



**UTAH WING**  
**WINTER ENCAMPMENT**  
Civil Air Patrol-United States Air Force Auxiliary  
640 N 2360 W  
Salt Lake City, Utah 84116

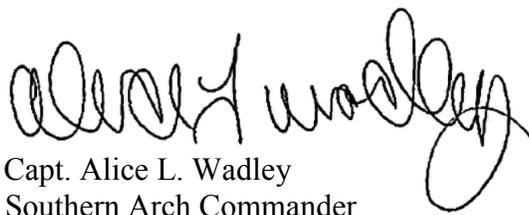
9 August 2019

MEMORANDUM FOR WINTER ENCAMPMENT APPLICANTS

FROM: Capt. Alice L. Wadley  
Southern Arch Commander

SUBJECT: Welcome Letter and Participation Information

1. You have made an excellent choice to consider participation in the Utah Wing Winter Encampment. This activity may be one of the most challenging experiences that you have in your Civil Air Patrol career, but the benefits and training provided are unmatched by any other activity or comparable organization in the country. You will be supervised by an experienced cadre that is trained and prepared to develop you into a quality follower, leader, and member of the community. This memorandum will outline more details of encampment including in- processing, out-processing, packing, and possible training activities. Please read it all the way through.
2. In-processing will begin at 1100 hours local and end at 1201 hours local on 26 December 2019. It is expected that cadets will arrive within this time frame; however, if any extenuating circumstances prevent arrival at this time, the parent of the cadet needs to contact the Encampment cadre immediately. Cadets will need to be in their BDU/ABU uniform prior to check in. If cadets arrive with incomplete applications on file, they may be sent home. The graduation Pass-in-Review will take place on 31 December 2019 at 1100 hours in the Barn. A CAP member will be available to help you find the location. Out-processing will begin shortly thereafter. Please note: **All times regarding the encampment will be local time, Pacific Standard Time.**
3. If there are any questions, you can reach me by email at [alicewadley@yahoo.com](mailto:alicewadley@yahoo.com). I look forward to seeing you in Mesquite!



Capt. Alice L. Wadley  
Southern Arch Commander

## **How to Apply:**

### **To apply, you must complete:**

- A CAPF 31
- A CAPF 163
- A CAPF 161
- A CAPF 160 (Include any food allergies or any dietary restrictions on the form. This document will only be seen by Encampment Personnel.)

### **Notes on filling out the application:**

- Applications (Form's 31, 163, 160 and 161) must be filled out digitally and then printed off.
- If you are unable to fill out the forms digitally, they must be NEATLY filled out by hand using BLACK or BLUE pen (no marker, crayon, felt tip pen, etc). Additionally:
- Numbers must be clearly written and distinct from one another
- All applicants MUST fill out height and weight requirements; there are no exceptions. If cadets do not indicate their weight and height, they will not participate in certain activities, such as flying.
- All applicants MUST fill out their birth date.
- All applicants MUST indicate their shirt size.
- Applicants should allow the Squadron Commanders to fill out the Unit Charter Number information on the Form 31.
- All contact info MUST be correct and current.
- **Make note of any previous and existing medical conditions.**
- **Make note of any dietary restrictions, vegetarian, lactose intolerant, gluten free etc. The food service personnel will need to know in order to prepare a special meal.**
- When Squadron Commanders fill out the forms, they must also neatly write their names in case there is need for emergency contact.
- If any information is missing, the application will be sent back for completion.

### **Submitting the application:**

- All applications must be emailed to Capt. Alice Wadley, [southernarchutah@gmail.com](mailto:southernarchutah@gmail.com).
- All applications need to go through Capt. Alice Wadley. All applications must have a method of payment attached. Examples: A check or money order. A signed letter from the squadron commander stating the squadron will cover the cost of encampment. If you plan on applying for the Cadet Encampment Assistance Program and submit your application prior to November. 1, attach a signed letter from your squadron commander stating your intent to apply for CEAP, after November 1, acknowledgment from CAP your application for CEAP was received. All applications must be mailed in with the associated payment to the following address:

**Attn: Capt. Alice L. Wadley  
PO Box 434  
Huntington, UT 84528**

- If you are unable to mail them before encampment, bring the forms with you at in processing. We **must know** you are coming because we need to know how many rooms to reserve. All applications need to be emailed to Capt. Wadley, [southernarchutah@gmail.com](mailto:southernarchutah@gmail.com).
- The deadline for applications is 20 December 2019.
- Refunds will be 50 percent if you cancel by 20 December 2019. **No refunds after 26 December 2019.**
- The cost for the encampment is **\$225-\$250** for cadet students.
- An Early Bird special of **\$225** will be offered to cadet students. The Early Bird deadline is **Nov. 1, 2019.**
- Any applications received after Nov. 1, 2019 will not be discounted and must pay the full price of **\$250.**
- Make payments to “**Utah Wing Civil Air Patrol Cadet Programs**”
- Please make sure you send the proper payment amount.
- There is no money for wing level financial assistance. Each squadron can decide if they would like to use squadron funds to assist cadets if necessary.
- The Cadet Encampment Assistance Program for winter encampments will open 1 November 2019. The website is [https://www.capmembers.com/cadet\\_programs/activities/ceap/](https://www.capmembers.com/cadet_programs/activities/ceap/)

If you have any questions about applications, feel free to contact Capt. Alice L. Wadley, [southernarchutah@gmail.com](mailto:southernarchutah@gmail.com) or call 435-609-0404. Email is preferred method of contact.

### **How to Prepare for Encampment:**

- Exercise daily. Encampment has a rigorous physical fitness program.
- Eat healthy. It is important that you are nutritionally sustained for physical well-being.
- Eliminate carbonated beverages from your diet.
- Attend meetings. It is important to ensure that you receive all of the preparation that you can previous to encampment from your squadron leadership.
- Obtain all items on the packing list. It is time-consuming and tedious for yourself and for the Encampment leadership to obtain any items that are not brought.
- If you do not already have them, ensure that you purchase Combat Boots immediately and break them in previous to encampment.

### **How/Where to Arrive:**

- Ensure that you are well hydrated, and received a full night of rest prior to arrival.
- Arrive on 26 December 2019 between 1100-1201 hours local. Lunch will be served shortly after in- processing.
- The location of the encampment is the Rising Star Sports Ranch in Mesquite, NV 89027. The address is 333 North Sandhill Boulevard. It is located just off of I-15, exit 122. The Rising Star will be on the right. Drop off cadets at the hotel lobby entrance. A senior member or member of the cadet cadre will be there to assist you as necessary.

## **Packing List:**

### **CLOTHING:**

- BDU **or** ABU, consisting of:
- Blouse
- Pants
- Black Combat Boots (Broke in)
- BDU **or** ABU Cover (no colored covers)
- Seven (7) pair black socks
- Seven (7) pair underwear
- Seven (7) Plain black t-shirts **or** tan (ABU) (No logos) **Note: Do not wear tan with BDUs and do not wear black with ABUs**
- 1 Navy Blue belt with black buckle **or** 1 tan rigger style belt
- 1 Olive green canteen belt
- 1 Olive green Canteen
- 1 Olive green canteen cover + belt clips

### **Blues, consisting of:**

- Short sleeve blues dress shirt
- Blues dress slacks
- White V-neck undershirt
- Flight Cap with enlisted or officer device
- Military leather dress shoes
- 1 Navy Blue belt with silver buckle
- 1 Pair black socks

### **PTU's, consisting of:**

- Black gym shorts.
- Black sweat pants.
- 3 Plain Grey T-shirt (no cut sleeves, no logos)
- Running Shoes (no Vans, Converse, Chuck Taylors, DC's, PF Flyers etc.)
- White Socks
- Warm lightweight jacket or hoodie. **Highly suggested. It will be cold in the morning and evenings.**
- Warm coat
- Any clothing with vulgar statements or advertising is not permitted.

### **Hygiene:**

- Soap
- Toothbrush

- Toothpaste
- Deodorant
- Shampoo/conditioner
- Shaving items
- Shower Shoes (flip flops or sandals)
- 1 Sunscreen
- 1 Raincoat or Poncho
- 1 case/bag for shower and bath items
- 1 Set of Shaving Items
- Feminine hygiene products
- 1 Package of 'Moleskin' (blister protection for feet)
- Swimsuit (optional)

**Accessories:**

- 1 3Hole Punch Spiral Notebook
- 3 Pens
- 4-6 Hangers
- 3 Pencils
- 1 Shoe Shine Kit (polish, brush, rag)
- Gloves for PT

**Banned Items (including but not limited to the following)**

- Drugs (except for prescriptions that will checked in with the Medical Officer)
- Alcohol
- Guns
- Knives
- Multitools (Leatherman, Swiss Army pocket knife)
- Matches
- Lighters
- Needles
- Money (except encampment fee)
- Reading Material
- Unauthorized Boots (any kind other than black leather)
- Cell Phones
- iPods
- All electronic devices
- Watches
- Food, snacks, gum, etc.
- Hydration packs (Camelbaks)