



TX-794TH
AIR FORCE JUNIOR RESERVE OFFICER TRAINING CORPS
Cooper High School
3639 Sayles Blvd
Abilene, Texas 79605

15 Feb 11

MEMORANDUM FOR CADET COMMAND AND STAFF SCHOOL (CCSS) ATTENDEES

FROM: TX-794

SUBJECT: CCSS Summer Leadership School at Howard Payne University, 12-17 June 2011

1. **COST AND PAYMENT.** Below is the cost breakdown for cadets and instructors who will attend the subject camp. Our TAX ID is 75-000000-4. Make checks payable to "Cadet Command and Staff School" and mail to us here at Cooper High School. **Payment is due NLT 27 May 2011.** Cadet and instructor lodging *may* be paid with Air Force funds, but cadet activities and instructor meals *cannot* be paid with Air Force funds (reference HQ AFJROTC Guide, Chapter 2). Please indicate in the memo of your check exactly what it is paying for (i.e., Instructor Room & Meals, Cadet Rooms or Cadet Activities.)

a. CADET COST:

Lodging:	\$30.00
Activities:	<u>\$55.00</u>
Total Cost per Cadet:	\$85.00

b. INSTRUCTOR COST:

Meals:	\$60.00
Lodging:	<u>\$135.00</u>
Total Cost per Instructor:	\$195.00

2. **LIST OF ATTENDEES.** We will need a **list of your attendees NLT 20 May 11.** On your attendee list, please include the following: full name, gender, school, unit, home address (required by HPU), and upcoming school year (i.e., senior, junior, etc.). Please email your attendee list to Lt Col (Ret) Barbara Bevins at Midland Lee High School, TX-20013@afjrotc.net and info us at TX-794@afjrotc.net.

3. **INSTRUCTOR NAMES.** We will need a **list of instructors who will attend NLT 20 May 11.** On your instructor list please include the following: full name, gender, school, unit, cell phone number, duties held previously, and classes taught previously. Please email your instructor list to TX-794@afjrotc.net.

4. We are looking forward to once again hosting this wonderful camp. Please call us at (325) 691-1000 ext 8382 if you have any questions.

STEVEN E. SHINKLE, Colonel, USAF (Ret)
Senior Aerospace Science Instructor