

## CLUB/ORGANIZATION SPECIAL ORDER REQUEST

This special order request must be submitted to the Campus Club Coordinator **NLT 10 days** before the start day/time of the proposed orders. *There are no exceptions.*

### Instructions:

1. Special Order forms must be submitted by the club/organization advisor or leader.
2. Complete each section of this form as this information is required for special orders to be submitted.
3. Save a copy of your completed form to your files. Email your saved copy to [milners@citadel.edu](mailto:milners@citadel.edu)

Club/Organization name \_\_\_\_\_

Name of Requestor \_\_\_\_\_ CWID \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

Requesting Activity/Explanation *In what capacity are cadets to attend this event/activity?*

***Cadets are not dismissed from any military or academic duty without prior authorization. This includes but not limited to: parade, FTX, class, SMI, etc. Cadets may not be added to this Special Order if they are punishment or conduct deficient.***

Special order start date & time \_\_\_\_\_

Special order end date & time \_\_\_\_\_

Destination/Venue (name, full address, contact at venue, contact's phone)

Leave Uniform (Dropdown) \_\_\_\_\_. *If other, specify* \_\_\_\_\_

Mode of Travel (Dropdown) \_\_\_\_\_. *If other, specify* \_\_\_\_\_

### Advisors/Responsible Adult accompanying cadets

- Advisor/Responsible Adult's mandatory trainings must be UTD)
- Only senior cadet officers with the proper training will be allowed to serve as CIC

Name \_\_\_\_\_ CWID \_\_\_\_\_ cell phone \_\_\_\_\_

Name \_\_\_\_\_ CWID \_\_\_\_\_ cell phone \_\_\_\_\_

Name \_\_\_\_\_ CWID \_\_\_\_\_ cell phone \_\_\_\_\_

## CLUB/ORGANIZATION SPECIAL ORDER REQUEST

**Cadets to be included on this special order.** *If there are more than 40 cadets included on this special order, submit additional names and CWIDs on a separate document with this form.*

	Cadet - last name, first initial	CWID
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	Cadet - last name, first initial	CWID
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**Please review form to ensure that all information is correct prior to submitting to the CCC.**

**Other information/Notes:**