

# CIVIL AIR PATROL



## ENCAMPMENT PROGRAM REPORT SUMMARY IN MENU ORDER

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## ADMINISTRATION/Pre-Encampment Paperwork Menu

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### ***Payment Listing - Summary by Batch***

**Report**

This report lists all batches and the total amount in each batch. It is called from the Enter Payments Program.

### ***Payment Listing by Batch***

**Report**

This report lists all detail transactions for a given batch. This is called from the Enter Payments Program.

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## ADMINISTRATION/Pre-Encampment Paperwork Menu/Registration Letters

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### ***Acceptance Letter***

**Report**

This letter is sent to each applicant (staff or cadet in flight, senior or cadet). Any missing items that need to be completed prior to the encampment are listed on the letter. This provides confirmation to the individual that his application has been received.

*The acceptance letter setup includes the items that will be checked, as well as the wording of the letter, and the return address and signature line. The return address should be that of the person actually doing the registration. Wording can be different for staff members' letters and cadet-in-flight letters. The letters will print for any non-deleted individual in the database whose "Print Letter 2" is NO. After letters have been printed, this field is changed to YES, thereby preventing letters from printing a second time. To force a letter to print a second time, change the Print Letter 2 field to NO.*

### ***Paperwork Report***

**Report**

Report listing all participants and the status of their paperwork.

### ***Registration Letter - Encampment***

**Report**

There are two versions of this letter - one is triggered only if Online Part II has been received and Letter 1 check box blank. The other is triggered only by Letter 1 check box being blank.

(This will print for cadet and senior staff as well as students)

There is also a separate letter only for the Advanced Activity.

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## ADMINISTRATION/Pre-Encampment Paperwork Menu/Rejected and Wait List

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### ***Acceptance Worksheet***

**Report**

This report will list all cadets in reverse rank order and then by date of application. If there are more applicants than can be accepted, this report will identify who should be rejected (i.e., low rank). Should be marked as Involuntarily Deleted, and can be placed on a wait list.

*If you only accept individuals with completed paperwork, delete those cadets before running the report.*

### ***Group Report - Turned Down***

**Report**

This report lists any involuntary deletions in Group Order.

### ***Rejection Letter***

**Report**

There are many versions of this letter:

Cadet Staff - Pre-workshop - Sent to those deleted for missing requirements

Cadet Staff - Post-workshop - Sent to those not selected for staff

Flight Academy - Advanced Activity rejected

Inflight - Missing requirements

Flight Academy - Missing Requirements

Inflight - Rejected - too many applicants

Senior - Rejected

### ***Wait List Report***

**Report**

This is a user defined letter that can be sent to individuals who have been placed on the wait list.

## **Wait List Worksheet**

## **Report**

This lists everyone who has been rejected and placed on the wait list.

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## **ADMINISTRATION/Pre-Encampment Paperwork Menu/Reports-Missing Requi**

### ***Acceptance Letter***

### **Report**

This letter is sent to each applicant (staff or cadet in flight, senior or cadet). Any missing items that need to be completed prior to the encampment are listed on the letter. This provides confirmation to the individual that his application has been received.

*The acceptance letter setup includes the items that will be checked, as well as the wording of the letter, and the return address and signature line. The return address should be that of the person actually doing the registration. Wording can be different for staff members' letters and cadet-in-flight letters. The letters will print for any non-deleted individual in the database whose "Print Letter 2" is NO. After letters have been printed, this field is changed to YES, thereby preventing letters from printing a second time. To force a letter to print a second time, change the Print Letter 2 field to NO.*

### ***CPPT Issues***

### **Report**

Report of any individual who is out of currency with regard to CPPT.

### ***Membership Problem Report***

### **Report**

This report lists all members who are not in the National Database being used for the encampment or whose expiration date comes before the end of the encampment. Since the National database is probably only for the encampment wing, any out-of-state members will show as being 'Not in Database'. Membership Comments will appear on this report. The check item for in-wing members will be updated automatically. Out-of-Wing members will need to have the check item manually updated once the membership expiration date has been verified.

*Requires a download of the National Database.*

### ***Missing Social Security Numbers***

### **Report**

List of all members who have not given their Social Security Number. (SSN is required for military flights.)

### ***ORM Report***

### **Report**

Staff are required to have ORM Basic and Intermediate in order to participate. This reports lists individuals who are missing this requirement.

### ***Paperwork Report***

### **Report**

Report listing all participants and the status of their paperwork.

### ***Paperwork Report - Staff - Missing***

### **Report**

This reports lists all missing requirements for cadet staff. New York Wing does not assign any staff positions if any requirement is missing at the deadline date.

### ***Rank Discrepancy to National***

### **Report**

This report shows the differences in rank between what has been reported by the participant and what is on file at National.

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## **ADMINISTRATION/Report Menu 1/Admin**

### ***Alpha List of Participants***

### **Report**

This is an alphabetically listing of every active member in the database. It includes cadets, seniors and any guests. It is in alphabetical order by last name. It is compressed and prints two columns to minimize the number of pieces of paper. It includes the staff position or flight assignment.

**Contacts****Report**

Report listing name and address of any vendors entered in the system.

**Flight - Compressed****Report**

This report lists all members of flights. Each squadron appears on a separate sheet. This report also appears on the Admin/Report Menu 1/Admin

*Cadets must be assigned to flights prior to running this report.*

**Flight List - All Flights****Report**

This report lists each flight on a separate sheet. It includes any additional information that has been entered for each cadet. This report should be given to the flight commanders and seniors who are attached to a particular flight (This report also appears on the Administration/Report Menu 1/Admin Menu)

*Cadets must have been assigned to flights.*

**Group Report****Report**

This report lists all participants by Group and Unit.

*Groups are determined from the National Capwatch data.*

**Military Flight List - Formatted****Report**

This is a list of all individuals in the database. Military requires this report several weeks prior to the encampment.

**Military Support Authorization (CAPID)****Report**

This document authorizes members to participate on the military base.

*Wording is updated in the System Setup Menu - Activity Setup program.*

**No Encampment Credit****Report**

This report can be run several months after the end of the encampment to verify that all members have received encampment credit.

*Requires a current National Database.*

**Parental Information Request****Report**

This is a letter that is sent to the parents of every inflight cadet requesting any last minute information (medical or other).

**Position Report - All Positions****Report**

Lists all positions established for the encampment and the name of the individual assigned. This is in the same order as the P1 report. Only those positions that have been assigned will appear on this report.

*Individuals must be assigned to staff positions.*

**Staff List****Report**

This lists all members designated as staff with the position assigned to them. If no position has been assigned, the individual will still show up on the report.

**Summary Count Report****Report**

Lists a summary count of all participants.

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**ADMINISTRATION/Report Menu 1/Labels**

**Labels - Ad Hoc****Report**

These labels can be set up (System Setup) to print anything that is needed.

**Labels - ALL Units (Capwatch)****Report**

Labels to units within the wing (data from National Capwatch)

**Labels - Cadet Staff****Report**

Name and Address Labels for all cadet staff. Used for pre-encampment mailings. (Avery Labels 5160 - 30 labels to a page)  
*Staff member must have been entered in the data base with 'Staff' designation.*

**Labels - HDQTRS Return Address****Report**

Return address labels for Commander. Usually this is the home address. Used for 'official' mailings prior to the encampment. (Such as the Information Book)  
*Set up Program is located at Set Up*

**Labels - Inflight****Report**

Labels of all inflight cadets.

**Labels - Parents of All Inflight Cadets****Report**

Labels used to mail request for parent's information. These letters are sent 2 weeks prior to the encampment to give the parents an opportunity to give any last minute information that may be useful.

**Labels - Registrar Return Address****Report**

Return address labels for Pre-encampment Registrar. Usually this is the home address.  
*Setup Program*

**Labels - Senior Staff****Report**

Name and Address Labels for all Senior Staff.  
*Must have been entered in the database as a staff member.*

**Labels Participants (All)****Report**

Name and address labels for all active members of the database. Used for any mass mailing. (I.e., if the yearbook is sent after the end of the encampment.)  
*None.*

**Sqdn Cmdr Labels - Participants****Report**

These are address labels for any squadron commander who has members registered for the encampment. They are used to send any material deemed necessary to the squadron commanders of the participants. (The address is large and requires larger than normal labels - use Avery 5162 (14 to a page).)  
*Identification of the Wing and Unit number must be in each member's record.*

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**ADMINISTRATION/Report Menu 1/Sign In-Out**

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**Sign In Sheet - Generic****Report**

This allows you to enter a different activity and print a one-shot sign in report listing all members in the database. Will include all staff.

***Sign In Sheet - Req Staff Training***

**Report**

Sign in Sheet listing all staff. This report is kept after the encampment to verify attendance at the Required Staff Training.

***Sign In Sheet - Req Staff Training Flt Academy***

**Report**

Sign in Sheet listing all staff in the Flight Academy only. This report is kept after the encampment to verify attendance at the Required Staff Training.

***Sign in Sheet - Vans***

**Report**

Blank sign in sheet to allow corporate vans to be signed in and to provide enough information to manage the fleet during the encampment. (Very important to know who will be driving the van back to base at the end of the activity, and to know WHEN it will be departing.)

***Sign In/Out Sheet (Daily)***

**Report**

This prints a blank sign in-out sheet for use during the encampment.

***Sign-In Sheet - Initial***

**Report**

This lists all members (Senior Staff, Cadet Staff, and Cadets in Flight). As soon as anyone arrives at the encampment, they should sign this report. (Even if formal registration occurs later.) This is the 'official' record that someone is on-site at the encampment.

***Sign-Out Sheet - Cadets in Flight***

**Report**

Final Sign Out Sheet in Flight Order. This should be given to the encampment commander. If a parent calls and is looking for their cadet, this should give information as to when and who they left with.

***Sign-Out Sheet - Staff***

**Report**

Sign Out sheet for Staff. Senior Staff and then Cadet Staff.

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**ADMINISTRATION/Report Menu 1/Workshop I**

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***Barracks Listing***

**Report**

There are 4 variations of this report:  
Workshop 1, Workshop II, Pre-Encampment, and Post-Encampment  
This report lists the building and who is assigned. Individuals should sign in to the building when they arrive. It is called from the Ad-Hoc Housing Menu.

***Gate List - Workshop***

**Report**

This report lists any member's identified guests. Report is given to the base to allow these individuals to enter.  
(A)

***Housing Report - other***

**Report**

This report can be called for Pre-encampment, Post-encampment, Workshop 1 or Workshop 2. It lists each housing area and who is assigned in a summary format. It is on the Ad-Hoc Housing Menu that is accessed from:  
Administration/Report Menu 1/Workshop 1 and Workshop 2  
Report Menu 2/Housing

***Labels for Photos - Workshop I***

**Report**

Labels used to identify photos taken of staff at workshop.

***Labels for Staff Selection***

**Report**

Labels used for staff selection. Put each label on a post-it note and then can assign staff positions on a white board and rearrange as needed. Selection Parameters include - gender, age, rank, requested position, if first time on staff and if was rejected in prior year. While there are no fixed quotas, we try to have at least one female staff in each flight, and if someone was rejected in the prior year and has come back again, we try to assign them a position this year.

***Military Support Authorization Staff (CAPID)***

**Report**

This MSA lists only staff. It is used for the workshops.  
*Wording is controlled by the Activity Setup Program*

***Requested Positions - ALL***

**Report**

Report listing each position and who has requested it. Used in staff selection.

***Sign In Sheet - Workshop 1***

**Report**

Sign in sheet listing all staff names for Workshop 1.

***Staff List - Preliminary***

**Report**

This report lists all staff members along with any assigned positions. It also shows what positions were requested.

***Staff Observation Report***

**Report**

This report provides a way to record comments in observing potential staff members during the first workshop.

***Workshop I Comments***

**Report**

Anyone who has indicated they will not attend the first workshop will be listed, along with any comments as to why they can't attend.

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**ADMINISTRATION/Report Menu 1/Workshop II**

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***Barracks Listing***

**Report**

There are 4 variations of this report:  
Workshop 1, Workshop II, Pre-Encampment, and Post-Encampment  
This report lists the building and who is assigned. Individuals should sign in to the building when they arrive. It is called from the Ad-Hoc Housing Menu.

***Gate List - Workshop***

**Report**

This report lists any member's identified guests. Report is given to the base to allow these individuals to enter.  
(A)

***Housing Report - other***

**Report**

This report can be called for Pre-encampment, Post-encampment, Workshop 1 or Workshop 2. It lists each housing area and who is assigned in a summary format. It is on the Ad-Hoc Housing Menu that is accessed from:  
Administration/Report Menu 1/Workshop 1 and Workshop 2  
Report Menu 2/Housing

***Mentor Contact Report***

**Report**

Report listing staff contact information in department order.

***Military Support Authorization Staff (CAPID)***

**Report**

This MSA lists only staff. It is used for the workshops.  
*Wording is controlled by the Activity Setup Program*

***Position Name Tags***

**Report**

In helping people get to know who has what assignment, we have used nametags with designation Positions during the second workshop.

***Sign In Sheet - Workshop 2***

**Report**

Sign in sheet listing all staff names for Workshop 2.

***Staff - Workshop Attendance***

**Report**

This lists all staff by department and a designation if they are planning to attend. This allows for covering a department that may not have a senior mentor.

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**FINANCE**

***Finance Committee Request Letter***

**Report**

Report listing all checks expected to be written that exceed \$1500.  
*Entries need to be entered in the maintenance program on the Finance Menu.*

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**FINANCE/Finance Report Menu**

***Check Listing***

**Report**

Will list all checks paid in check # order. Used to verify that all checks have been entered in the encampment database.

***Check Request Approval***

**Report**

This is a blank form used to keep track of the checks written during the encampment. The encampment commander signs and receipts are attached.

***Check Request Approval - Vans***

**Report**

Blank forms to be pre-approved by the commander to pay for fuel to drive vans back to home base.

***Cover Page - Finance - Finance Report***

**Report**

This is the cover page for the Final Finance Report.

***Cover Page - Finance - On Site Check Requests***

**Report**

This is the cover page for the Finance binder that holds the approval forms and receipts for any checks written at the encampment.

***Finance Labels***

**Report**

Labels to be placed on 3x5 cards and included with any refund or disbursement reimbursement checks. It requests that checks be deposited within a month.



***Payment Listing - Registration Fees by Participant***

**Report**

This report lists each individual and any payment transactions. Part of Final Financial Report to wing.

***Payments - Misc Income Report***

**Report**

This report lists any non-registration money collected. Part of Final Financial Report.

***Payments - Refund Listing***

**Report**

List of any refund checks requested from Wing. Part of Final Financial Report.

***Preliminary Budget***

**Report**

This shows the budget.

*Categories and amounts need to have been entered.*

***Registration Fee Exception Report***

**Report**

This report will show any Registration Fee that is different than what has been established in the Setup Menu. Part of the Final Finance Report.

***Summary Financial Statement***

**Report**

Financial Statement. This report also updates the Accounting Code table and calls the Summary Financial Statement with Budgets Report. These two reports are part of the final Financial Report sent to Wing.

***Summary Financial Stmt with Budgets***

**Report**

Summary Financial Statement with Budgets and Variances. Part of the Final Financial Report to Wing.

***Total Disbursements***

**Report**

This report lists all disbursements by Accounting Code designation. Part of the final Financial Report.

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**FINANCE/Request for Checks and Refunds**

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***NYWF80***

**Report**

This will print any unprinted disbursement. Not generally used during the encampment. (Blank Check Request forms are filled out and approved. Disbursements are frequently not entered into the database until later.)

***Request for Refund***

**Report**

This form will print for any refund entered into Batch 99 in the Payments screen with the Print Check Box unchecked. This will be signed by the encampment commander to authorize issuing a refund.

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**MEDICAL**

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***Flight List - Medical Information***

**Report**

This is a flight list that includes any medical information that has been entered. This is a useful report if there has been a change of Flight Training Officers, so that the individual taking over knows what has happened. (Needs to be printed on the computer where the medical information is being entered.)

### ***Medical Report - Parents***

**Report**

This report lists all comments made by parents prior to the encampment.

### ***Medical Treatment Report***

**Report**

This report lists all entries made by the medical staff. It prints all entries with a page break for each day. If you only want to list a single day, run the report in preview mode and then select the pages you wish to print. Should be given each day to the commander

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## **NATIONAL DATABASE INQUIRY**

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### ***Wing Vehicles***

**Report**

This report lists all corporate vehicles for the wing in the national database.

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## **REPORT MENU 2/Cleanup**

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### ***Area Check Out - Assignment Report***

**Report**

This report lists all individuals scheduled for the final cleaning, and what area they are assigned to.

### ***Area Check Out - Assignment Report in Team Order***

**Report**

This lists the assigned individuals in Team Order.

### ***Area Check Out Sheet***

**Report**

Check sheet to be used by the OIC in charge of cleaning a particular building. It includes the staff assigned to assist. (Recommend using colored paper to clearly identify this report.)

*The buildings must be defined, as well as any special instructions for clearing the building. The staff and OIC must also be assigned.*

### ***Inventory Report - Cots***

**Report**

This report lists all entered asset labels for Cots. Can be used to do an inventory.

### ***Inventory Report - Safety Belts***

**Report**

Inventory report of safety belts. Should be counted during cleanup.

### ***Sign In Sheet - Final Leadership Challenge***

**Report**

Sign In sheet listing all staff members. Used to verify complete attendance for the final cleaning.

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## **REPORT MENU 2/Encampment**

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### ***Birthday Report***

**Report**

This report lists any member of the encampment whose birthday falls within the dates of the activity. PAO should look at this to add to the daily newsletter.

### ***Cadet Contract***

**Report**

This is a sample contract that can be used on the first day of the encampment to orient the students to what is expected. By signing it, they have agreed to abide by the expectations, and this is a useful form to have available if counseling of a cadet is needed later in the activity.

**CAP Van License List****Report**

This report lists all senior staff, their staff position, and van license information. This should be available to the Logistics/Transportation staff to identify valid van drivers.

*Data comes automatically from the National Capwatch data.*

**Flight - Compressed****Report**

This report lists all members of flights. Each squadron appears on a separate sheet. This report also appears on the Admin/Report Menu 1/Admin

*Cadets must be assigned to flights prior to running this report.*

**Flight List - All Flights****Report**

This report lists each flight on a separate sheet. It includes any additional information that has been entered for each cadet. This report should be given to the flight commanders and seniors who are attached to a particular flight (This report also appears on the Administration/Report Menu 1/Admin Menu)

*Cadets must have been assigned to flights.*

**Gate List****Report**

This report lists any member's identified guests. Report is given to the base to allow these individuals to enter.

**Labels - Yearbook Covers****Report**

These labels are printed and affixed to the yearbooks so that the yearbooks can be distributed. Any yearbooks that are not handed out can be mailed to the individual on the label.

*None.*

**Orientation Flight Experience - Summary****Report**

Summary count of pre-existing orientation flights by inflight cadets.

**Staff Cell Phone Report****Report**

This lists all staff who have identified a cell phone number.

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**REPORT MENU 2/Encampment/Certificates of Appreciation Menu**


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**Certificate of Appreciation****Report**

These forms will print for anyone entered in the Cert Appreciation table. It should print on 'parchment style paper' that can be purchased from Staples. There are two options, BW or Color. Either can be used.

*Certificate Appreciation Set up for constant information. Enter individuals to receive certificates in the 'awardee' table.*

**Certificate of Appreciation - Report****Report**

This will list all individuals who received Certificates of Appreciation.

**Certificate of Appreciation - Request****Report**

This is a blank form to allow individuals to request a Certificate of Appreciation to be generated.

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**REPORT MENU 2/Encampment/Military Flight Setup Menu**


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**C-130 Staff Sign Up****Report**

This report can be called for just cadets or just seniors. It lists all members in the selected category and gives individuals a chance to indicate if they want to fly on the military aircraft.

### ***Military Flight Experience - Summary***

### **Report**

This report totals the inflight cadets experience with military aircraft. It also lists anyone who does NOT wish to fly.

### ***Military Flight Passenger Manifest***

### **Report**

This lists each flight that has been setup on a form appropriate to be given to the Military Operations people.

### ***Military Flight Schedule (STAFF)***

### **Report**

This lists each staff member who has been assigned to a military flight. Since this assignment has to be done quickly and staff may not have been consulted prior to the scheduling, this report can be posted in the dining area so staff know when they need to be at base operations.

## **REPORT MENU 2/Graduation**

### ***Advanced Activity Participation List***

### **Report**

This report will list all participants in the advanced activity.

### ***Award Listing for Graduation***

### **Report**

This report lists all awards to be announced at graduation, along with the names and ranks of the individuals receiving these awards. The third column lists position/or flight assignment. This can be used to spot check that the correct names have been entered. Administration will print this report and give copies to the Encampment Commander, Commandant, and Executive Officer.

*The awards to be given need to be set up, as well as entering the winners.*

### ***Award Selection Report***

### **Report**

This report is printed and given to the Commandant and Executive Officer. It lists all awards to be announced at graduation. The names must be returned to the Encampment Commander for final approval by the night before graduation, and must be given to the Executive Officer by 0800 hrs the morning of graduation.

*The awards to be given need to be established. This report can be printed earlier in the week to verify that the same awards are being given as last year. The database includes commonly given awards, but additional ones can be added.*

### ***Awards in Name Order***

### **Report**

This report lists the individuals who received special awards. The names are listed in alphabetical order with Group identification. If gold stickers are to be added to the cadet's CA, this report can be used to quickly identify graduation packets. (OPTIONAL)

*The awards to be given need to be set up, as well as entering the winners.*

### ***CAPF 2a - Clasps***

### **Report**

This report is included in the graduation package and is a completed 2a authorizing the requester to wear the Encampment Ribbon Clasp. It must be signed by the individual and his/her unit commander.

*All cadets who have a previous encampment (Prior Encampment Year is not blank[usually updated automatically from National database]), and any seniors who are not designated as "First Timers" or Part-Time will receive this form. (Maintenance program for seniors is on the same menu)*

### ***CAPF 2a (Ribbons)***

### **Report**

This report is included in the graduation package and is a completed 2a authorizing the requester to wear the Encampment Ribbon. It must be signed by the individual and his/her unit commander.

*All cadets who do not have a previous encampment (Prior Encampment Year is blank[usually updated automatically from National database]), and any seniors who are designated as "First Timers" but not full-time will receive this form. (Maintenance program for seniors is on the same menu)*

### ***Certificate of Accomplishment***

### **Report**

This form is printed for all active full-time members. The standard set up information needs to be entered in the CA Setup. These certificates should be printed on 'parchment style paper' that can be purchased at Staples. There are two options on this screen, one for BW and one for color. Use either one.

*CA Setup.*

**Contact Roster****Report**

This report lists all Cadets, Cadet Staff, and Senior Staff. It includes address, phone numbers, and email addresses. It should be included in the graduation packet for each participant.

**Encampment Participation List****Report**

Official report to be sent to National by the Encampment Commander. (This includes ALL full-time members of the encampment.)

**Letter - Charitable Contribution****Report**

This letter should be printed for all senior staff and included in the graduation packet. It identifies payments made to the encampment which can be tax deductible.

**PI (Personnel Authorization)****Report**

Report of all staff personnel, both senior and cadet. Each staff member should have a copy included in their graduation packet. Do not run until all positions have been verified by the commander.

*Staff positions must have been assigned in the database. Paragraph Wording needs to be set up.*

**REPORT MENU 2/Housing****Barracks Listing - Emergency Procedures****Report**

This report lists each housing building with a list of individuals assigned. As people arrive they should sign this report. This report is kept on a clip board in the building and is used for any emergency to verify that all occupants have been accounted for.

**Cadet Staff Housing Report****Report**

This lists all cadet staff in name order and identifies where they are being housed.

**Housing for Staff by Barracks****Report**

This report lists each housing unit with the senior and cadet staff who have been assigned. This is a good check to make sure that each area has proper supervision.

**Housing Report****Report**

This report lists all the housing areas with the assigned personnel. It does not go to a new page when the housing area changes. It is a summary report that is kept by the individual doing the initial signin so that it is easy to see the housing assignment for the participant.

**Labels - Cabin Assignment****Report**

If want to identify each member's cot in the housing, can use these labels.

**Part-Time Participants****Report**

Based on information in the database will list the dates that any part-time individuals will be present during the activity. This assists in making sure there is housing available.

**Senior Housing Report****Report**

List of all seniors and their assigned housing. This report can be used in a nighttime emergency to determine if anyone is missing. (Some seniors do not remain on base overnight.)

**REPORT MENU 2/Housing/Ad Hoc Staff Housing Menu**

## ***Barracks Listing***

**Report**

There are 4 variations of this report:

Workshop 1, Workshop II, Pre-Encampment, and Post-Encampment

This report lists the building and who is assigned. Individuals should sign in to the building when they arrive. It is called from the Ad-Hoc Housing Menu.

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## **REPORT MENU 2/In-Process**

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### ***Check In Sheet - Admin***

**Report**

This sheet is printed just prior to the encampment. It includes the latest information in the database for each participant. It will list any outstanding items that need to be collected during registration. This sheet is verified by the individual as he registers. Any changes are noted. These sheets are placed in the ADMIN binder and entered into the database. This should be completed no later than Sunday night. There are two options. If the base has required knowing who will be coming to graduation, and the information has been entered, then you can print the Check In Sheet - Admin with Guests. Then the cadet can verify that the guests are accurate.

### ***Finance - Outstanding Payments Report***

**Report**

This worksheet is used during registration to collect any outstanding monies.

### ***Labels - Sign In Envelopes***

**Report**

Name Labels used for the registration packets. Also indicates if cadet or senior, and if on staff.

*None.*

### ***Labels - TSHIRT & FLT ASSIGNMENT***

**Report**

These labels are used to hand out t-shirts. The cadet's flight assignment is listed on this label.

### ***Religious Service Report***

**Report**

This is a blank signup sheet to allow individuals to indicate if they wish to attend religious services. (Done during in-processing)

### ***Staff Dinner SignUp***

**Report**

List of all staff members with a check box to indicate if they are going to the Staff Dinner. Each staff member should check Yes or No during Staff Inprocessing. (Any unchecked members can be polled during the encampment to get an accurate count for the restaurant.)

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## **REPORT MENU 2/Pre-Enc**

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### ***Award Order Report***

**Report**

This report lists awards to be ordered.

### ***CAP Vehicle Identifier***

**Report**

This sign should be available as people check in. It should be placed on the dashboard of their car. This identifies CAP vehicles - particularly useful if a car is parked where it shouldn't be, it is easy to look on the dash and see who it belongs to.

### ***Chaplain Report - Alpha List of Participants***

**Report**

A list of all cadets/seniors in alphabetical order.

### ***Chaplain Report - Flight List***

**Report**

This lists each flight on a separate page. It will also include any medical information from parents (if entered).

*Cadets must have been assigned to flights in the computer.*

**Chaplain Report - Religious Preference Summary****Report**

A listing of religious preference and a count. Used to identify church service needs.

**Cover Page - ADMIN****Report**

This is the cover page for the Administrative Binder. This binder holds the check in sheets and is used to update the database with any changes.

**Cover Page - MEDICAL****Report**

This is the cover page for the Medical binders that hold the encampment medical forms that were part of the cadet's application. These need to be in alphabetical order so that the forms can be retrieved quickly if a cadet needs to go to the hospital.

**Cover Page - Sign In Book****Report**

This is the cover page for the MASTER SIGN IN/OUT Book.

This becomes the easiest way to verify that a cadet has arrived at the encampment. A call is made to the parents of anyone who has not signed in by the end of inprocessing.

**Inventory Report - Radios****Report**

Inventory report of radios - should be done before radios dispensed and when packing up at the end of encampment

**Inventory Report - Summary****Report**

Summary list of all equipment.

**Inventory Report by Department****Report**

Inventory List sorted by Department. Useful during Workshop 2 so that participants know what equipment is available.

**Labels for Return of Keys****Report**

This is a label that can be placed on a 3x5 card. When keys are turned in, the card is labeled with the cadet's name and placed in a zip lock bag with the keys. At out-processing, the cadet signs the card that he has received the keys.

**Meal Sign-in Sheet****Report**

This is a blank sign-in sheet that can be used for meals. It gives the services staff information as to how many people have come through the line at any given moment.

**Special Food Request****Report**

This report lists any food issues. Should be given to Services prior to the start of the encampment.

**Special Travel Arrangements****Report**

This reports lists anyone identified as coming by public transportation and needing a pick up.

**T-Shirt Order Report****Report**

This lists a count of t-shirts. Used to order the t-shirts.

*t-shirt information must be entered.*

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**SYSTEM SETUP/Advanced**

This report lists all reports in the encampment system, as well as pre-requisite set up information and the MENU where the report can be found.

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**SYSTEM SETUP/Primary**

**Letters in Database**

**Report**

This report lists all the pre-entered letters in the database. These letters have the wording that New York Wing uses, feel free to make any desired changes.

**Total Number of Reports: 153**

**All reports print on normal 8.5 x 11 paper with the following exceptions:**

Finance Labels	Avery 5163 - 2" x 4" - 10 labels per page
Labels for Return of Keys	Avery 5163 - 2" x 4" - 10 labels per page
Labels - Ad Hoc	Avery Labels 5160 - 30 labels to a page
Labels - ALL Units (Capwatch)	Avery Labels 5160 - 30 labels to a page
Labels - Cabin Assignment	Avery Labels 5160 - 30 labels to a page
Labels - Cadet Staff	Avery Labels 5160 - 30 labels to a page
Labels - HDQTRS Return Address	Avery Labels 5160 - 30 labels to a page
Labels - Inflights	Avery Labels 5160 - 30 labels to a page
Labels - Parents of All Inflight Cadets	Avery Labels 5160 - 30 labels to a page
Labels - Registrar Return Address	Avery Labels 5160 - 30 labels to a page
Labels - Senior Staff	Avery Labels 5160 - 30 labels to a page
Labels - Sign In Envelopes	Avery Labels 5160 - 30 labels to a page
Labels - TSHRT & FLT ASSIGNMENT	Avery Labels 5160 - 30 labels to a page
Labels - Yearbook Covers	Avery Labels 5160 - 30 labels to a page
Labels for Photos - Workshop 1	Avery Labels 5160 - 30 labels to a page
Labels for Staff Selection	Avery Labels 5160 - 30 labels to a page
Labels Participants (All)	Avery Labels 5160 - 30 labels to a page
Sqdn Cmdr Labels - Participants	Avery Labels 5162 - 14 labels to a page
Position Name Tags	Avery Name Badges 5392 (3x4 6up)
CAP Vehicle Identifier	Colored 8 1/2 x 11 card stock
Area Check Out Sheet	Colored Paper (8.5 x 11) [Color1] approx 30 sheets
Certificate of Accomplishment	Parchment Style Paper (8.5 x 11) [Staples]
Certificate of Appreciation	Parchment Style Paper (8.5 x 11) [Staples]