**Freshman Leave Procedures**

I. Sign-In and Sign-Out
   - Sign-Out electronically.
   - Plan your time to ensure a timely return to campus.
   - Read the *White Book Leave Procedures* online before taking leave.
   - Plan a safe, sober return.
   - Plan on returning early—something always causes delays.

II. Uniform
   - Wear the proper uniform when you leave and stay in it.
   - Only wear your leave uniform, except while at the beach (No civies, PTs, or duty allowed).

III. Tips
   - Use the *buddy system*: Always look out for your buddy, don’t let your buddy get into trouble, and have a buddy who can get you home safely.
   - If over 21 years of age, drink responsibly, if at all. Do NOT drink underage.
   - Do NOT go places that appear to be questionable in terms of your reputation and/or safety. Learn about safe/unsafe areas.
   - Remember to have the phone number of your First Sergeant and CALL, if you are in trouble.
   - Do NOT break any laws.
   - Do NOT argue with anyone.
   - Do NOT use a fake ID—that is an Honor Violation

IV. Lasting Impressions
   - Remember that you represent yourself, your family, and The Citadel at all times.
   - Remember that you not only represent The Citadel but also all of its alumni at all times.
   - Remember not to disgrace The Citadel or the uniform—be proud of who you are and where you attend college.