

# Tehama County Young Marines

## Parent/Guardian Handbook



**Created 6/4/2016**

**Amendments are in *italics and bolded*- 1/30/2017**

**[www.tehamacountyyoungmarines.org](http://www.tehamacountyyoungmarines.org)**

The following is the Tehama County Young Marines Parent/Guardian Handbook designed specifically for parent(s)/guardian(s) who have their children enrolled in the Young Marine program. This guide may be updated without notification. This is based off four other Young Marine Units handbook, if you find any errors, please email the Adjutant.

## Table of Contents

Mission Statement & Introduction/Purpose.....	3
A Volunteer Organization.....	3
Parent Meetings.....	4
Newsletters & How to Get Information.....	4
Communications with Staff/Officers.....	4
Meeting Dates & Meeting Location.....	5
Staff.....	5
Registered Adult Rules pertaining to relative children.....	5
Registered Adults Required Volunteer Time.....	6
Chain of Command & Staff Officers.....	6
TCYM Unit Staff & Definition of Terms.....	7, 8
Participation.....	9
Dropping Off and Picking Up & Sign in/sign out at drill and events.....	9
Attendance Policy.....	10, 11
Other Attendance Notes.....	11
Mandatory events.....	11
Young Marine Inactivity & Recruit Status.....	12
Young Marine Status.....	12
Extended weekend training.....	13
Young Marine “UA” Return Evaluation.....	13
Uniforms.....	13, 14
Observation of Drill & Distracting YM or Recruit.....	14
Emergency Communication.....	14
Promotions and Disciplinary Actions.....	15
Drug, bullying and Sexual Misconduct.....	16
Office Hours.....	17
Dues and payment – Registration & Re-registration.....	17
Late Payments, Trip & Events Payments and Financial Assistance.....	17, 18
Fund Raising.....	18
Money disbursement.....	18
Outside Involvement and Conclusion.....	19
Quick Review.....	19, 20
Contacts.....	20, 21
Forms that can be requested.....	21, 22
Parent/Guardian receipt of Acknowledgement.....	23

## 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. We run this unit as a "for the kids by the kids" unit and our Young Marines have a say in what activities we do. We wish to run this unit as a "family unit" and whenever possible, have the parents help out and help keep the kids motivated.

## Introduction/Purpose

Welcome to Tehama County 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 parent/guardian handbook 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 Tehama County 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.

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.

## A Volunteer Organization

The most important quality of the Tehama County Young Marine program 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) potential, it is imperative that all parent(s)/guardian(s) support the volunteers when the needs arise. No staff member or associate of the Tehama County Young Marine Unit receives monetary gifts as compensation for their services performed for the program.

## Parent Meetings

Parent meetings are not frequently held since we communicate weekly via email and provide a monthly newsletter. However, on occasion, we will hold a formal parent meeting to ensure that everyone is receiving any pertinent information or when Young Marine National Headquarters sends out new or changes directives that need addresses immediately. It is to your advantage to attend the Parents meeting every time one is held.

## Newsletters

The UC will send out a monthly newsletter outlining what the intended training plan, any upcoming outside activities and other items of interest. The Newsletter will describe each weeks drill and the uniform of the day for that drill. If for some reason there is any information in the newsletter missing please contact the Adjutant. If you would like something added to the “ooh-rah” section (good news- awards, family news such as wedding/birth/graduation) just send an email to the Adjutant to be included in the next month newsletter.

The same information that is in the monthly newsletter should be put on the unit Facebook page “Tehama County Young Marines” a few days to a week before the upcoming drill/event.

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 permission slips for activities. The majority of the time the described documents will be sent via email as an attachment to ensure receipt.

## How to Get Information

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 Tehama County Young Marines relies heavily on the use of email/newsletter/Facebook/website for 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 lease share the information that will/ could affect their Young Marine. Up to the second updates are only done on Facebook. [www.tehamacountyyoungmarines.org](http://www.tehamacountyyoungmarines.org)

## 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. Facebook messenger is not a reliable way to reach our staff.

## Meeting Dates

The Tehama County Young Marines meet every second and fourth Saturday from 9am-3pm. These are our *mandatory* drill days. We meet at 780 Antelope Blvd in Red Bluff. You must sign your child in and sign him/her out when you return at 3pm. What to wear to drill changes from drill to drill and usually the uniform of choice will be announced on the Facebook page. Please always bring guidebook, pencil/pen, water and lunch. Please make sure your child doesn't forget his/her water and lunch as we have no supplies at the drill site. All fundraisers are also considered mandatory as this is a team event.

## Meeting Location

Our current meeting facility is the Day Reporting Center at 780 Antelope Blvd in Red Bluff. 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 DRC 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 (cleaning) to insure that we leave the facilities as clean as when we arrived. No YM/Recruit will be allowed to leave until field day is completed.

## Staff

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. This includes having children who have trouble with the law to children who are doing great at home and school. 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.

### **\*Registered Adult Rules pertaining to relative children**

***You may NOT sign off a guidebook of:***

- 1. Your own child(ren)***
- 2. A relative of yours***
- 3. Child(ren) you cohabitate with***
- 4. Children of your significant others***
- 5. An YM/RCT visiting from another unit or event unless authorized by both Unit Commanders. It is clearly understood that attending any school or Spaces trip will require an outside unit to sign off an YM/RCT guidebook. In this case the first four rules still apply to acceptable sign offs in the guidebook.***

*In order of have fairness within our unit and others, this rule will be strictly enforced. From this date forward (January 30, 2017) we will no longer accept sign offs that do not follow these rules. It is a conflict of interest that we would like to avoid. All RS's must initial & DATE guidebooks.*

**\*Registered Adults Required Volunteer Time**

*We are very lucky to have parents and community members sign up to be part of our unit. Becoming a Registered Adult is an honor and these children look forward to our attendance. It truly takes several staff members at each event, drill and trip. In order of fairness and make sure that we are not just carrying staff under our non-profit status and insurance for other reasons, we will have to request that our volunteers put in active volunteer time. We require that each RA at least attend one drill every three months, volunteer for at least one fundraiser yearly, and 2-4 events yearly. We are always looking for members of our community to join our staff and look forward to their input into these children lives.*

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.

**YOUNG MARINE CHAIN OF COMMAND**

Flow chart current as of 2016

- 4. Unit Commander
- 3. Executive Officer
- 2. Adjutant
- 1. Training Officer

↑ **PARENTS**

- 3. Unit Commander
- 2. Executive Officer
- 1. Training Officer

↑ **YOUNG MARINES**

- 5. Unit Commander
- 4. Executive Officer
- 3. Adjutant
- 2. Training Officer
- 1. PSGC: Vacant

↑ **RECRUIT PARENTS**

- 3. Unit Commander
- 2. Executive Officer
- 1. NCO

↑ **RECRUITS**

## STAFF OFFICERS

We are very lucky to have a very talented and amazing group of registered adults on staff. We encourage you to get to know all of them so you know who to go to when you have a need or question. Our staff is open to hearing from you via email or after the drill/event is over. General questions go to our UC or XO. Paperwork questions go to our Adjutant. You if have a received an answer to your question and do not agree with the outcome, please do not reach out to another staff member to seek a different answer. We do have grievance forms.

### Tehama County Young Marine Unit Staff

Dave Kain: Unit Commander

Randy Sousa: Executive Officer

Cherie Kain: Adjutant/Public Relations

Aaron Johnson: Unit Training Officer

Female Staff Advisor-

Ix'Chel Wilkinson: Unit Paymaster

**Vacant:** Parent Support Group Coordinator

NCO: Highest ranking Young Marine(s) at drill/event- SSgt. Kain

### 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.

A. Adjutant: Is an adult volunteer that is the official record-keeper and recorder for the Unit. All Young Marine files, documents and accomplishments are to be kept current and updated by the Adjutant's administrative staff. It is the responsibility of the Adjutant to schedule an "admin stand-down" once a year with the parent(s)/guardian(s) to receive current information on their Young Marine; this is accomplished through the annual reregistration process that occurs in August. However, it is also the parent(s)/guardian(s) responsibility to inform the Adjutant of any change of information that occurs prior to the stand-down. The Adjutant is the individual responsible for keeping the Unit administratively operational and legal.

B. Admin Stand Down/ reregistration: This is a scheduled opportunity for the parent(s)/guardian(s) to update medical and emergency information with the adjutant. The parent(s)/guardian(s) can also check the Young Marines Service Record Book "YMSRB" and discuss any private information concerning their child or children. This has to be done yearly.

C. 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.

D. Unit Commander (UC): An elected adult that is an honorably discharged Marine, currently an active-duty Marine, or civilian with National Director approval. The UC is ultimately responsible for the operation, conduct, legalities, morale and welfare of the Tehama County Young Marines. The Unit Commander has the final decision on events and other concerns of the unit. The Unit Commander agrees to respond to all staff members, Young Marines and parent(s)/guardian(s) concerns in a timely manner.

E. Executive Officer (XO): Second in command of the unit. Duties are to respond to the needs of the Young Marines. They also recommend Young Marines for promotion, hold promotion boards, conduct investigations and perform such duties as assigned by the Unit Commander. He/she assumes command of the unit in the absence of the Unit Commander.

F. 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.

G. Leave of Absence Request "Attendance Form": 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 at least a week in advance, the absence will be marked as "unexcused". Unexcused absences can interfere with promotion and will affect attending special events. See "attendance policy".

H. Parent Support Group (PSG): 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.

I. Paymaster: Is the Unit's accountant and it is the responsibility of the Paymaster to keep records of the Unit's finances and to disburse fund-raiser monies to individual Young Marine accounts (recognized only by the Tehama County Young Marines Unit) as prescribed by the Unit command. All money earned collectively or by the parent(s)/guardian(s) and Young Marines is a slush fund for the units use and cannot be negotiated for disbursement.

J. Young Marine Service Record Book (YMSRB): This is a folder 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. Request can also be made through the adjutant to look

into the Young Maine Data base for your child only. You also have access to your Young Marines electronic record book through the national Young Marines/ Unit website.

K. Training Officer: The adult volunteer(s) that are in charge of all training and education to take place during recruit training and Young Marine drill.

***L. PFT- Physical Fitness Test. These are required and offered bi-annually. You must attend these PFTs in order to be eligible. We usually have one make up day if we have three or more children that could not attend the PFT. If you miss both dates, you will have to wait until the next PFT to get your score. You will also be given the PFT at young marine schools and we will accept these scores. Out of fairness, we will not accept any PFT score given at another unit unless preauthorized by the TCYM Unit Commander.***

***M. Full Uniform- This will always mean (unless specified different by the UC) Camo cover, men's hair off the ears and collar, women's hair up in a bun with no loose hair, camo blouse, ribbon rack, WHITE t-shirt, camo pants, unit required belt, black boots, black crew socks, boot blousers. All should be marked in sharpie in the locations given in their basic guidebook. Unit sweatshirts are approved to stay on if UC agrees.***

### 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 and Picking Up

The Young Marine or recruit must be in formation at the scheduled time and signed in by parent(s)/guardian(s) to participate in the day's 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* prescribed by the Young Marine Code of Conduct.

### 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 "Unexcused." 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). Ask the Adjutant for "Teen Driver Permission Form" have it signed and returned and we will keep it on file for one year.

### 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. Teen drivers can sign themselves out so long as the Adjutant and UC have written permission from the Parent(s)/Guardian(s).

### Attendance policy

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 attendance will be recorded at every drill/event 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. If you have court papers of shared custody and for some reason the other parent/guardian is not bringing the child to drill/events, please reach out to the UC and adjustments can be made. In order to make it fair, attendance will be checked before a "fun" event or encampment. We will look at the last five times we have had a drill, community service, fundraiser, trip etc....if you have less than a 70% attendance you may not be invited to the event or encampment. Unfortunately, sometimes we have kids only coming to the six hour long drill days and no other events and we seem it not fair for those who make sure to attend everything. If you miss a meeting where information was handed out or equipment, it is up to you to seek out that information. If you miss training on an upcoming event, the UC may decide not to have you attend because of lack of training.

### Attendance

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.

A .Unexcused absence- are considered under but not limited to these provisions:

- 1. A Young Marine or recruit has not called or emailed prior to that day's formation. *You may call the Unit Commander, Executive Officer or Adjutant. Emails must be sent to [tehamacountyyoungmarines@gmail.com](mailto:tehamacountyyoungmarines@gmail.com) no later than midnight the night before the drill or event to be excused.***
- 2. Turning in an excuse for a Young Marine or recruit the *following day or week* without prior notification. Any excuse after midnight the night before will be marked as "Unexcused".**
- 3. Taking a leave of absence without completing an attendance form *which is available on our unit website.***

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) One common regulation looked over: Hair cannot touch your collar and must be over your ears.

B. 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.

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

D. 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 "Office Hours". The UC will contact parent/guardian and stress how important attendance is to any youth program.

F. Fifth Offence: Will be automatically entered into the Young Marines or recruits record book followed by "Office Hours" required, and the Young Marine will be put on an inactive status. The Young Marine will not be allowed to attend drill until and "Office Hours" 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 an "Other than Honorable" conduct discharge from Tehama County Young Marines. Enlistment will be terminated upon the conclusion of the "Office Hours."

#### **\*Other Attendance Notes**

***If you have put in an attendance forms because you have an extended leave coming up for sports or other extracurricular activity because drill days coincide with these activities, it is still your responsibility to attend all community service, events, parades, fundraisers, PFTs, etc. during that time period you are not busy with said extracurricular activities. Please remember that your attendance is affecting not only your standing in the unit, but of the unit members themselves because we are a team. We understand that a family birthday or some other non-emergency event may collide with drill days. Please remind parent/guardian that the drill days never change and will always be the second and forth Saturday each month, so try to plan accordingly. Most of your personal events do not start early in the morning and you are encouraged to attend drill for as many hours as you can instead of not coming at all. We cannot help you get ahead in the unit or promote you if you have low attendance and get behind. This is the responsibility of the young marine/recruit to remind the parent/guardian of his or her attendance responsibility. In fairness, if a young marine/recruit is missing all unit activities during their excused absence period, it is up to the Unit Commander and Executive Officer to decide if the young marine or recruit should stay on active status.***

#### Mandatory events

a. 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. ***Automatic mandatory events are drills and fundraising events.***

**b. 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 more than two drill dates as a Young Marine, then an attendance form must be filled out and be accompanied by a schedule. Return the request to the Adjutant for approval a week prior to the date of leave requested. Failure to do so will result in an unexcused absence and possibly an "Office Hour" entry into the Young Marine's record book. 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. ***The children are still responsible to set up a way to complete their required three hours of DDR quarterly, attend the PFT unless doctor note is supplied, fill out any paperwork and return required paperwork on time. Also, attend any community service that is not on the date you have trouble attending. You are required 50 hours a year!***

### Recruit Status

During recruit training 100% attendance is required, missing any portion of the training may 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. Exceptions can be made and is the decision of the Unit Commander. If more than one day will be missed the recruit can take part in the next recruit training that is scheduled.

### Young Marine Status

Young Marines must have an attendance form 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 "unexcused absence" and possible suspension of rank privileges will occur. Upon return, the Young Marine will then need to have "office hours" and 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.

## Extended Weekend Training

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.

## Young Marine "Unexcused absences" 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. All paperwork updated.
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 -Unit Commander. It must also be noted that compliance with the above is not a guarantee of acceptance back into the Tehama County Young Marines Unit.

## Uniforms

PT Gear (recruits): Plain **grey** t-shirt (no V-neck, no pockets) and black gym shorts (no stripes, prominent logos or spandex), Socks and running shoes. Females must wear their hair in a ponytail if the hair is longer then her collar. Winter weather- black sweat pants (no stripes, prominent logos or spandex).

PT Gear (young marines): Plain **white** t-shirt (no V-neck, no pockets, **females please wear an undershirt**) and black gym shorts (no stripes, prominent logos or spandex), Socks and running shoes. Females must wear their hair in a ponytail if the hair is longer then her collar. Winter weather- black sweat pants (no stripes, prominent logos or spandex).

CAMMIES: Once the recruits graduate and become Young Marines, they are eligible to wear the camouflage uniform. This uniform consists of Woodland Style camouflage trousers, blouse, unit t-shirt, black jungle boots, and a camouflage cover (hat). The first uniform is issued as part of the initial cost of entering the program as of 6/4/2016. Items lost or damaged shall be paid for by the Young Marine and/ or parent(s)/guardian(s).

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), the Young Marine must have completed JLS and be a rank of CPL or higher to wear this uniform.

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 XO or the Adjutant. It can take weeks to get new items from Vanguard, so please ask immediately.

***Unit T-shirts and sweatshirts may be worn outside unit events. However your unit t-shirt must be kept damage free and not have the color washed out. We will offer orders yearly. Those graduating recruit training will be given a chance to put in an order during the last day of training. Unit t-shirts can only be worn after graduating recruit training and you become a young marine. Any shirts or sweatshirts with holes or rips will not be allowed.***

### Observation of Drill

Observation will be allowed during regular drill and 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 up to 30 minutes ***if authorized by the UC or designee of the UC***. Certain events will be authorized for observation and the minimum distance requirement will be waived by ***the UC, XO or designee of the UC***. 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

### Training is challenging

As will be discussed later, there are times when an instructor may need to get tough with either the Young Marines or recruits as a whole or a specific Young Marine or recruit who may be causing an immediate distraction. It is one thing to watch a movie on a tough Drill Instructor dealing with his recruits, but it is quite another thing to see one yelling at your child(ren). These instructors are very aware that they are dealing with children and they are very careful and responsible with them.

### 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 will be sent as soon as a situation or change arises and a post on our Facebook page. In the event of emergency situations the unit staff will attempt to contact each

member of the unit via telephone. It is imperative that we have current numbers available at all times. As the unit grows in size and the staff cannot effectively reach all members in a timely manner, a phone tree method will be employed. In such cases, the current contact data supplied during initial registration and scheduled administration stand-downs (reregistration) will be used.

The Phone Tree works using the following method:

1. A small contingent of parent(s)/guardian(s) and/ or Young Marines is given information over the phone.
2. These individuals then contact other parent(s)/guardian(s) and/ or Young Marines, passing the same information word for word
3. This continues until all members have been contacted, and will usually be done by squad and team assignments.

This method, very similar to a pyramid, will only be successful with the full participation of the parent(s)/guardian(s) and/or Young Marines. Again, this is not a fool proof method, the parent(s)/guardian(s) are still responsible and required to consult the staff on a weekly basis.

### Promotions and Disciplinary Actions

Generally promotions are held quarterly by the Unit's Executive Officer with an 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:

\*Meet the requirements listed in the Young Marine Guidebook and the current Promotion Policy.

1. Must have turned in a "Promotion Request" form.
2. Young Marine must turn in a current report card and progress report
3. Pass the Physical Fitness Test. -A passing PFT core 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 promotional board).
5. Stand an oral board conducted by the executive officer and two senior Young Marines or Registered Adults.
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. Sometimes we will withhold the outcome until such time as we are doing an awards ceremony. ***In the case that the Young Marine is a child, relative, cohabiter or any other conflict of interest to the promotional board, the duties of checking the guidebook, giving the written test, checking the database requirements and being on the promotional board will be given to another registered adult with no conflicts.***

### 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 YM Training staff and Adult Staff. 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.

### 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*. Amendment on 10/23/2016- This drug policy from this day forward will include also all vaping, synthetics, e-cigs, any tobacco products. Any altered item used for the purpose of drug intake. If it is illegal in the state of California for you to have it, then it is not allowed at young marines.

### 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. This must be a serious offense in order to be discharged. We understand some age groups do not know their limits; we will handle these on a case by case basis.

### Bullying

Bullying will be swiftly dealt with only immediately following the occurrence. It is the responsibility of the young marine, recruit or adult to seek out help against bullying. We cannot pull witnesses or interview if the event happened hours ago, another day or even later. Please keep in mind we will not discipline normal age appropriate play. We will interview all involved and come up with an appropriate discipline. If however, the victim was also provoking, then both will be admonished with no severe discipline. If we have a repeat bully, we may require a suspension for a certain amount of time. Bullying will not be tolerated. Upon the return to the unit, the YM/RCT will have to give an oral report on bullying. All efforts will be made to keep bullying out of our unit. Amendment 10/23/2016

### Office Hours (similar to parent/teacher conference)

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, office hours will then be conducted by the Unit Commander. Office hours will 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. ***At least one parent/guardian must attend. If you cannot set up to meet the UC at the next drill, you must make arrangements with him/her for a meeting before the next drill.***

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.

### Dues & Payment Policy

The Young Marines program is a non-profit youth organization. In order to successfully run the program there are fees and some costs that must be taken into consideration. The following outlines costs for the program.

#### Registration & Re-Registration:

The total registration fee for new recruits is \$150 per youth. This cost will cover their camo uniform that they will receive after recruit training. They will get a guidebook, cover, blouse, belt, pants, boot blousers. This also covers one year of insurance through National.

Every year at the end of summer every Young Marine must re-register. The annual cost of re-registration is \$50 per child. Re-registration is done in August & Sept each year. If you signed up with three months of August 1<sup>st</sup>, this fee is waived.

#### Late Payments

If a Young Marine is delinquent in his/her account, they will be put on probation and will not be allowed to receive awards, attend events or go on trips. If we receive a NSF check, the parent/guardian will be required to pay the amount of the check in cash and any fees associated in cash. All further transactions will be in cash.

#### Trip & Events Payments

Though we have as many free events as possible, many times our weekend trips require additional funds. Funds for trips must be paid in full prior to each event. If the Young Marine is not paid in full for any trip they will be ineligible to participate.

***Any donations will go directly to the unit for the trip/event expenses and not to cover a young marine or recruit fees. A young marine/recruit may be sponsored by a person or business with a letter confirming the sponsorship allocation for our records.***

## Financial Assistance

It is always our intention to include as many YM as possible in any event and do not want finances to be a reason to withdraw a child from attending any given event. This is why we plan fund raisers and have the new “young marine” accounts for each child. If the young marine does not have enough in their account, please put in a request for temporary financial assistance with the Unit Commander. The Unit Commander will meet with the Unit Paymaster and see if they can provide assistance. The young marines must be in good standing, attended all fund raising events that year and have attended drill regularly and not be inactive to be considered. ***There is no financial assistance for registration or re-registration fees.***

## Fund-Raising

Fund-raising is our primary source of income and is very demanding on Young Marines, recruits, parent(s)/guardian(s) and staff. However, through these fund-raisers, we are able to provide trips, encampments, and social activities to keep Young Marines interested in the program. The staff of TCYM has decided on a simple disbursement plan for all monies collected through regular fundraisers. Upon completion of recruit training each Young Marine will be given their own “account” within the confines of the units account. Generally, when a Young Marine participates in any fundraising event 75% of the proceeds will go to their individual account and 25% will go to the unit account. The Young Marine individual account can be used to pay for additional equipment, lost, damaged or outgrown gear replacements, unit trips and encampments, but cannot be used for reregistration fees or personal use. If the Young Marine leaves the unit for any reason the funds will not transfer to another unit and will not be given to the Young Marine and/ or parent(s)/guardian(s), the funds will be absorbed by the unit account. On occasion a fundraiser will be a “unit” fundraiser and all funds will go to the unit account. Questions, concerns or inquires as to individual balances can be brought to the Adjutant via email at any time. Examples of Unit Fund Raisers- Spaghetti Feed, Car Wash & Rummage Sale. Young Marine Fund Raiser for personal accounts- selling candy bars, jerky or things of this nature. As usual, there are ribbons and awards available for such events. ***You must have raised the mandatory amount of funds/tickets and be present at the event to receive individual funds for your account.*** If you did not take part in the fundraiser, then you will not be asked to the event the money was raised for (camping, Lake Day, trip, etc.) It’s only fair 😊

## 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 Tehama County 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 coverage. 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.

## 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 PSG activities. There are still things that may be done to help the unit.

In the event a parent/guardian works on a drill day or an outside activity day and the Young Marine or recruit will have a difficult time getting to the drill or activity site, we may have someone who lives close by that can give the Young Marine or recruit a ride. Someone who can coordinate rides with other parents would be very helpful to the mission of the unit.

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. ***We thank you in advance as we may be busy and not get a chance or forget to thank you in the hustle and bustle 😊***

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.

## Conclusion

After reading through this handbook you may find yourself feeling a little bewildered about your roll in the program, in time you will learn how the program has developed and how you fit in as one of the pieces of this puzzle. The wording of this manual may seem blunt and harsh in some cases; it is intended to be such. The objective is to put in writing what is expected of the parent(s)/guardian(s) when enrolling a child(ren) into the Young Marine program.

The program's expectations of the parent(s)/guardian(s) may seem rather difficult, but when you remember that this is for the personal growth and development of YOUR child(ren), you may be more eager to dive in and lend a hand. Each parent(s)/guardian(s) is ultimately responsible for their child(ren) in the Young Marine program. Remember this is just a tool to help your child become a better person, not a daycare to discard or shelter your child(ren) for a period of time.

By the completion of recruit training, or the program when your child(ren) graduates high school, we believe that overall you will be very pleased with the tool you have chosen. In addition, if you personally are active in the program, we also believe you will be pleased with yourself and your accomplishments.

## 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 it is your responsibility
5. Participate in all activities (directly or indirectly)
6. Attend PSG 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 Marine's
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 paraphernalia, tobacco, vape, synthetic, huff, prescription, etc.
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.

*Semper Fidelis*

## **CONTACTS**

Young Marine National Headquarters  
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Southwest Station  
Washington, DC 20024-0735

Tehama County Young Marines  
332 Pine St.

Red Bluff, CA 96080

Unit Commander- Dave Kain

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[dkain@tehamaso.org](mailto:dkain@tehamaso.org)

Executive Officer- Randy Sousa

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[sousarandy83@gmail.com](mailto:sousarandy83@gmail.com)

Adjutant- Cherie Kain

(530) 526-3397

[livingrdash@gmail.com](mailto:livingrdash@gmail.com)

Above are the quickest way to get information from me 😊 Facebook messenger is Not reliable!

Training Officer- Aaron Johnson

(530) 567-7097

[Ajohnson@tehamaschools.org](mailto:Ajohnson@tehamaschools.org)

Paymaster- Ix'Chel Wilkinson

(530) 366-1959

[mayagodez@gmail.com](mailto:mayagodez@gmail.com)

Female Staff Advisor- vacant

Parent Support Group Coordinator -

Registered Adults:

Al Bordeau – 530-838-8075

Afton Williams- [june82ca@yahoo.com](mailto:june82ca@yahoo.com)

Copies of these forms may be requested via email to the Adjutant:

- Young Marine Application
- Registered Adult Application
- Attendance Form
- Teen Driver Permission Form
- Promotion Request

- Recruit Training Packing List
- NCO Packing List
- Current Newsletter
- Upcoming School Information
- Parent/Guardian Handbook
- Young Marine/Parent/Teacher Evaluations

NOTE- The awards manual is available in the online library or can be emailed if requested, please have your young marine see if they are eligible for any award/ribbon that they have earned through another organization. (Ex: you can earn a sports ribbon if you sports at school, there are achievement awards for keeping good grades, and more) The adjutant will not be aware of these achievements unless the Young Marines brings it to his/her attention!

\*\*\*\*All community service events lead to awards- please makes sure you Young Marines attends all community service. 50 Hours a year are mandatory and every 50 hours leads to a ribbon or device to add the ribbon already earned. Ribbons and devices are your child's awards; it's what they work so hard for. Please make sure they attend, so they can earn!

All policies are at the discretion of the Unit Commander whom has met with the administration for input. These policies may change at any time and you will be notified so you may check the unit website for the changes. It is your responsibility to seek out these policy changes and adhere to them at the point you are notified.

## Parent/Guardian Guide Receipt Acknowledgment

### Tehama County 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 (EX- Licensed teen drivers)
2. You are required to ensure that your Young Marine(s) have transportation to and from all drills and activities. And arrive on time.
3. You are required to attend parent meetings when held.
4. Your Young Marine(s) is/are required to participate in **all** fund-raisers and drills for the Unit. ***These are mandatory events and are scheduled in plenty of time for you save the date. Drills are the 2<sup>nd</sup> & 4<sup>th</sup> Saturday each month.***
5. 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 personal reasons. Unexcused and/or excessive excused absences (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.
6. Following the chain-of-command will resolve issues promptly
7. This handbook may change at any time and an initial email will be sent out stating the changes and it will be up to you to get the new information after that.

By signing below:

You acknowledge that you have received a complete Parent/Guardian Handbook 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 Handbook. I have read the above statements and have received a copy of the Parent/Guardian Handbook for fiscal year. Please return just this signed sheet to the Adjutant at the next drill/event.

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Parent(s)/Guardian(s) Signature & Date

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Recruit/Young Marine Signature & Date

*\*this will be re-signed each time there are amendments.*