

Cadet Sponsor Program- Requirements and Instructions

- I. Those who would like to sponsor/host any cadet and are NOT Citadel employees must first submit the [Cadet Activities Volunteer Request Form](#) initiating a background check.
- II. Submission of the [Cadet Sponsor Program – Sponsor Application](#).
 - 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 Sponsor Program Coordinator at milners@citadel.edu.
- III. 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, **B**-Title IX & Sexual Misconduct, **C**-Discrimination in the Workplace, and **D**-Camps on Campus: Keeping Minors Safe.

All trainings are accessed through [MyCitadel.edu](#).

 - A. Log in with your Citadel email and password.
 - B. On the front page, find the **HR Resources** card.
 - C. Scroll to the bottom to **Vector Solutions** and click
 - D. ALL mandatory trainings are found here. Take each as time allows
 - E. Upon completion of each:
 1. It is recommended that you save an electronic copy of your *Certificates of Completion* for future reference.
 2. Email the date on which you completed each training to the Sponsor Program Coordinator at milners@citadel.edu.
- IV. 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.
- V. As matches are made, we will contact you to approve or disapprove of the match. 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.