



Delaware Military Academy

DMA Process for Creating a New Cadet Club

All DMA clubs are designed to serve the interests of the DMA cadets and are required to have a staff sponsor to continue operating at DMA. Any cadet can start a new club as long as the following conditions have been met and the club has been approved by the DMA Leadership Team.

1. Cadets can express an interest in starting a club by sending an email request to the Commandant and Dean of Cadets. This email must include the following:
 - a. The proposed name of the organization
 - b. A brief description of the organization and its purpose
 - c. The name of the staff sponsor
2. The email request will be discussed at a leadership meeting to get initial approval. If approved, proceed to step 3.
3. If the initial request is approved, you will receive an email from the Dean of Cadets and will be asked to provide the following information before setting up regular meetings:
 - a. a detailed description of the goals of the program and a detailed plan for how the organization will operate. We call that a charter, or guiding document. This should be done in collaboration with the staff sponsor and the initial members. Please include if the club will be doing any fundraising and what that may look like.
 - b. an email from the school sponsor confirming that he/she is willing to serve as the advisor. The sponsor can send this email directly to the Dean of Cadets.
 - c. A sign-up sheet with a minimum of 8-10 cadets who are joining the group
 - d. Date and location of your first meeting
4. Once all this has been reviewed, you will get full approval for the organization or be provided feedback to make changes to the request.

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