



United States Naval Sea Cadet Corps

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November 10, 1999

Information Letter 13-99

From: Executive Director, NSCC
To: Distribution

Subj: NSCC/NLCC Parent Auxiliary Groups

Ref: (a) Information Letter 13-91
(b) Administration Manual 1999
(c) NSCC Bylaws of the Parents Auxiliary

1. In accordance with references (a) and (b), NSCC/NLCC Parent Auxiliary Groups are support organizations of parents for the benefit of NSCC/NLCC cadets. Reference (c) provides a sample of by-laws which may be used in organizing parental support by formation of an auxiliary organization.
2. The success of the Sea Cadet program depends in large measure on parental support to include transportation, unit social functions, and ceremonial occasions. The primary role of these support groups is to promote participation in and general support of the unit. Unit Commanding Officers are encouraged to meet with the Parent Auxiliary Groups on a frequent basis.
2. Parent Auxiliary Groups should adhere to the following guidelines:
 - The Parent Auxiliary Group is under the authority of the unit Commanding Officer whose first responsibility is to the NSCC program and cadets.
 - The Parent Auxiliary Group should not interfere with the function of the unit. This is the prerogative of the Commanding Officer.
 - Fundraisers are authorized to support the cadet program.
 - Audits of any Parent Auxiliary Group's accounts should take place at the time of the unit audit.
 - Parent Auxiliary Group's Accounts should have two signatures required on their checks like the unit accounts.
 - The Parent Auxiliary Group should make an annual report of funds to the unit Commanding Officer and the NLUS Council or other sponsoring organization.
 - Parent Auxiliary Groups do not take the place of the unit's sponsoring organization. Sponsoring organizations are the overview authority of a unit.

- A representative of a parent group may address the unit Commanding Officer over parental concerns.
- Parent Auxiliary Groups shall elect officials, who will maintain the organization of the parent group.

3. This Information Letter will remain in effect until incorporated into the Administration Manual.

A handwritten signature in black ink, appearing to read 'M.D. Ford', written in a cursive style.

M.D. Ford

Distribution:

NSCC National Chairman/National President
NSCC Field Representatives
NSCC Regional/Associate Regional Directors
NSCC Unit Commanding Officers