Young Marine’s last name and password should be the last four digits of the Young Marine’s social security number.

Young Marines are responsible for periodically reviewing their record books and if errors are found, please notify the Adjutant so corrections can be quickly entered.

Deployments and Encampments

There are a variety of opportunities for all Young Marines to travel in the Young Marine program. Summer Programs of Adventures, Challenges, Encampments and Schools (SPACES) are various summer camps that Young Marines attend. Information is available regarding these camps on the Compass, as noted above on the Young Marines National website.

There are also opportunities for DCYM deployments. These deployments may be local, overnight field training exercises, or could involve out-of-state travel such as Arizona, California or Washington, D.C.

To be eligible for local, overnight deployments, the Young Marine must be active and in good standing within DCYM, have satisfactory progress reports and be consistent in attendance. Should the Young Marine not meet the above requirements, he/she may not be eligible for the encampments. The Unit Commander will use discretion for eligibility.

To participate in other out-of-area deployments, higher eligibility standards must be met. These standards may vary depending on the place and reason for deployment, but as a general rule, Young Marines must meet the following minimum requirements:

1. Attendance – no unexcused absences during current fiscal year (Oct - Sep) and at least 75% attendance for all scheduled drills.
2. Community Service hours – Minimum 25 hours for previous 12 months.
3. Must have attended at least one overnight trip with the unit without incident.

4. Participation in a Veteran's activity in the previous 12 months (Memorial Day, Veteran's Day, etc.).

Note: Young Marines with less than 12 months in the unit may request a waiver of these requirements. DCYM staff members will recommend approval/disapproval based on the Young Marine's good standing in the unit and other observations. The Unit Commander has final approval for all waivers.

Should an incident occur during deployment that requires a Young Marine to be returned home, his/her parent/guardian will be responsible for all expenses incurred.

Annual Re-Registration

Every year, between 1 August and 30 September, National Headquarters requires all units to re-register its Young Marines. Two drill dates are set aside in late August, early September to re-register all DCYMs. The specific dates will be announced in a DCYM distribution e-mail. It is required that all parents/guardians re-register their Young Marines during one of these scheduled dates. Due to the National Headquarters time requirement, there can be no exceptions outside of these dates. Review of current recall information (address, e-mail, contact numbers, etc.) is necessary as well as signing a new annual waiver. Physical forms, completed by a physician, must be completed at the same and handed to the Adjutant during re-registration. The re-registration fee is \$70 and is non-fundable.