



HOST FAMILY QUALIFICATIONS, EXPECTATIONS AND APPLICATION PROCESS

Qualifications to serve as a Host Family

1. The primary adults in the household must be at least 35 years of age.
2. The host family must live in Berkeley, Charleston and Dorchester counties

Expectations of a Host Family

1. Members of a host family understand that any attempt to bind The Citadel, Cadet Activities, my host family cadet or his/her family for any liability claim or financial obligation regarding the Cadet Host Family Program is prohibited.
2. Members of a host family will not violate any local, state or federal laws.
3. Members of a host family will not allow host cadets to violate any local, state or federal laws.
4. Members of a host family agree to enforce The Citadel's Cadet Regulations by which cadets must abide. These include: *The White Book*, *The Blue Book*, and *The Honor Manual*.
5. Members of a host family understand that they represent The Citadel when engaging in any activity related to the Cadet Host Family Program. Each will act with honor, duty, and respect always.
6. Members of a host family will not strike, attempt to strike or otherwise physically abuse any cadet(s) on or off The Citadel campus.
7. Members of a host family will not use verbal or non-verbal profanity, disrespectful language or obscene gestures or behaviors.
8. Members of a host family will always show respect to my host cadet(s).
9. Members of a host family will not offer financial assistance to my host cadets.
10. Members of a host family will enforce the household rules with my host cadet

Application Process & Instructions

1. Only one host per household is required to have a background check prior to serving as a Citadel volunteer with the Cadet Host Family Program. This is required of non-employees to work with cadets. Potential volunteers initiate the 2-step process by completing and submitting the following forms.

Step 1. [Cadet Activities Volunteer Request](#). ▲ *Read pages 3-7 for instructions for step 2* ▲

Step 2. [Authorization for the Release of Information](#).

★ **Citadel employees.** Skip this section and begin at #2.

★ This process is done only once. *Those who have hosted cadets before may skip this.*

2. Submit the [Cadet Host Family Program – Host Application](#). *This is required each year to host.*
 - a. Complete all sections of the application and sign where designated.
 - b. Once completed and review to ensure your information is correct. Your application will be submitted to Mrs. Shelton Milner, the Cadet Host Family Program Coordinator
 - c. Upon receipt, the Mrs. Milner, will contact you to verify receipt of your application and discuss the next steps.

3. As background checks are verified as clear, the primary hosts will be set up with Citadel credentials including: a Citadel email address, a CWID (Campus Wide ID), access to **MyCitadel.edu**, for four mandatory trainings which should be taken at your earliest convenience. *Instructions to access and complete the trainings will be provided once Citadel credentials are given.*

★ **Citadel Employees.** Email Mrs. Milner with the dates on which you completed: **1) Clery Act, 2) Title IX & Sexual Misconduct, 3) FERPA, 4) Discrimination on the Workplace, and 5) Campus on Campus**

4. Cadets will begin to submit their Host Family requests after classes begin on 26 August. As we receive cadet request, we will begin the matching process. The information provided by you and cadet applicants assists us in making suitable matches. We strive to match sponsors with cadets who have similar interests, likes, dislikes, etc.
5. As matches are made, we will contact you to approve or disapprove of the match.
6. Once we have your approval, we will supply the cadet's information with you and your information with the cadet(s). With that, y'all can make contact to set up your first introduction.

Thank you for your patience in this process.

Should you have any question or concerns regarding the application process or any part of the Host Family Program, contact Mrs. Milner at milners@citadel.edu.