

Quantico Young Marines



Parent/Guardian Guidebook

Revised 12 September 2018

The following is the Quantico Young Marines Parent/Guardian Guidebook designed specifically for parent/guardian(s) who have their children enrolled in the Young Marine program. Changes to this Parent/Guardian Handbook may be made periodically. Parent(s)/guardian(s) will be notified that changes have been made to this guidebook. The guidebook will be available to view or download at any time from the Unit Library.

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Mission Statement

To motivate, educate and promote the youth in our community to a drug, alcohol and gang free lifestyle. Our goals are to foster young leaders through academic achievements, high adventure activities and to produce responsible citizens by performing community services for local veteran associations and other charitable events. With the assistance of Registered Adult volunteers we are able to develop a positive mental and moral atmosphere in which military instruction can be applied thus enabling us to fortify America's future with our youth. We are here first and foremost as a Drug Demand Reduction program aims to **STRENGTHEN THE LIVES OF AMERICA'S YOUTH**. What makes this program different than any other program out there, is that it is completely ran by the Young Marines themselves. Our Young Marines have a say in what activities we do. The Young Marine Mentor Program is designed to assist our Junior Young Marines and inspire them to excel and perform with intensity, while providing the opportunity for the Senior Young Marines the well-earned leadership to instill responsibility and accountability for their Unit.

Introduction/Purpose

Welcome to Quantico Young Marines, your son or daughter will soon receive their basic guidebook and have explained to them all that will be expected from them. Now, you have your guidebook from the volunteers and essential personnel who are involved in the Young Marine program explaining what will be expected of you. For some, there will be a certain amount of apprehension when getting a child involved in such a tough curriculum. As the program progresses, the parent(s)/guardian(s) will discover that every detail may not have been fully explained the first day your child was enrolled, this is why it is important to read and understand this handout and attend all scheduled meetings.

This program relies entirely on the active participation of everyone involved, including the parent(s)/guardian(s). ***The Young Marine program is not a daycare, nor do we act as the child's parents.*** It is important to know this in advance to avoid future conflicts with staff members because of misconception. The volunteer staff of the Quantico Young Marines developed this guide and the "Young Marine Code of Conduct" in order to facilitate what will be expected from the parent(s)/guardian(s) of the child/ren enrolled in the program.

The Quantico Young Marines "Parent(s)/Guardian(s) Guidebook" is based on the experiences of other units within the Young Marines program. If a discrepancy is found within this guide or it conflicts with the official National Young Marine Registered Adult Manual, it is to be brought to the attention of the Quantico Young Marine staff for review. All revisions and mandates to this guide will be posted in a timely manner and distributed through written notification, however, you will not be sought out to receive this information.

It is also the program's intent to allow the Young Marine to mature and become responsible for the training and operation of the Unit as prescribed by the Unit Commander. Eventually, training and class time, while being supervised by adult staff members, will be the responsibility of the Young Marines to organize and initiate, keeping in mind that they are still children and may falter at times with schedules and tasks.

Meeting Facility

We have been granted permission by the Quantico Marine Corps Base (MCB) to hold our meetings at Geiger Hall. This facility is the Expeditionary Warfare School of Geiger Rd on Quantico Base. Under no circumstances will anyone be allowed to wander through the facility. Disciplinary action will be taken with anyone who does not follow this directive. The Expeditionary Warfare School has been gracious enough to let us use the facility for our unit meetings at no cost. At the end of each unit meeting all Young Marines will be required to participate in a field day to insure that we leave the facilities as clean as when we arrived.

A Volunteer Organization

The most important quality of the Quantico Young Marines unit is that it is comprised entirely of volunteers. These individuals, giving their time and expertise, are the heart and soul of the Unit's success. Furthermore, to make this program an even more successful investment to our child/ren's potential, it is imperative that all parent(s)/guardian(s) support the volunteers when the needs arise. No staff member or associate of the Quantico Young Marine Unit receives monetary gifts as compensation for their services performed for the program.

Involvement as a Parent

Adult supervision is very important and is an integral part of the Young Marine program. Young Marines should never be unsupervised during Young Marine meetings, activities, and events. Parent(s)/guardian(s) of Young Marines are not mandated to become registered adults or actively participate in Unit activities, but they are encouraged to be involved with their Young Marines participation and development as much as possible, including outside studying and volunteering duties.

If parents choose not to become Registered Adults with the program, as much as we appreciate your involvement, it is important to understand that those that have taken the time and effort to become Registered Adults are the ones that control what happens at meetings, events, and activities. These are the persons who make the decisions as to what goes on; please respect this fact. Every parent/guardian is encouraged to join and put your expertise to use. Otherwise, please let this responsibility fall to the unit.

As parent(s)/guardian(s), there are several ways you can be involved with your Young Marine and the Unit as a whole.

NON-REGISTERED ADULTS

Adults who are not registered with the Young Marines are considered Non-Registered Adults. These adults hold no rights of membership and are not covered by the Young Marines Liability Insurance. Non-Registered Adults may include subject matter experts utilized for specific class instruction (ex. drug demand officers, Marines, professional educators, etc.). However, they must be supervised at all times by a Registered Adult and cannot be utilized as Recruit Training Instructors.

Non-Registered Adults may be utilized for fundraising and event support; however, they must not be in a position where there is unsupervised interaction with the Young Marines. Supervision must be provided by a Registered Adult.

REGISTERED ADULTS

Adult volunteers registered with the Young Marines National Headquarters are covered by liability insurance provided by the National Headquarters. All adults working directly with Young Marines must be registered and placed on the "active" roster in the database prior to working with Young Marines or Young Marine recruits. All adult volunteers including former Young Marines wishing to register are required to submit a completed Adult Volunteer Application package and complete a background check. If you are interested in becoming a Registered Adult, you may download the Registered Adult Application from the Unit Library. The Registered Adult Manual may also be downloaded from the National Library found on the National website (www.youngmarines.com).

Parents are to be aware of the following rules as well as those who are registered adults, should take the following precautions whenever practical:

Ten-to-One Rule

Have one registered adult present for every 10 Young Marines. If there are 10 Young Marines, which consists of both males and females, then 2 registered adults (one male and one female) must be present. Parents are NOT to leave the meeting, event, or activity unless this rule is satisfied or that this has been discussed one on one specifically with the UC and the Registered Adult held responsible.

Two-Deep Rule

A registered adult should never be alone (one-on-one) with a Young Marine unless they are the Young Marine's parent. If the Young Marine is female, a female registered adult should always be present. If the Young Marine is male, a male registered adult should always be present. Parents are NOT to leave the meeting, event, or activity unless this rule is satisfied or that this has been discussed one on one specifically with the UC and the Registered Adult held responsible.

Unit Staff & Support

Every member of the staff is just like a parent/guardian who has enrolled their child/ren in the program. These volunteers have the same type of responsibilities as the parent(s)/guardian(s) of the child/ren enrolled including the same type of stress. Not all volunteers have children involved in the program, in some cases their child/ren have grown up and became responsible citizens for our communities. These individuals deserve a great deal of credit for unselfish devotion of their time to aid and educate the children of our future. Whatever hardships the parent(s)/guardian(s) may be experiencing; chances are there is a staff member that is going through or has gone through the same thing. As much as the staff might wish, children are not perfect and neither are we, however, this is where much of our experience is learned and shared. Because the staff is just like you, they too like to see that they are not alone in working with the Young Marines. This program succeeds when the parent(s)/guardian(s) and Young Marines work in unison to help instill discipline and personal accomplishment.

Unit Staff & Support		
Name	Title	Billets
Paredes, Erin	Unit Commander	Unit Commander, Parent Support Group, Webmaster, Assistant Adjutant, Logistics Officer, Public Relations Officer, Special Events Coordinator, Recruiting & Retention Officer, Encampment Specialist, Recruit Instructor
Sholtis, Robert	Executive Officer	Executive Officer
Williams, JD	Acting Executive Officer	Executive Officer
Arvesen, Michael	Adjutant	Adjutant, Supply (Quartermaster), Awards Officer, Encampment Specialist
Jones, Trish	Training Officer	Training Officer, DDR Officer
Brooks, Susan	Paymaster	Paymaster
Salcedo, Maria	Support Staff	Medical Officer
Wilson, Angela	Support Staff	Event Coordinator
Borka, Joshua	Support Staff	Color Guard Instructor, Training Instructor, Recruit Instructor
Miller, Rachel	Support Staff	Community Service Officer
Wilander, Carol	Support Staff	Chef, Dress Uniform Supply

UNIT STAFF

Unit Commander: The Unit Commander is responsible for everything the unit does or fails to do. The Unit Commander is elected by the registered adults within the unit every two years. Upon assuming command, the Unit Commander shall abide by the By-laws and shall follow and enforce all rules and regulations governing the program from higher headquarters. The candidate must be a registered adult and a former or retired Marine with an honorable discharge or an active or reserve Marine in good standing and at least 25 years old.

Executive Officer (XO): The Executive Officer is second-in-command and assists the Unit Commander in the performance of their duties. The XO is responsible for coordinating the activities of the appointed staff. The candidate must be a registered adult, at least 25 years old and is elected by registered adults in the unit. In the Unit Commander's absence, the XO assumes the duties of the Unit Commander.

Training Officer: The Training Officer is responsible to the Unit Commander for all matters pertaining to the planning, coordination, and execution of all matters pertaining to training in the Young Marine unit. The Training Officer will ensure that a copy of the Training Officers Manual and Awards Manual are available at all meetings and encampments, this can be in electronic or printed form. The training officer will also ensure that the official unit copy of the Training Officer Manual and the Awards Manual is updated on a regular basis and will keep the Unit Commander, XO, and Unit Staff advised of any and all changes to the Training Officer Manual and Awards Manual. The Training Officer is appointed by and serves at the pleasure of the Unit Commander. The candidate must be a registered adult before the appointment.

Adjutant: The Adjutant is responsible to the Unit Commander for all matters pertaining to the administration of the unit. The Adjutant is appointed by and serves at the pleasure of the Unit Commander. The candidate must be a registered adult before the appointment.

Paymaster: The Paymaster is responsible to the Unit Commander for all matters pertaining to the finances of the unit. The Paymaster is appointed by and serves at the pleasure of the Unit Commander. The candidate must be a registered adult before the appointment.

Definition of Terms

As will be explained later in this guide, this program is based on Marine Corps philosophy and terminology. As such, there are a certain number of terms used, which may be unfamiliar to you. Below are some common terms and their definitions used by the Young Marines and Staff.

Drill (All-Hands): This is a term used for the Young Marine's meetings. These meetings are always considered mandatory and only appropriate excuses or leave requests will be accepted for not attending.

Field Training Exercise (FTX)/ Encampment: This is an event similar to camping only there are several training objectives that will be accomplished. Some of these training objectives may be of a high-adventure and high-risk and only suitable for older individuals. This will be taken on case-by-case basis. The parent(s)/guardian(s) will be informed of the nature of the FTX and will always be required to sign permission slips and waiver forms.

Leave of Absence Request: This is a form that must be filled out and turned in to the adjutant to receive an "excused" absence. If the Young Marine participates in sports, vacation or other events outside the Young Marine program and will be gone for a substantial amount of time, a leave of absence request must be submitted. If the Young Marine misses a drill and a leave of absence request has not been filled out and/or a phone call made to the adjutant, the absence will be marked as "unauthorized". Unauthorized absences can interfere with promotion!

Parent Support Organization (PSO): A group of adults made up entirely by family members and adults associated with the children. By enrolling a child in the Young Marine program, you are automatically a member of the organization. It is the responsibility of the PSO to help organize fund-raisers, parties, trips, transportation, guest speakers and recruit training graduation receptions. There will be other duties and task that will need to be organized by the parent(s)/guardian(s) during the scheduled PSO meetings.

Recruit Instructor: Composed mostly of staff members that are former, current military, or former Young Marines that are in charge of the training of the platoon. Upon graduation, any active-duty Marine's will be known by their rank and last name. All others will be addressed as their appropriate title.

Young Marine Service Record Book (YMSRB): This is a folder (jackets) and electronic database where all emergency, personal accomplishments and vital statistics are kept. You may request an appointment to update or check on the progress of your Young Marine's enlistment. Requests can also be made through the Adjutant to look into the Young Marine Database for your child only. You will have access to your Young Marines electronic record book through the national Young Marines/ Unit website.

Accessing Young Marine Service Record Book Online

Every Young Marine has a record book that is available for review online. To login, you will need to enter the Young Marine's last name and password. The password should be the last four digits of the Young Marine's social security number. A tutorial for parents and YMs on logging into, and navigating the website is available in the Unit Library. Young Marines are responsible for periodically reviewing their record books and if errors are found, please notify the Adjutant so corrections can be quickly entered.

Participation

Participation is a large part of the program's ability to grow. Growth will allow this program to aid other individuals who have not heard of the Young Marine program. Since this is a volunteer program, it is important that we, parent(s)/guardian(s), follow through with all scheduled activities. When schedules are not met, attendance falls and the Unit suffers. In the event that the parent(s)/guardian(s) need to "drop and run", the following guidelines must be followed in order to receive credit for attendance.

DROPPING OFF/PICKING UP

The Young Marine or recruit must be in formation no later than 0800 (8:00am) or if different, at the scheduled time and signed in by parent(s)/guardian(s) to participate in the day's events. It is recommended that the Young Marine or recruits arrive no earlier than 10-15 minutes prior to the beginning of our drill meetings or any scheduled events. If the Young Marine or recruit is tardy, no matter who is at fault, there will be a penalty directed by the platoon commander. This form of discipline is used to prevent costly entries into the record book that may affect their chances of promotion or career within the unit. It is recommended that the Young Marine or recruit arrive 15 minutes prior to the beginning of drill or scheduled events to avoid discipline.

SIGN-IN FOR DRILL OR EVENTS

When you arrive at drill or an event, you must sign your Young Marine or recruit in on the attendance roster or your Young Marine or recruit will be entered as "U.A." By doing this, it will ensure the staff that this individual can participate in the event. This allows the parent/guardian a chance to receive any information concerning the event or changes in the training schedule. Teen drivers can sign themselves in so long as the Adjutant and UC have written permission from the Parent(s)/Guardian(s).

SIGN-OUT AT END OF DRILL OR EVENT

Parent(s)/guardian(s) are required to sign their Young Marine or recruit out at end of drill to ensure an authorized member of the Young Marine's or recruit's family has assumed responsibility. This also prevents the staff from being required to stay after-hours to wait for pickup. In the event a Young Marine or recruit is picked up past the dismissal time, the Unit Commander may impose a penalty of reduction of privileges.

Attendance

Consistent attendance at scheduled drills and participation in organized events is fundamental to the program's success. Excessive absences can be an indication that the Young Marine/recruit has lost interest in the program. As a result of this diminished commitment, the Young Marine/recruit generally lessens his/her chance to promote/graduate and may forfeit an opportunity to participate in certain functions.

The following guidelines for attendance have been developed in order that parents/guardians have an understanding of what will be demanded of their Young Marine or recruit. This outline will also help instructors in performing and developing training each drill by knowing absences in advance. All attendances will be recorded weekly with only four unauthorized absences per year regardless of a mandatory event or regular drill.

The Unit Commander reserves the right to make exceptions to these policies on an individual basis as needed and as circumstances arise.

ATTENDANCE POLICY

Periodically, reports will be ran by the Adjutant or the Unit Commander to determine the following statistics from the beginning of the current fiscal year (October 1) to the current date. These statistics must be adhered to at all times in order for your Young Marine(s) to stay valid with the unit.

Presence to all Mandatory Events: This is the percentage of your Young Marine(s) attendance to all mandatory meetings within the current fiscal year to date. In other words, your Young Marines(s) is present for this percentage of mandatory events. This needs to be above 50%.

Excused Absence Granted to all Mandatory Events: This is the percentage of absences granted to your Young Marine(s) when a valid request to be excused was submitted and approved. In other words, of the absences your Young Marines(s) accumulates, this is the percentage of them that are granted excused. This percentage is to be above 75%.

Those that fall in this zone, will be put on notice. If your Young Marine(s) attendance does not improve or the unit staff does not hear from you by the next mandatory event, you will be notified one last time. If again, the unit staff does not hear from you or if there is no improvement, then the unit will have no choice to inactivate the Young Marine and give notification.

"Improvement" means - Attendance has to improve, NOT that excused absences are improved.

UNAUTHORIZED ABSENCES

No more than four (4) unauthorized absences accumulative per fiscal year (October 1 through September 30) will be tolerated for regular drill or mandatory events.

U.A. – Unauthorized absence are considered under but not limited to these provisions:

1. A Young Marine or recruit has not been called in as excused (adhering to the Leave of Absence Guidelines) prior to that day's formation.
2. Turning in an excuse, in emergencies, for a Young Marine or recruit the following week without prior notification
3. Taking a leave of absence without completing a leave request form
4. Arriving to drill out of proper uniform or not in compliance with grooming regulations (Young Marine will be sent home upon arrival and not allowed to participate)

First Offense: The first offense, one unauthorized absence, will be a verbal warning from the platoon commander or platoon sergeant with noting entered into the Young Marine Record book.

Second Offense: A written notice will be entered into the Young Marines record book indicating the first tracked unauthorized absence.

Third And Fourth Offense: A written notice will be entered into the Young Marines record book indicating the third and/ or fourth tracked unauthorized absence followed by a recommendation to complete an “Meeting with the UC.”

Fifth Offense: Will be automatically entered into the Young Marines or recruits record book followed by “Meeting with the UC” required, and the Young Marine will be put on an inactive status. The Young Marine will not be allowed to attend drill until and a UC Meeting is completed and the Young Marine agrees to fully comply with the policies of the program. If the Young Marine agrees to comply with the policies they will be taken off of inactive status and allowed to return to drill, however will not be allowed any further unauthorized absences for the remainder of the fiscal year or they will automatically be placed on inactive status and discharged from the program. If the Young Marine does not agree to comply with the policies of the program they will be discharged from the program with and “Other than Honorable” conduct discharge from Quantico Young Marines. Enlistment will be terminated upon the conclusion of the UC Meeting.

Mandatory Events

Mandatory Event: Defined as an event where all Young Marines, recruits and in some occasions parents/guardians are required to attend with no exceptions. These events are generally developed for team work which cannot be completed on individual integrity. For the most part, these are the following:

1. All unit meetings (Currently, this is for the most part, the 1st and 3rd Saturday of each month).
2. Memorial Day Weekend events
3. Red Ribbon Week
4. All Fundraisers
5. Young Marines Birthday Ball

Authorization: An event can be called mandatory either by the unit’s Unit Commander or individual staff members who are directly involved in specialized training, drill team, color guard or supply. This list does not contain all specialized training departments or those directly involved.

Young Marine Inactivity

Inactivity is simply explained: if your child/ren is/are going to miss a mandatory events as a Young Marine, then a leave request must be filled out and if multiple dates are going to be missing, then it must be accompanied by a schedule. Return the request to the Adjutant for approval one week prior to the date of leave requested. Failure to do so will result in an unexcused absence and documentation of the UC Meeting entered into the Young Marine's record book. Only emergency situations will be considered and possibly granted as excused if a leave of absence is received within the one week before the missing mandatory event.

Furthermore, leave request will only be granted for a period of three (3) months maximum per year from unit registration date. Vacation, family emergencies or extended leave can only be approved by the Unit Commander.

A Young Marine will be notified and account will go into Inactive status if attendance has fallen below 50% regardless of notification of excused or unexcused absences.

Recruit Status

During recruit training 100% attendance is required, missing any portion of the training will affect the recruits' continuance for that series and leave requests will always be denied. Recruits are under a very strict, very intense training program and absences during recruit training are strongly discouraged. In the event of a family emergency, illness or other unavoidable circumstances, contact the Unit Commander for review.

Young Marine Status

Young Marines must have a leave request accompanied with a schedule (if applicable, i.e.: sports, vacation...) to be credited with staying in the program. Leave requests must be filled out to remain on active duty status. In the event a leave request has not been filled out and the Young Marine has missed four drill dates, he or she will be considered UA (Unauthorized Absence) and possible suspension of rank privileges will occur. Upon return, the Young Marine will then be on probation for the next three drills dates to determine eligibility and re-instatement of privileges. If the Young Marine has one unauthorized absence during their probation period the Young Marine will be placed on inactive status. All funds credited to their account will be transferred to the Unit with no possibility of return and the Young Marine will be discharged from the Unit.

Young Marine "UA" Return Evaluation

In the event a Young Marine wishes to return to the unit after an unexcused extended period of time the following must apply:

1. Must be registered, first and foremost prior to counseling.
2. Counseled on their absence to determine their return status.
3. If rank is at issue, the Young Marine will be assessed based on testing.

This does not disqualify them to join other Young Marine units, however acceptance to another unit must be determined by that unit's Unit Commander. It must also be noted that compliance with the above is not a guarantee of acceptance back into the Quantico Young Marines Unit.

Chain of Command

As in the Marine Corps, the proper chain of command must be followed when needing to contact the staff, any skip in the chain of command can result in an unfavorable solution to the issue or decisions that may affect the unit in an adverse way.

UNIT CHAIN OF COMMAND

Though it is preferred to follow the chain of command for general issues or questions, if you have an urgent question, concern or issue you may email the appropriate staff member that you believe can assist with your issue. The UC will be kept apprised of all questions or concerns by the individual staff member that was contacted.

Transportation

Transportation to and from the Young Marines unit meetings, events or extended weekend training is the parent(s)/guardian(s) responsibility. If a Young Marine drives him/herself to drill, it is permissible for that person to sign-in/sign-out themselves and siblings, if applicable. A parent/guardian may make arrangements to carpool Young Marines/Recruits to their destination with another parent/guardian. In addition, the Young Marine National Headquarters Policy requires that during “Young Marine Time”, only Registered Adults are allowed to transport the Young Marines.

Quantico Young Marines is not responsible for any Young Marine/Recruit until he/she arrives with an adult to any Young Marine meeting/event destination. Please ensure that the Unit Staff is notified ahead of time and in a timely manner, if someone is picking up your Young Marine/Recruit other than yourself, to ensure your Young Marine’s/Recruit’s safety.

Observation of Drill

Observation will be allowed during regular drill and recruit training only under strict supervision and only on approved occasions. Parent(s)/guardian(s) may watch occasionally, from a distance of not less than 50 yards and only a small amount of time. Certain events will be authorized for observation and the minimum distance requirement will be waived. As always, the best observation is from within, volunteers are always needed to help this program grow.

DISTRACTING YOUNG MARINE OR RECRUIT

During their training, distractions must be kept to a minimum. Young Marines and recruits are easily distracted when they see their parent(s)/guardian(s) or other family members, making it difficult for Staff Instructors and Recruit Instructors (referred to as instructors from here on out) to carry out their lessons. This is not beneficial to your child/ren on three accounts:

1. The Young Marine or recruit may miss some part of a learning objective
2. The Young Marine or recruit may be injured accidentally by not paying attention
3. Instructors do not take kindly to distraction when giving of their time

Deployments and Encampments

Other than recruit training, the Young Marine program occasionally conducts events scheduled to occur over the weekend, to include but not limited to encampments, field trips, parades and community service events. There will be times when we need parent volunteer assistance for food, water, store run’s transportation etc. If the event involves staying overnight, the parent(s)/guardian(s) may be invited, depending on the event and the location. However, the “non-inference” rule still applies. The adult sleeping quarters are separate and far away from the training area. If a parent(s)/guardian(s) wish to volunteer for a particular function, consult the staff.

There are a variety of opportunities for all Young Marines to travel in the Young Marine program. Summer Programs of Adventures, Challenges, Encampments and Schools (SPACES) are various summer camps that Young Marines attend. Information is available regarding these camps on both the National and Unit Websites. If you would or your YM would like more information on these events, please contact a Unit Staff Member for more information.

The QYM will also participate in National, Division, and Battalion level encampments from time to time. Participation in these events is typically optional, although any YM wishing to attend an encampment must be

in good standing with the unit with regards to attendance, DDR requirements, PFT requirements, and general conduct.

Information Exchange/Communication

While every effort will be made to make the information available to the parent(s)/guardian(s), it is ultimately the parent(s)/guardian(s) responsibility. The Quantico Young Marines relies heavily on the use of email communication. The Young Marines are encouraged to have their own email accounts for this purpose, however if the parent(s)/guardian(s) do not wish to allow their Young Marine to have their own email it is expected that the parent(s)/guardian(s) have an active email account that they at the very least share the information that will/ could affect their Young Marine. Frequent communications occur via email from multiple sources to include Young Marines assigned to leadership positions, the UC, the XO, the Adjutant or any other staff member. The following methods will assist you in obtaining vital information beyond the use of email communication.

NEWSLETTERS/ WEBSITE CALENDAR

The UC will send out a quarterly newsletter outlining that quarters intended training plan, any upcoming outside activities and other items of interest. The Newsletter will describe each week's events/meetings, if applicable. The unit calendar will also be updated every quarter and will be edited as needed when changes to the training plan occur or events not previously scheduled come up. During the process of dropping off or picking-up your Young Marine or recruit, there may be several documents that are issued. These documents contain vital information on the program, upcoming events and sign-ups for activities. The majority of the time the described documents will be sent via email as an attachment to ensure receipt.

COMMUNICATIONS WITH STAFF/ OFFICERS

If you need to speak with any of the unit staff, please feel free to email them directly with your concern and or request to meet with them. If you prefer to speak in person, please wait until your Young Marine or recruit has been properly released at the end of drill and then take that opportunity to talk directly with or to schedule a future meeting with one of the staff members.

PARENT MEETINGS

These scheduled meetings are the best way to interact with QYM staff and show your support for the program. Important and administrative information will be communicated and you are strongly encouraged to attend these meetings. These meetings will be held periodically at the discretion of Unit Staff. An e-mail will be sent to the parent(s)/guardian(s) announcing date, time and location.

FACEBOOK

Quantico Young Marines maintains a Facebook page as an additional method of communicating upcoming events and information to both current YMs and their parent(s). The unit also maintains a public page for those interested in following the Unit and also in learning more about the unit. Parent(s) are encouraged to add pictures taken at any attended event or informational comments to the Facebook page to share with the unit and Facebook page visitors. Remember, any photos or posts on the Unit's public page is not to have obviously exposed names of individual Young Marines nor will specifics of individual Young Marines will be posted in the write-ups unless specific permission given by the parent(s)/guardian(s). Otherwise, these specifics will be posted in posts only shared in our closed group on Facebook for only other parent(s)/guardians(s) to enjoy.

EMERGENCY COMMUNICATION

While it is your responsibility to obtain the latest information whenever possible, there will be times when plans change at the last minute. Initially an email, text, or a Remind notification will be sent as soon as a situation or change arises. It is imperative that we have current numbers available at all times.

Uniforms

PT GEAR (ACTIVE YOUNG MARINES)

The full issue of physical training gear consists of a T-shirt with unit insignia on it and black shorts. As the Young Marine outgrows the uniform or if the uniform is damaged they must be replaced in a timely manner at the expense of the Young Marine and/ or parent(s)/guardian(s). Recruit PT gear is a plain grey sweat shirt, sweat pants, plain black shorts and a plain white T-shirt. Recruit PT gear is at the expense of the Young Marine as well.

CAMMIES

It is Important that All Young Marines/Recruits must know Young Marine Regulations in regards to wearing their “uniform” and Jewelry. Not knowing the regulations is no excuse to be out of “uniform”.

Once the recruits graduate and become Young Marines, they are eligible to wear the Cammie uniform. Their first items will be issued as part of the initial cost of joining QYM. After, ALL initial Recruits Paperwork and Registration fees are paid in full, the following gear and equipment will be issued to the recruit:

1. 1 Camo Uniform Cover
2. 1 Tan Belt
3. 2 Boot Bands
4. 1 Red National Young Marine T-shirt
5. 1 Basic Guidebook
6. 1 Unit T-shirt
7. 1 Set PFT gear (shorts, T-shirt)
8. Camo BDU/Cammies Uniform: Camo Trousers, Camo Blouse, Jungle Boots, 2 Young Marines name tapes, shoulder patch & unit arch tab

The first uniform is issued as part of the initial cost of entering the program. It is the responsibility of the parent(s)/guardian(s) to outfit the uniforms with preparing them with the patches and names sewn on. Items outgrown, lost, and/or damaged shall be paid for by the Young Marine and/ or parent(s)/guardian(s). Items that are in serviceable but are not longer needed by your Young Marine, can be donated to the Unit. These items may be ordered independently or through the Unit Adjutant.

CHARLIES/ ALPHA UNIFORM

The Charlie/ Alpha uniform are the “dress” uniform that is authorized for wear in the Young Marine program, but are optional. They are recommended for Color Guard members and may be considered mandatory for some trips (such as to Washington, DC).

1. Charlie Khaki Dress Shirt
2. Charlie green dress trouser (For females Skirt and trouser are required)
3. Tan belt
4. Set of shirt stays

5. Pair of oxford black dress shoes
6. Black dress socks
7. Harrison green cover
8. Charlie Harrison green cover Device
9. Young Marine Shoulder Patch
10. Quantico Young Marine Arch Tab
11. Ribbon rack with Ribbons
12. Chevrons

The QYM unit does not issue Service C Uniforms. These uniforms must be purchased by the YMs and/or their parent(s)/guardian(s) at their own expense. Inform the Unit Commander or Unit Supply that you are interested in purchasing a Dress Uniform for your Young Marine; we may have contacts for used, serviceable dress uniforms to help lessen the cost.

SERVICE A UNIFORM (ALPHAS)

“Alphas” consist of a long-sleeve khaki shirt, khaki tie, green trousers, green jacket, belt, a green garrison cover, shirt stays, and black military shoes and socks. This uniform is used even less than Charlies and only authorized to be worn by approved Young Marines. This is mostly used by those supporting formal events during the winter time.

UNIFORM OF THE DAY/PHYSICAL TRAINING (PT) UNIFORM

The Uniform of the Day will be listed on the training schedule or on calendar along with the event information on the sign-up, if applicable. YMs and parent(s) should pay close attention to the calendar instructions, as multiple uniforms may be required for a unit meeting or event.

Supply

Apart from what is initially issued to the Young Marine/Recruit as what the registration paid for, the Young Marine is fully responsible for paying for any part of his/her supply due to items be lost, stolen, outgrown, soiled, or damaged. There may be items that are issued to the Young Marine. If this is the case, these items will be documented in the database. Upon the Young Marine exiting the program in any way, it is the responsibility of the Young Marine to return these items with minimal wear and tear. If the items are not returned in the aforementioned condition, the Young Marine is responsibility for the cost of replacing that item.

If the Young Marine desires to purchase any supply at any time, there are several ways to obtain supply:

1. Contact the Supply Officer to see if the unit has any in stock. If the unit has gently used items, the Young Marine is welcome to these items at no cost. The unit only asks that the Young Marine returns the fair when items of his/hers are outgrown or no longer needed and are in great condition. That the item be turned in to Supply for others to use.
2. Order through Vanguard – the organizations recommended vendor. There are directions for families to create a Wholesale Vanguard account. This will provide the opportunity to purchase items at the same cost that that unit does.
3. The unit can place an order. Please keep in mind that if this the option that families go with, those that place orders will incur the shipping cost, if any. Orders tend to take longer with this option as families have to wait until the next unit meeting to get the items.
4. There are various consignment stores and alterations shops around the area that may sell supply and also provide a discount. Please check with Corkys in Downtown Fredericksburg or Full Metal Jacket up north.

Ribbons/Chevrons

Ribbons and Chevrons are free to each Young Marine that earns them, the FIRST time they are awarded. If ribbons and/or chevrons are damaged, lost or soiled, it will be the responsibility of the Young Marine and/or parent(s)/guardian(s) to pay for replacements. If you need replacement of any item you can contact the Supply Officer. You can also access the Young Marines store on line and purchase them on your own. The price for replacements is as follows:

Ribbons	\$1.40 each
Devices	\$1.40 - \$6.25 each
Chevrons	\$4.85 - \$9.35 per set

Ribbon bars are not provided by the unit, initially or otherwise.

EARNING AND REQUESTING RIBBONS

Young Marine National Headquarters has created a Awards Manual which is available in the Unit Library for download and review. Changes are made periodically, so it is a good idea to occasionally review the manual online. It is not recommended to have a printed copy of this manual as its contents may become outdated.

Ribbons earned as a Unit are tracked by the Adjutant and awarded by the Unit Commander. Ribbons may be presented to Young Marines at the same ceremony as promotions and/or at the end of unit meetings. Recruits will get their ribbons and devices, when they graduate to a Young Marine.

Ribbons personally earned by the Young Marine must be requested by the Young Marine. There is a YM Award Request form located in the Unit Library which can be printed and filled out by the YM and/or their parent(s). The form should also be submitted with any required documentation.

Training Equipment

ALL Young Marines/Recruits must have the minimum training equipment as required for meeting and training:

1. Uniform of the day
2. Guidebook
3. Pencil/Pen & Notebook/Paper
4. Training materials (if teaching a training subject)
5. Hydration Equipment (canteen, camelback, water bottle, etc.)
6. PT Gear
7. Chow (if meeting overlaps with lunchtime).
8. Medications if applicable (inhalers, etc.)

At every meeting and/or event, all Young Marines and Recruits are required to:

1. Address adults and ranking Young Marines respectfully and accordingly! (i.e. Adults and Staff as MA'AM or SIR -- YM's as Young Marine (their rank).
2. All Young Marines/Recruits are required to follow the Chain of Command. Young Marines/Recruits will be required to first seek out the Young Marine-in-charge (YMIC), followed by a QYM Staff Member/RA. If is deemed necessary by the QYM Staff Member/RA, the Young Marine's

parent/guardian may be involved. The QYM Staff/RA will proceed within the National Headquarters and Unit Protocols.

Drug Demand Reduction (DDR)

Young Marines/Recruits are mandated to complete Three (3) hours of Drug Demand Reduction each quarter, per Young Marine National Headquarter Policy.

Quarter 1 = January-March

Quarter 2 = April-June

Quarter 3 = July-September

Quarter 4 = October-December

In general, the QYM Unit will attempt to hold a single 3 hour DDR session each quarter. If a Young Marine is not able to attend the scheduled session, the YM may make up the time by attending other DDR qualified activities during the quarter or complete the assignment given out by the Unit Commander. In the case that an assignment was not specifically outlined by the Unit Commander or DDR Officer to make up these hours, the Young Marines are then allowed to submit a 3-5 page report on a provided DDR topic and present their researched information to the unit.

Makeup hours, regardless of means, will only be accepted within the 2 weeks after the end of the quarter, for that previous quarter. For instance, if the YM only has 2 hours for the 2nd Quarter, the unit will only accept an assignment or hours done at another activity, up until July 14th. After July 14th, no makeup hours will be accepted for the 2nd Quarter. Exception can be made if and only if the hours are submitted after but performed within that quarter up until two weeks after that quarter.

PROJECT ALERT

The Project ALERT curriculum was created and tested by the RAND Corporation, a nonprofit, nonpartisan research organization. Developed over a ten-year period, Project ALERT addresses the pro-drug mindset of today's teens and effectively increases their likelihood to remain drug-free. Project ALERT is a free classroom based substance abuse prevention program that's proven to reduce the experimental and continued use of drugs. Through a series of comprehensive lessons, Project Alert motivates students against drug use, cultivates new non-use attitudes and beliefs and equips students with the skills and strategies they'll use to resist drugs.

In addition to Registered Adults, we also have our high school aged Young Marines (14 and older) become certified as instructors so that they can develop public speaking, classroom management, and leadership skills. In classroom settings, they teach their peers and younger Young Marines the Project ALERT Curriculum. The classes are interactive with scenarios, input from the students, and information on current trends and realistic current events. The individual instructor logs in to ProjectAlert.com and registers for the instructor training. Make sure to identify yourself as a member of the Young Marines, instead of belonging to a school district. The Young Marine then takes the training individually, moving through each lesson one at a time. At the conclusion of the training, they will receive an emailed certificate of training.

Young Marines are strongly encouraged, but not required to complete the Project ALERT Certification. At the completion of the Project ALERT Certification, the Young Marine will earn the Young Marine Achievement Award Ribbon and Eight (8) hours of DDR time.

Promotions

Generally promotions are held quarterly by the Unit's Executive Officer with a Young Marine oral board panel. Adequate notice is given as to when the promotion testing will occur and it is the responsibility of the Young Marine to submit a request to the adjutant (in writing or email) prior to the deadline given.

Occasionally, promotions will be completed outside of the quarter based on eligibility of the Young Marines and/ or unit activities that may preclude the demands required to run a promotion cycle. The Young Marine will be required to complete the following prior to promotion:

1. Meet the requirements listed in the Young Marine Guidebook and the current Promotion Policy.
2. Young Marine must turn in a current report card and progress report
3. Pass the Physical Fitness Test administered quarterly. -A passing PFT score is required to attend JLS and promote to Sergeant. Improvement is required for Young Marines that are physically challenged to promote beyond Private First Class.
4. Take the standard written rank test (must be taken on the designated day and, under no circumstances, will retakes be allowed until the following quarter), if applicable to next obtainable rank.
5. Stand an oral board conducted typically include at a minimum: the Unit XO, a senior Young Marine (senior to the promotion candidate), and a Registered Adult. Another Unit Staff Member may substitute for the Unit XO if needed. If any Promotion Board member has a conflict with a YM being promoted (parent of YM, etc.), they will not be allowed to cast a vote for that YM.
6. Receive a final approval signature from the Unit Commander.

Once a Young Marine has met and passed all requirements, the Unit Commander will give the final signature for the promotion of that Young Marine. The Unit Commander relies on the SRB (Service Record Book) for his final evaluation of that Young Marine. Promotion of Young Marines will not be discussed with any parent(s)/guardian(s) unless it concerns the adult that is directly responsible for that Young Marine.

PROMOTION BOARDS

Each promotion candidate will appear before the members of the board. The candidate's uniform will be inspected by a Young Marine board member. Next, the promotion candidate will answer questions posed by the Board members. Per the National YM Training Officer's Manual, the content of questions posed by Board members shall not be questions from the Guidebooks. They should be structured to evaluate if the YM is mature enough for the promotion, and to determine if the YM understands what being promoted entails and what it means to them. The Promotion Board will make their recommendations to the UC for his ultimate approval.

If a Young Marine passes a scheduled promotion board, and has completed all other requirements for that level of rank, he/she will be granted a promotion to the next rank. If the Young Marine has not completed the other requirements, they will have 60 days to complete those requirements, at which time they will be granted the promotion in rank. If they do not, the YM will need to pass another promotion board.

EXAMS

Certain promotions in rank will require that the YM also pass a National Promotion Exam. These are printed exams of randomly generated questions covering material learned directly from the Guidebooks. Written tests become progressively more difficult as the rank and responsibilities increase. All test questions come from the four levels of Guidebooks (basic, junior, senior, and advanced) and are printed from the National website. All Young Marines must study the applicable Guidebook to enhance their chances of a passing score. Upon the completion of a Guidebook (see Table below), a test will be generated and presented to the YM. The YM must attain a minimum score to qualify for that particular rank promotion.

Guidebook	Promotion	Number of Questions	Minimum Score (%)
Basic	PFC to LCPL	50	70
Junior	CPL to SGT	50	75
Senior	SSGT to GYSGT	50	75
Advanced	MSGT to MGYSGT	100	80

DRILL HOURS

Additionally, while there is no minimum drill hours required for promotion, it is very important for the Young Marines/Recruit to participate in scheduled QYM activities as much as possible. Their recent monthly/quarterly community service/drill hours are considered when making a final decision. Excused absences and unexcused absences will also be taken under consideration. Overall, The Young Marine/Recruit will be considered to be promoted, if they meet the guidebook and Unit requirements for the rank sought. Promotions are not only based on achievements recorded in their record book. Promotions are also based on attendance, individual Young Marine/Recruit character, attitude and maturity. The QYM Unit Commander (UC) makes the FINAL decision to promote. Young Marines/Recruit approved for promotion will be promoted in an appropriate promotion ceremony and parents are encouraged to attend. For Recruit graduation, The QYM unit gives one (1) meritorious promotion to the Honor Recruit from each graduating class, from PVT to PFC.

MERITORIOUS PROMOTIONS

All recruits are graduated as privates with exception of certain individual(s) that may be meritoriously promoted. This type of promotion is granted to individuals that have performed above and beyond the standard Young Marine requirements. It is typical at the end of every recruit training series for the Unit Commander to promote a recruit or recruits meritoriously based on the recommendations from the Recruit Instructors and Troop Handlers. There are rarely other times that a Young Marine could be meritoriously promoted based on performance. Meritorious promotions can only occur one time within a one year period.

Disciplinary Actions

OFFICE HOURS

Every Young Marine and recruit will be given a copy of the Young Marine Code of Conduct. This outlines the rules that govern the discipline of the Young Marines. In the event a Young Marine or recruit disobeys one of these rules, a meeting will then be conducted by the Unit Commander. Office hours can be conducted during regular drill dates by the Unit Commander unless a formal disciplinary meeting is requested. Then the parent(s)/guardian(s) will be notified and a formal date will be scheduled.

Office hours are not like civilian courts; there will be no representative other than the Young Marine or recruit being charged. The judgment is handed down by the Unit Commander. All judgments are final and there is no appeal for that judgment. As a final note, disciplinary measures will not be discussed or posted after the judgment has been passed unless necessary to carry out the judgment.

Any Young Marine/Parent/Staff member/Registered Adult can and will be dismissed from any meeting/event/training session at any time, with no explanation, by the UC or XO if he/she deems it necessary for the safety and/or reputation of the Quantico Young Marine Unit.

DRUG POLICY

The Young Marines have a strict no tolerance policy on drugs. One of the goals of this program is to promote a drug and alcohol-free lifestyle. If a Young Marine attends a function while in possession of drugs, drug paraphernalia or alcohol, that Young Marine will be dishonorably discharged from the program nation-wide and will be turned over to appropriate civilian authorities.

SEXUAL MISCONDUCT

Any Young Marine, Young Marine Staff, or Adult Staff found guilty of Sexual Misconduct will automatically be discharged from the Young Marine program and appropriate civilian action(s) will be taken.

Money Disbursement

The Young Marine program is a non-profit organization. In order to successfully run the program; there are several financial factors that must be taken into consideration. First and foremost all funds raised on behalf of the Mountain View Young Marines, including recruit training, must be approved by the Unit Commander and supervised by the Units Paymaster. Funds given to our National Headquarters are primarily for national encampments for Young Marines, training for registered adult staff throughout the nation and insurance. Secondly, we are not sponsored by National funds for our office supplies; this cost is in part absorbed by the Units staff. It is our goal to keep the program as inexpensive as possible for the parents and staff while providing a safe alternate for gangs and drugs and promote a healthy lifestyle to all young adults.

CORPORATION

A corporation does not currently sponsor our unit, yet we will always be open to be sponsored by one. This would be a great source of support for the program at the Unit level. We ask that if the parent(s)/guardian(s) have a source that may be interested, please notify the public relations officer and help the Unit make the correct contacts.

GRANTS

Grants can be similar to corporate sponsorship only with more restrictions and demands that are difficult to meet. There are professional grant writers (none of which belong to our staff) that receive thousands of dollars a month in grants for non-profit organizations. The Unit cannot afford a professional grant writer. However, the Unit can afford someone with that skill that is willing to donate their time for specific events.

Outside Involvement

It is understood that there are some parent(s)/guardian(s) who honestly and legitimately do not have the time to be involved in many Young Marine PSO activities. There are still things that may be done to help the unit.

PRINTING LITERATURE

If you own or have access to printing equipment, you can help print up flyers, brochures, invitations, newsletters, or any other literature that will assist the program. If you are artistic or versed with a computer, developing flyers, posters and newsletters can be helpful for the Young Marines and possibly fun for the adult who may want to teach the Young Marine how to be creative.

FOOD AND BEVERAGE

Whenever there is an event which requires food such as: camping, cookouts, or your recruit's graduation occurs; donated food or beverages will help keep costs down. Although, on some occasions, we supply MRE'S (meals-ready-to-eat) these small bundles of nutrition are expensive and would take several fund-raisers to earn enough money for the Unit to buy in bulk. Bottom line, the less fund-raising the Young Marines have to do, the more fun and skills they will learn and have.

OTHER

There are several activities out there, and surely a new group of parent(s)/guardian(s) will have a new set of ideas to contribute. The key to a successful youth group is organization. For that to occur, we must have undaunted assistance from all adults, then the possibilities are endless.

Review

A quick review of the responsibilities of the parent(s)/guardian(s) is listed below. This overview will briefly highlight the topics discussed.

1. Sign-in and sign-out your child/ren every drill
2. Support your Unit in any way possible/ ask before doing
3. Remember this is a volunteer program
4. Seek out information even if not posted
5. Participate in all activities (directly or indirectly)
6. Attend PSO meetings
7. Communicate concerns with the staff in a timely manner
8. Fill out approved list for Young Marine or recruit pick-up
9. Read this and all handouts for your benefit and the Young Marines
10. Follow the promotion schedule to aid your Young Marine's career
11. Keep records on your Young Marine's accomplishments
12. Learn how the program works
13. Let your Young Marine be responsible for their actions (good or bad)
14. Support your Young Marine in all their endeavors
15. If things seem unorganized, they probably are, help with solutions not criticism
16. Use the chain of command properly
17. No tolerance on drugs or drug paraphernalia
18. The use of alcohol during Young Marine functions is strictly prohibited
19. Do not interfere with the Young Marine's training unless life threatening
20. When you volunteer for a task, always follow through.
21. No tolerance for violence, bullying, or abuse of any form be it physical or verbal.

Parent/Guardian Guide Receipt Acknowledgment

Quantico Young Marines

Parent(s)/guardian(s) are expected to participate in the Young Marine program to ensure the success of their Young Marine(s) through execution of and acknowledgement of the following items:

1. You are required to sign your Young Marine(s) in and out unless prior arrangements have been made and or agreed upon in writing (IE Licensed teen drivers).
2. You are required to ensure that your Young Marine(s) have transportation to and from all drills and activities and that you are prompt and on time for drop off and pickup.
3. You are required to attend parent meetings when held.
4. Your Young Marine(s) are required to adhere to all rules outlined in the attendance section outlined.
5. Your Young Marine(s) is/are required to participate in all fundraisers for the Unit.
6. Your Young Marine(s) is/are required to give notice prior to absenteeism, be it for a single drill or for an extended time period due to sports, other outside activities or person reasons.
7. You are required to replace any worn, lost or misplaced equipment, uniforms, and gear above the initial issue of Recruit gear and uniform by the Unit.
8. You are required to support and/or participate (direct or indirectly) in all Young Marine events.

Any infraction against the above constitutes as a violation of your agreement with the Quantico Young Marines.

Unexcused non-participation will likely result in higher out-of-pocket cost to those individual Young Marines and/or their parent(s)/guardian(s) and possible dismissal from the program.

Following the chain-of-command will resolve issues promptly.

By signing below:

You acknowledge that you have received a complete Parent/Guardian Guidebook which details the above items in addition to other important topics.

You acknowledge that have read, accept and will comply with the terms and conditions outlined and defined in the Parent/Guardian Guidebook.

I have read the above statements and have received a copy of the Parent/Guardian Guidebook for fiscal year 2017/2018.

Parent(s) Signature

Date

Parent(s) Name

Child(s) Name