



U.S. Naval Sea Cadet Corps

Liberty (AGTR-5) Division

U.S. Coast Guard Station Fire Island

Long Island, NY

Forrest Woodward, LT (jg)
Commanding Officer
Home: 15016 Oak Crest Court
Montclair, VA 22025
(646) 522-2917
woodwardf@comcast.net

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Dear Parents:

Communications methods: As the new Commanding Officer of the Liberty (AGTR-5) Division I'll be taking periodic opportunities such as this to provide information to you as parents. It is my belief that most parents have an intense interest in the activities of their teen-agers. I'd like to point out several methods that I will use to provide information in addition to mailings:

- 1. Quarterly Parents' Briefing.** I have met most of you at the change of command, in new cadet/parents briefings or in passing on scheduled drill dates. I hope to meet any parents I have not already met in the upcoming months as we move into a new drilling year. I would like to conduct parents' briefings in the near future and I am open to suggestions on how and when this might be possible given your varied and busy schedules.
- 2. Plan of the Day (POD).** It will be posted on the POD/Training page of the Division's Web site at <http://www.libertyagtr5div.org/POD.htm> approximately 3-5 days before each drill weekend. Please read it! There is vital information contained in it that you and your son or daughter must know for the drill weekend and to plan upcoming activities.
- 3. Our website** (see the url in the letterhead). In addition to the CO, the Operations Officer and the Training Officer, I am also the webmaster. I volunteered countless hours of work in designing and adding content to the website (it contains zero advertising!) Please refer to it frequently for information on our Division's activities. It includes a calendar of events, description of upcoming activities, and current information about the



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upcoming drill and any special information the Cadets need to know. New content is being added every week. There is a wealth of information on the NSCC program that you might find interesting if not useful. You will also find a page just for our parents; it's called the Parent's Information page of all things and you can get to it from the "Information" page. I post information of interest to parents to include some cadet training opportunities and information on upcoming events and results of past events. I have solicited help in the form of a Parent's Committee (see information letter included with this mailing); when that committee is formed, I intent to make a section of the Web site for an exchange of information among the parents and the committee.

My "open door" policy: I am available and willing to answer your questions and concerns, and to take your suggestions. This is one reason I would like to establish a set of quarterly briefings. Until that time, please feel free to e-mail, write, or call me (contact information for all three methods are above). If you have e-mail access, this is my preferred method: it's fast, cheap, clear, and doesn't interrupt dinner. I generally check messages every day, even when away from home. You can also leave a voice message on my cell phone, which is a 24/7 number.

We need information and help from you: One of my primary goals is to improve the quality of the time that your son or daughter spends in the program, to provide more meaningful activities and classroom instruction, and to provide 100% supervision of the youth when they are with us. My staff of adult volunteers is often stretched thin, and I need parental help to achieve these goals. You might remember filling out a "parental agreement form" when your son/daughter enrolled in the program. The choices on it were a little vague, and the contact information has changed for many of you. I am enclosing a new form that has a section for email addresses; I currently send out information to your Cadets by e-mail, but having your addresses will be helpful as there is often information that I would like to send to you directly. Please complete the enclosed form and return it to my home address as soon as possible. If you can't spare 37¢ then please send it in with your son/daughter at the next drill weekend (March 4th and 5th). Please rest assured this information will be held in confidence and used only for official Division business.

There are various levels of support that you can provide as parents:

1. Enroll as a uniformed instructor. This requires a high level of commitment; a military background is beneficial but not required. If you indicate this option, I will meet personally with you to discuss it.



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2. Join the parents' support group (Parent's Committee). Previously we have not utilized this option, and therefore it would be a start-up at our Division (similar to a high-school booster's club or PTA?) Please indicate if you are interested.
3. Join the Navy League of the United States, "citizens in support of the sea services". This is the organization that sponsors the US Naval Sea Cadet Corps at the national level. To join please call toll-free 1-800-356-5760 or visit www.navyleague.org
4. Provide transportation for Squadron activities.
5. Chaperone and provide other support for Squadron social activities.
6. Assist in recruiting cadets/instructors.
7. Assist in fund-raising. If you have ideas, please bring them to me.
8. Assist with various administrative functions.
9. Talk to your friends with military backgrounds and ask if they would be interested in becoming a uniformed officer or instructor.
10. Talk to your friends and employers about donating surplus computers, projection machines (for classroom presentation of PowerPoint type of presentations) and similar equipment.

Funding: The US Military does not subsidize our operating costs (although they do provide training support). An annual grant from a Presidential youth support program offsets the cost of Two-Week Training events in the summer, but all local activities are completely self-funded. My adult leaders and I all volunteer our time and cover miscellaneous costs. We try to keep the enrollment and re-enrollment fees and the cost of participating in activities as low as possible to make this program within the means of nearly everybody. We do not engage in fund-raising of our own, as such activities are often poorly supported by most of the cadets. Most units such as ours rely on donations from local military support organizations and associations, corporations, and foundations, but in recent years the negative economic climate has reduced these sources. I want to re-invigorate soliciting donations from such organizations and will try to expand on this avenue through and with the assistance of the Parent's Committee.

Donations: We are not presently registered with the IRS as a 501(c) (3) non-profit organization. However, our National Headquarters is and until I can



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process the paperwork and pay the \$500.00 required we can piggy-back off the National 501(c)(3) status to accept donations. This means that any donations made to our NSCC are tax-deductible. Please consider the NSCC or the Division as a beneficiary of your gift-giving: every cent of your gift goes directly to helping the Division, since we don't have any administrative/management overhead (did you know that some "charitable" organizations spend up to 80% of the money you give them to pay their own directors?!!!) Further, many employers provide matching gifts, which would effectively double the size of your donation!

In closing: We have a fine Division, one of the best in the country. I want to make us even better. I am proud of my talented staff, but I need your help. Thank you!

Sincerely,

Forrest Woodward, LT (jg)
Commanding Officer



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