

# NEW SPONSOR FAMILY CHECKLIST

## REQUIREMENTS FOR CIVILIAN FAMILY:

1. One letter of introduction from yourself (please limit to one page):
  - a. Describe your family (include names)
  - b. Place(s) of employment for yourself and spouse
  - c. Favorite sport/hobby (please name one for each)
  - d. Why you are interested in becoming a sponsor
  - e. Signatures of both Primary and Spouse
  - f. If you are wishing to sponsor a particular cadet, please include the cadet's name (first, last) and the year the cadet will graduate
2. Two Letters of Recommendation (from friends, relatives, co-workers, etc.)
  - a. How long have they known you?
  - b. What is the basis of their relationship with your family?
  - c. Why they feel your family would be a good candidate?
  - d. Please ensure that these letters include signatures.
3. Completion of the Sponsor Survey form

## REQUIREMENTS FOR USAFA GRADUATE OR PARENTS of CADETS :

1. One letter of introduction from yourself (please limit to one page)
  - a. Describe your family (include names)
  - b. Place(s) of employment for yourself and your spouse
  - c. Favorite sport/hobby (please name one for each)
  - d. Why you are interested in becoming a sponsor
  - e. Social Security number for yourself and spouse
  - f. Signatures of both Primary and spouse.
  - g. If you are wishing to sponsor a particular cadet, please include the cadet's name (first, last) and the year the cadet will graduate
2. Completion of the Sponsor Survey form

## REQUIREMENTS FOR MILITARY/DOD BACKGROUND (ACTIVE/RETIRED/RESERVE):

1. Completion of the Sponsor Survey form  
Must meet rank requirements: O-3 or above, E-6 or above or GS-5 or above

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Please submit complete packets only. Submitting incomplete packets will delay processing.

Return to one of the following:

**Mail:** Cadet Sponsor Office  
USAFA/CWTM  
2354 Fairchild Drive, Suite 1JE141  
USAF Academy, CO 80840

**Phone:** 719-333-2727 (for questions – please allow up to 48 hours for a reply)

**Fax:** 719-333-2712

**E-mail:** [cadet.sponsor@usafa.edu](mailto:cadet.sponsor@usafa.edu) (for any questions about the Cadet Sponsor Program)

Check [www.usafa.af.mil/commandant/sponsorprogram.asp](http://www.usafa.af.mil/commandant/sponsorprogram.asp) for the online handbook with guidelines, tips, important phone numbers and more. Thank you for supporting the Cadet Sponsor Program!