

Arleigh Burke DDG-51 Division
Cadet Training Assistance Form Instructions

1. Upon opening the document, please print off these two sheets:
 - a. Arleigh Burke DDG-51 Division Cadet Community Service Agreement
 - b. Cadet Community Service Log Sheet
2. Fill out the appropriate areas and check the appropriate box. You can only use one form per request and each request carries a Community Service requirement based on the amount received.
3. In the paragraphs, print the cadets first and last name and fill out the rest of the form stopping at the hard line after signatures.
4. Print and sign where appropriate. If the household does not have a second parent or a guardian, leave this area blank under "Parent 2".
5. You will receive copies of your request.
6. The Unit may not have funds available as they are donated from time to time by anonymous donors. In the case of no funds availability, you will need to complete the forms for the American Legion Post 145 Cadet Financial Assistance.

Page 3 of the document:

1. This page is used for cadet Community Service needs only. If you have questions or need clarification on this sheet, contact the Commanding Officer.
2. This Log Sheet will need to be returned to the Commanding Officer once the hour's requirements have been met. Depending upon the hours, your son or daughter may have earned their Community Service ribbon.