



"GUIDE FOR INTERNATIONAL CADET EXCHANGES"

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INTRODUCTION

This Guide is written in the male gender for simplicity but the contents apply equally to the female gender.

- a. Our Mission is to facilitate the international exchanges of cultural and maritime training for young people.
- b. Our challenge is to establish a "common understanding" between member countries without compromising the very characteristics that make each country and its respective programme unique.
- c. The climate that we create for our exchanges must be one that is safe, exciting and rewarding.
- d. In order for our clients, the Sea Cadets, to function in our very diverse international society, they must understand and appreciate cultural differences and respect the fact that there is no room in our global community for racism, bias or ignorance.
- e. Through close communication and cooperation, we need to organize programmes for our Sea Cadets that are worthwhile and are carried out with a minimal number of "cultural collisions".

This Guide was originally prepared for the ISCA as a Joint effort. The Navy League of Canada had been designated as custodian of this document and it was their task to update the Guide with any suggestions or recommendations that would improve it. At the 1997 Annual Conference of the ISCA South Africa was tasked with reviewing the Guide and updating it. This revision has thus been prepared by the South African Sea Cadet Corps for the ISCA.

1. THE KEY TO A SUCCESSFUL SEA CADET EXCHANGE

Experience has taught us that an international exchange is made up of a number of objectives, which include:

Sea Cadet Training

General training including instruction in sailing, operating motor boats and even exposure to larger vessels. Citizenship experience [visiting embassies war graves etc] and cultural experience [food, dress, sports etc]. Making new friends through home stays and summer training experience. Experience has also taught us that too much of one and not enough of another is not necessarily a Good thing. The key to a successful exchange appears to be a healthy combination of all of the above. A host country does not necessarily have to spend a lot of money in order to host a successful exchange. For instance, visiting Sea Cadets can be billeted in the homes of domestic Sea Cadets. Not only does this save money, it also permits you very easily to meet a number of the overall exchange objectives. Sea Cadets enjoy meeting with and being with young people their own age. Whether they are cooking together, watching TV, playing sport or just hanging around, through osmosis the Sea Cadets will unknowingly exchange culture, traditions and in the end develop friendships. In order to ensure safety, Cadets involved in home stay experiences should have contact phone numbers so that in the event they feel uncomfortable, alternate plans can be arranged. As well, some effort should be made to ensure that host Cadets and visiting Cadets are of the same gender when paired up for a home stay. The home stay programmes can be the best option, as Sea Cadets accommodated at a military base will only be exposed to that which they are probably already familiar with. Sea Cadets want to meet other Sea Cadets and no books or videos will ever transfer information as well as two young people spending time together.

2. RESPONSIBILITIES

It is imperative, for a successful Exchange between countries, that the Responsibilities of both the Host Country and the Visiting Country be clearly defined by the HOST COUNTRY. This Guide will not set out to define these Responsibilities. However, as an example, the Host country may wish to accept responsibility for the costs of billeting the visiting Cadets, but on the other hand they may not. Failure to define these responsibilities clearly could lead to much unnecessary unpleasantness and embarrassment to both the Host and the Visiting country.

3. COMMUNICATIONS

Communication is the lifeblood of any organization and association. Good communication is essential if the entity is to prosper and provide the most suitable course of action. It is unacceptable for our Cadets to endure mistakes, delays and irritating hassles because of poor communications between member countries. It is essential that everything be "done right first time" to ensure the success of any exchange. The following procedures need to be followed and implemented:

- a) EARLY communication is a prerequisite, and member countries should strive to present their initial invitations at the Annual Conference, these need not be in detail but should contain some indication of when the proposed exchange is planned and the size of the contingent.
- b) SPEED of communication is desirable and most countries have access to fax communication, whilst others already have access to e-mail communication. The use of either of these methods should be the communications "vehicle" wherever possible.
- c) The LETTER OF INVITATION should preferably be accompanied by the proposed activities and a suitable kit list. This kit list can supplement or replace the Annex to this Guide.
- d) The Host country should, if deemed necessary or desirable, advise the proposed guests of CULTURAL "Do's" and "Don'ts" as well as any additional restrictions as per Sub-heading 5.
- e) Countries sending contingents to participate must ensure that their Escort Officer and the Cadets KNOW as much as possible about the exchange to enable them to prepare better for their adventure.
- f) The Host country must PROVIDE a list of contact telephone numbers to those countries attending the Exchange. This list must also include telephone numbers for the parents to contact in case of emergencies. These numbers should include those for the Exchange coordinator, programme director, host families etc.

At the culmination of the Exchange, Escort Officers and participating Cadets should submit an objective REPORT on the exchange to their respective Organizations within 60 days of arriving back home. These reports should then be forwarded to the Host country organization. These reports should include positive recommendations to make improvements for the next such Exchange.

4. PRELIMINARY PROCEDURES

Most Exchanges will take place in summer, but remember that the Northern Summer holidays are much longer than the simultaneous Southern Winter holidays. Very often it will occur that schooling has resumed in the Southern hemisphere by the time that the Northern Hemisphere Summer-Exchange starts. It may thus be necessary for the Northern hemisphere cadets to exchange with the Southern hemisphere cadets in the Southern Summer i.e.: December/January. The following "CRITICAL PATH" offers guidance for the Northern hemisphere cadet organizations offering an Exchange.

The comparative time-scale for the Southern Hemisphere, if Exchanges take place in summer, is shown:

- *October* - Advise the Annual Conference of the planned Exchange, possible dates and probable numbers.
- *November [April]* - Issue formal Letter of Invitation to all members' countries. The possible date should by now have become a firm date, and the potential numbers per country should now be a definite number of Cadets and Escort Officers.
- *December [May]* - Participating countries should call for nominations for Escort Officers and Cadets wishing to participate.
- *January [June]* - The Escort Officers and Cadets should be selected and given as much information as the Host country has supplied. An Exchange Registration Form ISCA I (Annex 1) should be sent to the Escort Officer and Cadets selected. Any fundraising required to cover the cost of air travel must be identified. Passports must be applied for - it can take 3 months in certain countries for the applicants to receive their passports.
- *March [August]* - Designated Escort Officers must make contact with the cadets who will form his contingent. The Escort Officer should require the cadets to research the country they will be visiting. The Escort Officer and Cadets must start collecting suitable souvenirs and small gifts to take to the Exchange. [See Heading 10].

- *May [October]* - The Escort Officer and Cadets must be provided with the kit list as per Annex 3. They must also receive a copy of the itinerary and emergency phone numbers.
- *June [November]* - Reserve tickets this month, you may be able to obtain better airfares if you purchase early. If necessary, apply for visas to visit the country concerned. Buy foreign exchange and have it endorsed into the passport - this includes credit cards if the Escort Officer and Cadets have such items.
- *July [December]* - If possible gather the coming contingent together for a briefing. If this is not possible, the participating organization's Headquarters should designate a suitable officer to do the briefing the day prior to the departure of the contingent.
- *September [February]* - Forward the Reports of each contingent to the Host country.

5. HOST COUNTRY DOCUMENTATION

Good documentation is very necessary for a good Exchange. It is essential that the Host Organization makes every effort to mail or fax the two most important documents early. Visiting Organization's Headquarters MUST ensure that they return both these documents to the host by the date shown at the bottom of the Registration Form (ISCA 1). It is also essential that visiting Sea Cadets under the legal age [which may vary from country to country] MUST be advised by the Host Organization to have their Parents/Guardian complete the Indemnity and Waiver Form (ISCA 2), or similar legal document, giving the senior officer of the Exchange the authority to hospitalize the Cadet should this be necessary because a life threatening injury or illness. This document MUST be returned to the Host Organization together with the Registration Form (ISCA 1). A copy of both these documents must be handed to the Escort Officer and a copy must be retained by the Visiting organization's Headquarters.

6. BRIEFING OF THE ESCORT OFFICER

It is vital that the Escort Officer be fully briefed. The Officer so selected must be given the files of each Cadet who will be part of that country's contingent. It is during this Briefing that the Escort Officer will be advised of his responsibilities.

The Escort Officer should:

- i. Review the files of the Sea Cadets he will be responsible for, special attention must be given to medical problems/complications.
- ii. Review, and if necessary make copies of, cadet's National Headquarters correspondence file established between the exchanging countries.
- iii. Review the Memorandum of Understanding between the two exchanging countries and any military orders pertaining to policy and procedure, where these exist.
- iv. Receive any contingency allowances, military pay etc.
- v. Read End of Exchange reports filed by Escort Officers from previous years.
- vi. Contact former Escort Officers for background information.
- vii. Research cultural differences, traditions and customs of title country being visited.

It is essential that the contingent be briefed a day prior to their departure. A member of the Headquarters staff should conduct this briefing. If this is not practical, the Headquarters should delegate a suitable officer to carry out this briefing. In order for the latter to be effective, the delegated officer MUST be provided with all the relevant information.

7. RESTRICTIONS

Based on the programme diversity of the various member countries, it is ESSENTIAL that Hosting countries fully advise the visiting countries of specific legal and Organizational restrictions. This advice MUST include:

- ✓ Maximum and Minimum age limitations.
- ✓ Use of firearms
- ✓ Medical restrictions (conditions, medications etc)
- ✓ Consumption of alcohol, tobacco products and chewing gum (in the Netherlands Dutch Cadets can drink)
- ✓ Restrictions regarding the use of photographic equipment on military establishments.

8. KIT REQUIREMENTS

Kit requirements will vary from one exchange to another. It is therefore ESSENTIAL for the Host country to advise participants in a timely fashion of any special or unusual kit requirements. A suggested Kit List will be found in ANNEX 4. Should the Host country recognize the need for some of the listed items to be discarded, it must advise the visiting countries as soon as possible prior to the Exchange.

The following items must be REGARDED as prohibited items on ALL exchanges:

- Pets
- Knives – where there is a requirement for a “working knife” the host country will provide.
- Non-prescription medication other than for personal hygiene.
- Illegal drugs and Narcotics [offenders could receive severe sentences for ignoring this warning]
- Alcohol
- Weapons of any description
- Pornographic material
- Portable stereos

9. PACKAGING & LUGGAGE

The use of "hard" luggage is discouraged as in many cases storage space will be at a premium such as on board ship. Make use of "soft" luggage such as soft suitcases, garment bags, military type kit bags, tog and flight bags. Take a Back-Pack (Check the luggage weight restrictions of the airline(s) you will be flying when buying the tickets. Do not use expensive type luggage. Make sure that names are clearly marked ON THE LUGGAGE as label tags can be torn off. Everyone must carry his or her own luggage, so be able to carry it with reasonable comfort.

10. GIFTS & SOUVENIRS

Countries must guard against letting the value of gifts get out of hand. There are great financial disparities between member countries and embarrassing a host or visitor could jeopardize future exchanges between the Countries involved if one was to give expensive gifts. Gifts are meant to show appreciation and it should be the "thought " that counts and not the value of the gift. Gifts should be limited to Corps/Unit badges as these can always be hung at the Hosting Base. Each Country has some or other unique item that can be exchanged, so be creative. Cadets should obtain pins, tog bag patches, decals etc. from their own Corps or Country which can be "swapped" with cadets from other countries.

Tourism books, when obtained Free of Charge from the Ministry of Tourism, make ideal gifts.

11. INSURANCE AND MEDICAL COVERAGE

- i. Countries who send Sea Cadets abroad are **RESPONSIBLE** for ensuring that the appropriate arrangements are made to provide their Sea Cadets with accident and medical insurance as well as liability insurance sufficient to protect the "sending country" from damage their Sea Cadets may be held responsible for.
- ii. Participating countries should exchange relevant programme insurance information **PRIOR** to the commencement of the exchange so that there is no mis-understanding as to what is covered and what is not.
- iii. In most countries, if travel tickets are purchased by Credit Card, the traveler is automatically covered by Euro-Assistance or a similar assistance plans. It is imperative that countries that are sending Sea Cadets abroad **RESEARCH** what sort of Medical aid and insurance can be acquired in the home country, how it is obtained and what the coverage and cost are.

12. RECOMMENDATIONS ON MONEY REQUIREMENTS

A) CONTINGENCY FUNDS:

- ✓ Sea Cadets traveling abroad should have a contingency fund available should they require extra funds urgently.
- ✓ The Escort Officer should be fully briefed as to any restrictions for the use of contingency funds.
- ✓ These funds will normally be used to provide food and shelter and transport in the event that these are not provided or are unavailable.

B) POCKET MONEY:

- ✓ This may be required to provide for an occasional meal.
- ✓ Entrance fees to museums or events.
- ✓ Will be used to purchase souvenirs.

The amount to be budgeted daily will be determined by many factors. It will not serve any purpose to say that a Cadet will require, for example, \$30 per day. In some countries that would amount to a value in the local currency vastly in excess of what it should be.

The Hosting country **must** give some indication as to the costs for that country. For example; the price of a 350 ml soft drink, the cost of a hamburger, the cost of a mixed grill etc. This will enable the Visiting country to determine how much their Sea Cadets require.

- ✓ Travelers Cheques **SHOULD** be purchased in the currency of the Country being visited.
- ✓ Ensure that Foreign Exchange and Credit Cards are **AUTHORISED** in the visiting Sea Cadet's passport.
- ✓ Escort Officers should be **ENTRUSTED** with any surplus Travelers Cheques that the Cadets may feel will be unsecured in their lodgings.
- ✓ Escort Officer **MUST** ensure that none of their Sea Cadets run out of funds.
- ✓ They **MUST** ensure that their Sea Cadets practice good financial discipline.

13. CONDUCT AND DISCIPLINE

A) Escort Officers

- Escort Officers selected should be the BEST available
- Escort Officers should have a PROVEN track record in respect of leadership.
- Escort Officers and Sea Cadets must be MADE AWARE that an exchange is not a holiday.
- Escort Officers assume duty from the time of BOARDING TRANSPORT in their home country to the time they DISEMBARK FROM TRANSPORT back in their Home countries.
- Escort Officers are RESPONSIBLE at all times for the conduct and well being of their Sea Cadets.
- Escort Officers are to MAINTAIN discipline amongst their Sea Cadets at all times.
- Well-disciplined Sea Cadets will bring positive reaction from the Host; poor discipline may DISQUALIFY the Visiting country from future exchanges.

The recommended MINIMUM age for Sea Cadets to participate in exchanges is 15 years of age.

Escort Officers must have in their POSSESSION a copy of the Host Countries PROFORMA and the necessary INDEMNITY documents duly completed by the Sea Cadet's parents.

B) The Cadets – (Briefing)

- Exchange Cadets will adhere to the Code of Conduct of their organization as well as that of the Hosts.
- Should you be guilty of gross misconduct you may be sent home at your expense.
- Smoking in general is discouraged and may even be an offence in the country you are visiting. Where smoking is permitted Cadets should be discouraged from smoking in uniform.
- Chewing Gum and dropping it, or rubbish, on the street could get you into trouble as well, *so be warned.*
- You may not abuse your host country's way of life in any manner whatsoever.

C) Phone Calls:

- Phone calls home **MAY ONLY** be made with the permission of the Escort Officer or Officer-in-Charge of the Exchange.

D) Alcohol/Tobacco Consumption:

- The laws of the Host Country in respect of these two commodities must be OBEYED.
- NO Cadet should be allowed to consume alcoholic beverages. The consequences of an "impaired" cadet could be severely embarrassing for the visiting country. More importantly, a Cadet that injures himself as a result of having been consuming alcohol could place the parent and host nation in a difficult legal position. The consequences of the tarnishing of the image of the Corps or ISCA could be severe.
- NO cadet should be allowed to smoke while in uniform.

Escort Officer MUST establish what the laws are in the Host country and see that they are adhered to.

14. EXCHANGE REPORTS

- i. The Escort Officer and Cadets **MUST** submit reports on the Exchange within 30 days of returning to their home country.
- ii. These reports must be submitted to the Visiting Country's Headquarters. The International Liaison Officer in that Headquarters will submit all the received Reports to the Host Country Headquarters.
- iii. These reports must not be destructive in their criticism but **CONSTRUCTIVE**. This will assist the Host country when planning the next such Exchange.

15. UNOFFICIAL EXCHANGES BETWEEN COUNTRIES

- i. These activities are **NOT** regulated by the ISCA.
- ii. It is strongly recommended that only **OFFICIAL** exchanges between member countries be accommodated and allowed.
- iii. All correspondence in respect to Exchanges **MUST** be submitted to the National Headquarters.
- iv. No member country should liaise directly with individual Sea Cadets without that Corps' parent Headquarters being informed.
- v. **NO** Unit of any Corps may correspond directly with the Hosting country's Headquarters.

1. ANNEXES

A. Exchange Programme Registration Form ISCA I

B. Indemnity and Waiver Form ISCA 2

C. Kit List

D. Example of the Escort Officer's Delegations.

ANNEX A - EXCHANGE PROGRAMME REGISTRATION (ISCA 1)

Please Print Clearly

[Hosting Country and Dates] _____

Organization: _____

Participant's Full Names: _____

Name Mr/Mrs: _____

Rank/Position: _____

Date of Birth: _____

Occupation: _____

Passport No: _____

Blood Group: _____

Size: _____ (Height/Weight)

Home Address: _____

Contact Person Name, Address and Telephone No. In Case of Emergency:

Name: _____

Relationship: _____

Address & Phone Nos: _____

Allergies/Medication/Health problems: _____

Signature of Cadet/Escort Officer: _____ Date: _____

Parent/Guardian Consent for participant under age of 18 years:

I give my consent for my son/daughter to join the above Exchange Programme. I shall be fully responsible for all the expenses so incurred (airfares, medical and accident insurance, Passport etc) and have completed Form ISCA 2 - Indemnity & Waiver.

Signature of Parent/Guardian _____

Date: _____

Return Address: _____

Return Date: _____

ANNEX B – INDEMNITY AND WAIVER FORM (ISCA 2)

_____ [Unit Visiting Country Name]

I, the undersigned _____ [Parent's Full Name], legal parent /guardian of _____ [Cadet's Full Name], a minor born on the _____ day of _____ having, as I do hereby agree and grant that he/she be, from time to time, afforded and permitted to obtain sea training and permission to be on board any ships, vessels, or craft of the Hosting Country Navy and of the Hosting Sea Cadet Corps/Organization, or any other vessels, or craft and to obtain instruction at Hosting Sea Cadet camps, courses and parades, including transport by Hosting Country Defence Force vehicles, or any other vehicles to or from or during such camps, courses and parades, do hereby indemnify the Hosting Country Government and all its Departments and Officers, the Hosting Country Navy League and the Hosting Country Sea Cadet Corps/Organization all and any of its Officers and/or Instructors, any Foreign Governments, its Departments and Officers, and/or any civilian shipping line and its Officers from and in respect of all claims, demands, loss or damage which in my said capacity or individual capacity of the said minor may have or sustain in consequence of or arising out of the presence of the said minor at any time on board of, in or about any such ship, vessel, craft or at Hosting Sea Cadets/Organization camps, courses and parades howsoever.

I hereby further authorize the Escort Officer of my son's/daughter's Sea Cadet Corps/Organization or any Officer of the Hosting Sea Cadet Corps/Organization or any person authorized by such Officer to act "*in loco parentis*" during any activities of the Hosting Sea Cadet Corps/Organization or transportation to and from such activities, and give my consent required by hospital or medical authorities in respect of medical attention that may be deemed necessary. I further waive any claim against any such Officer, or appointee, that the Hosting Sea Cadet Corps/Organisation, the Hosting Navy League or the Hosting Country's Defence Force may appoint, for any loss, damage or injury to his/her person arising from any reason whatsoever during such activities or traveling.

Dated at _____ this _____ day of _____ 20_____

2 Witnesses [over 21 years of age]

Witness 1.

_____ [signature]

_____ [address]

Witness 2.

_____ [signature]

_____ [address]

Parent/Guardian

_____ [parent/guardian signature]

ANNEX C - KIT LIST:

Kit requirement will vary from one Exchange to another. If the Host country does not provide a kit list or offer advice on its requirements, the following kit list can be used as a basic list. Remember that the weight of your luggage is usually limited to 20Kgs if you are traveling by air, but you must check this with the airline you will be using.

NOTE: Ensure that ALL your items are clearly marked with your name.

Personal Uniforms and other items:

- Your organization's No 1 uniform [Boys and Girls if different]
- Your organization's No. 2 or working uniform [Boys and Girls if different] if required
- Your organization's boating/sailing rig
- Sea Cadet ID Card with blood type if possible.
- Rain coat or wet weather gear.
- Personal Civilian Clothing and Items (include):
 - i. Casual shirts and trousers and NOT blue jeans.
 - ii. Sport type shorts and T-shirts.
 - iii. Tracksuit
 - iv. Sleeping attire
 - v. Socks [at least one change pair per day - you will get time to do your washing]
 - vi. Windbreaker or equivalent
 - vii. Sweater and or long sleeved Jersey
 - viii. Underwear [at least one change per day - you will get time to do your washing]
 - ix. Running shoes
 - x. Canvas type shoes for use in water.
 - xi. Sunglasses and your own prescription glasses [if you can obtain the lens prescription take it along] with safety strap
 - xii. Traveling iron and starch if necessary
- Bath and Hand towels
- Bathing costume
- Toiletry items [soap, tooth paste, tooth brush, comb, face cloth, deodorant, razor and blades]
- Personal Private Hygiene toiletries for girls.
- Laundry soap or powder.
- Sunscreen ointment
- Pen, notebook and paper [you should endeavour to write at least one letter to your parents]
- Sewing kit with spare buttons
- Boot/Shoe cleaning kit
- Medium padlock (Combination)
- Camera and spools - it will probably be cheaper to have the films developed in your own country so mark each exposed film. Take extra film.
- Souvenirs to trade [ship's badges, national flag pins, windbreaker patches etc]
- Torch
- Headdress [civilian]
- Sleeping bag [if required by the Host]
- Elastoplasts (band aid), aspirin, lip cream, minor first aid kit, insect repellent etc.
- Reading material, paperback book or magazine.

DOCUMENTATION

- Travel documents (air or rail tickets)
- Passport with visas [if required]
- Your organization's Indemnity documents as well as the ISCA Indemnity Form ISCA 2
- Parent's consent to attend Exchange shown on the ISCA Registration Form ISCA 1
- Travel itinerary
- Medical Insurance Assistance documents
- Travelers cheques

***NOTE: Find out about your country, its geography, climate, population, languages [some countries have multiple official languages], population make-up such as multiple ethnic groups and anything unique about those groups or country. This information can usually be obtained from the Government Department handling Information; you could be asked questions on all these aspects.**

ANNEX D – EXAMPLE OF THE ESCORT OFFICER’S DELEGATIONS

Date _____

SUBJECT: EXCHANGE PROGRAMME

This memorandum serves to confirm your appointment as the official Escort Officer for the _____ contingent for the duration of the Exchange you will be flying to attend on the ___ August 20___. Your duties as Escort Officer commence on checking into the _____ Terminal in _____ on the ___ August, until you leave the arrivals lounge on your return to _____ Airport on the ___ August 20___. You will, as Escort Officer, be both accountable and responsible for the conduct and well-being of the cadets under your control for the duration as listed in paragraph 2 above. Both yourself and the contingent are covered under the _____ (Euro) Assistance programme, the documents of which are attached.

During the Exchange in _____, you will continue to be the responsible officer for the _____ contingent, irrespective of whether or not you and they are separated in the course of the Exchange. You are to ensure that the normal code of discipline of the _____ Sea Cadet Corps is observed at all times by the contingent. You may, at your discretion, discipline any member of your contingent. Should such an occasion arise where you deem it necessary to send any member of the contingent home early as a result of blatant misconduct, you are FIRST to obtain the consent of the _____, ___SCC, who you can reach through the office of the Officer Commanding the _____ Sea Cadet Corps, Lt Cdr _____ or the Chief Staff Officer Lt(N) _____, whose telephone Nos are _____ or _____. It must be noted that any person being sent home prematurely will be TOTALLY RESPONSIBLE for the cost of the air ticket from _____ to _____, there will be NO ASSISTANCE from the Corps or the ISCA in this regard. You are to ensure that all legal orders affecting the contingent with regard to participation in any activity are observed, unless the member concerned offers good reason for the non-participation. PRIOR to departure from _____ you are to collect _____ [Dollars] from each member of the contingent and retain these safely. These funds will be required to be paid at the _____ Airport on your departure to _____ as the Airport Tax. Members have been advised to have in their possession this amount to give to you. [*This is only necessary if the airport tax cannot be pre-paid*]

You are to ensure that the members of the contingent do not become stranded because of a lack of funds; you must ensure that they practice financial control at all times. You and other members of the contingent are required to submit an objective report which will point out any shortcomings and give thanks and praise where necessary. These reports are required to reach the _____ within 30 days of the contingent's return.

The _____ Camp Officer will exercise authority over you and the contingent at all times during the Exchange, irrespective of their rank. A member of the _____ Sea Cadet Corps, who will arrange your conveyance to the camp, will meet you at _____ Airport on arrival. Look for people in naval style Uniform.

Kindly read the attached information from the _____ Sea Cadet Corps concerning the Exchange.

Note Annex 3 - Kit List, as well as the specified Kit List.

Corps Headquarters thanks you for offering to act as the Escort Officer, and wishes the contingent every success and Bon Voyage.

[_____] (Signed)

_____ Sea Cadet Corps/Organization Headquarters