

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, South Carolina 29409

MEMORANDUM
NUMBER

20 August 2026

CADET SUPPORT RESOURCES

1. **PURPOSE:** This memorandum establishes the requirements and procedures for requesting Cadet Resources at The Citadel.
2. **DISCUSSION:** Due to the unique features of The Citadel as a military academy, there are numerous services requested by on and off campus agencies. It is imperative that the requests and the cadet resources be carefully managed to avoid conflicts with individual cadet resources and de-conflict of the Corps of Cadets Training Schedule. These cadet resources include:
 - A. Cadet Color Guards
 - B. Chapel Color Guards
 - C. Regimental Band and Pipes
 - D. Rifle Legion
 - E. Summerall Guards
 - F. All Choirs and Chorales
 - G. Re-enactment Groups
 - H. Honor Platoon/Company
3. **POLICY:**
 - A. Requests for any cadet resource must be in writing and include the following:
 - 1) Name of organization on letterhead
 - 2) Date, time, duties of the event
 - 3) Full description of the event including how the requested cadet element is to be used
 - 4) Any special circumstances regarding the event
 - 5) Suspense date needed for approval/disapproval
 - 6) Name and all contact information of the requestor
 - B. All requests must be sent to: The Office of the Commandant, ATTN: Operations and Training, 171 Moultrie Street, Charleston, South Carolina 29409. The request may be emailed. Contact the Assistant Commandant for Operations at 843-953-6928 for the address.
 - C. The Assistant Commandant for Operations and Training will review the request and make a decision. The requestor will be notified of the decision. Factors

considered are type of organization; purpose of the event; expectations of the hosts; timeline as it relates to the Cadet Schedule; Yearly Training Calendar requirements. There is no appeal process to the final determination.

D. Types of Events not supported by Cadet Resources:

- 1) Private Events
- 2) Political Events
- 3) Funerals unless defined as "distinguished" under the college Funeral Policy
- 4) Weddings

E. Procedure following the approval of an event:

- 1) Event POC is contacted by the Commandant's Operations and Training Coordinator.
- 2) The organization is directed to complete an online form and a honorarium donation to the cadet resource tasked for the event. Regimental Band or Pipe Detail is \$350; Color Guard \$300; Rifle Legion \$300; Summerall Guards is dependent upon transportation and resources required for the performance. This gratuity is required for each separate element. For example, if two [2] different groups are requested, such as the color guard and a piper, the donation is \$650.
- 3) In requests featuring the entire Regimental Band and/or Pipes, the Summerall Guard, or the Rifle Legion, the hosting organization must cover all incidental costs to include transportation, lodging, and meals. The donation fees in this case are waived.
- 4) Arrangements for cadet orders and transportation are coordinated through the Commandant's Operations and Training Section.

FOR THE COMMANDANT

PAUL O'LEARY
Colonel, U. S. Marine Corps, Retired
Deputy Commandant of Cadets