

# CADET HOST FAMILY PROGRAM

## HOST FAMILY APPLICATION PROCESS AND INSTRUCTIONS

1. Potential host families who would like to “adopt” a cadet and are NOT Citadel employees are required to have a background check. To initiate the process, submit the following.
  - A. The [Cadet Activities Volunteer Request](#) and
  - B. The [Authorization for the Release of Information](#) to initiate the process.

*Note:* Only one person per household is required to submit. These submissions are done only once. *Those who have hosted cadets before may skip this.*
2. Submission of the [Host Family Program – Host Application](#). This is required every year to host.
  - A. Complete all sections of the application and sign where designated.
  - B. Once completed and reviewed, save an electronic copy to your files.
  - C. Email a copy of your saved application to the Host Family Program Coordinator at [milners@citadel.edu](mailto:milners@citadel.edu).
3. Once the applicant’s background is verified as clear, the sponsor will be set up with Citadel credentials including: a Citadel email address, a CWID (Campus Wide ID), access to [MyCitadel.edu](#), etc.

In accordance with the [Mandatory Training Policy](#), the approved sponsor must complete the following trainings:

- |                                 |  |
|---------------------------------|--|
| A. Clery Act                    | C. Discrimination in the Workplace       |
| B. Title IX & Sexual Misconduct | D. Camps on Campus: Keeping Minors Safe. |

### **Training Access and Instructions**

- 1) Log in to [MyCitadel.edu](#) with your Citadel email and password.
  - 2) On the front page, find the HR Resources card.
  - 3) Scroll to the bottom to Vector Solutions and click
  - 4) ALL mandatory trainings are found here. Take each as time allows
  - 5) Upon completion of each, save an electronic copy of your Certificates of Completion for future reference.
  - 6) Email the date on which you completed each training to Mrs. Shelton Milner, the Sponsor Program Coordinator, at [milners@citadel.edu](mailto:milners@citadel.edu).
4. As the previous steps are completed and cadets request sponsors, 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](mailto:milners@citadel.edu).