

**PROVIDENCE HIGH SCHOOL NJROTC
UNIFORM ISSUE AND TURN-IN PROCEDURES**

Dear Parents,

The following are guidelines for the initial uniform issue, and turn in of NJROTC uniforms upon disenrollment or summer break from NJROTC:

1. Upon uniform issue, each cadet will be issued a custody card to be signed by parent or guardian and returned to the Naval Science classroom as soon as possible.
3. Upon disenrollment/summer break from the program, all uniform clothing items except belts and garrison caps will be professionally dry cleaned prior to turn in.
4. All items must be turned in at the same time in order to facilitate complete and accurate accountability.
5. Items must be turned in still in the dry cleaners plastic bag containing the dry cleaners ticket/receipt.
6. The following items need not be returned:
 - a. XXXXXXXXXX
 - b. shoes (oxfords and pumps)
 - c. ribbons
 - d. rank insignia
 - e. name tag
7. Upon turning in uniforms, your cadet will be issued a "Custody Receipt" indicating a cleared NJROTC account. (The total appearing at the bottom of the items list should be \$.00 in order for an account to be cleared).
8. It is important that you turn in your uniforms directly to the Naval Science Instructors or the Supply Officer in order for you to receive your Custody Receipt which will be your proof of a cleared NJROTC account. Turning in your uniforms in to the school office will not guarantee that your account will be properly cleared.
9. If your cadet's uniforms have not been turned in, or the account is not properly cleared, his/her name will appear on the school's fee list the day after disenrollment/summer break.
10. Any cadet whose name appears on the fee list will not be issued a report card for the current term, and in the case of seniors, will not receive their commencement/graduation diploma.

NOTE: CADETS ARE REQUIRED TO PAY FOR ALL UNIFORMS DAMAGED BEYOND SERVICEABILITY IF THE DAMAGE IS DUE TO OTHER THAN NORMAL WEAR AND TEAR.

I have read, understand and will comply with all of the above requirements and thoroughly understand that any infractions will result in appropriate disciplinary action.

Print Cadet's Name

Signature of Cadet

Date

Print Parent's Name

Signature of Parent

Date