

Albuquerque Heights Composite Squadron Monthly Agenda (Effective April 20, 2023)

Week 1 Uniform Blues	Week 2 Uniform PT	Week 3 Uniform ABU (with orange vest and ES pack or belt)	Week 4 Uniform Blues	Week 5 Uniform Announced
1810 – 1825 (**) Alpha Flight Set Up Flags, Attendance Roster, Clipboards, Promotion Boards and Milestones locations	1810 – 1825 (**) Bravo Flight Set Up Flags, Attendance Roster, Clipboards, Promotion Boards and Milestones locations	1810-1825 (**) Charlie Flight Set Up Flags, Attendance Roster, Clipboards, Promotion Boards and Milestones locations	1810-1825 (**) Deputy Commander and Flight Sergeant Set Up Flags, Clipboards, Promotion Boards and Milestones locations	Special Events Week
1825-1830 Cadet Commander Status reports due	1825-1830 Flight Commander Status reports due	1825-1830 Cadet Commander Status reports due	1825-1830 Flight Commander Status reports due	
1830 - 1845 Opening Ceremony	1830 – 1845 Safety	1830 – 1845 Opening Ceremony	1830 -1845 Opening Ceremony	
1845 – 2015 Aerospace Education Great Start (***)	1845-1945 PT Great Start (***)	1845-1945 ES / Communications Great Start (***)	1845-1945 Character Development Great Start (***)	
	1945-2015 Leadership/SSE Great Start (***)	1945-2015 Leadership/SSE Great Start (***)	1945-2015 Leadership/ SSE Great Start (***)	
2015-2030 Flight meeting (*) Flight Sergeant set up Promotion Board	2015-2045 Drill by Flight	2015-2045 Drill by Flight	2015-2045 Drill by Flight	
2030-2100 Closing ceremony and Pinning	2045-2100 Flight Meeting(*)	2045-2100 Flight Inspections (ABUs)	2045-2100 Flight inspections (Blues)	
2100-2115 (**) <ul style="list-style-type: none"> • Cadet Commander completes meeting data entry requirements and files cadet folders • Alpha Flight Lock Building, Take in Flags, pack up SQ HQ 	2100-2115 (**) <ul style="list-style-type: none"> • Cadet Commander completes meeting data entry requirements and files cadet folders • Bravo Flight Lock Building, Take in Flags, pack up SQ HQ 	2100-2115 (**) <ul style="list-style-type: none"> • Cadet Commander completes meeting data entry requirements and files cadet folders • Charlie Flight Lock Building, Take in Flags, pack up SQ HQ 	2100-2115 (**) <ul style="list-style-type: none"> • Cadet Commander completes meeting data entry requirements and files cadet folders • Flight Sergeant and Deputy Commander Lock Building, Take in Flags, pack up SQ HQ 	

(*) Cadet Commander creates a list of topics to be discussed at Flight meetings and Flight Commanders discuss prepare for and discuss that topic, with a report to Cadet Commander included in the 2nd week status report as to the success or failure of the discussion with specific examples of successes or failures described.

(**) Cadet Commander responsible that all the pre and post items have been completed for the evening

(***) Great Start classes will be from 6:45 to 8:15 (only) then the great start students will join their flight, except on PT Testing Night (only), great start must join PT

2nd and 4th Week – Flight Commander Status reports due, in typed, hard copy format, to the Cadet Commander, no later than 6:30 PM

3rd and 1st Week – Cadet Commander Status reports due, in typed, hard copy format, to Squadron Deputy Cadet Commander and Unit Commander no later than 6:30 PM