Welcome to Valley Forge!

We are proud and pleased to welcome you to the 85th Corps of Cadets. We are dedicated to your development and achievement of success in our Five Cornerstones. For 85 years, Valley Forge Military Academy & College has educated young people intellectually, physically, tactically, spiritually, morally and ethically to take their place in our society as ethically minded citizen-leaders of character. As you pursue success, I assure you every member of the Valley Forge Staff and Faculty are available to lead, coach and mentor you to maximize your efforts.

The attached packet is provided to facilitate your smooth start at Valley Forge. Please read it carefully, complete it accurately, and return it in accordance with the accompanying instructions. If you have any questions, please call the respective point of contact or the Commandant’s Office at 610-989-1256.

We look forward to seeing you on in-processing day and throughout the year.

Respectfully,

Rik V. Thornton
WO2, Royal Marines (Ret.)
Commandant of Cadets
HEADQUARTERS
VALLEY FORGE MILITARY
ACADEMY & COLLEGE

GENERAL ORDERS Wayne, Pennsylvania
NUMBER 2 5 June 2012

1. PURPOSE. This order:

A. Specifies what items of clothing and equipment that a cadet must have while attending Valley Forge Military Academy & College.

B. Provides guidance on optional items of equipment that are permitted, prohibited items, and marking and security of equipment and personal items.

2. Items of clothing and equipment that a cadet is required to have fall into two categories: BASIC ISSUE ITEMS (issued by VFMA&C) and PURCHASED ITEMS (purchased by the cadet). These are outlined below:

A. BASIC ISSUE ITEMS – CADET STORE. The following items (included in fee schedule) are issued to the cadet by the Cadet Store upon arrival:

<table>
<thead>
<tr>
<th>2 Laundry Bags</th>
<th>1 Beret</th>
<th>2 Sweatshirts</th>
<th>1 Pair Black Dress Shoes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Laundry Tags</td>
<td>1 Capshield</td>
<td>2 Pair Sweatpants</td>
<td>1 Combination Lock</td>
</tr>
<tr>
<td>1 Laundry Marker</td>
<td>1 Wool Cap</td>
<td>2 Long Sleeve School Shirts</td>
<td>2 Name Tags</td>
</tr>
<tr>
<td>15 Laundry Pins</td>
<td>1 Chapel Cap</td>
<td>2 Short Sleeve School Shirts</td>
<td>3 BDU Name Tapes</td>
</tr>
<tr>
<td>4 Wire Hangers</td>
<td>1 Cap Cover</td>
<td>1 Black Tie</td>
<td>1 VFMA&amp;C ID Card</td>
</tr>
<tr>
<td>8 Coat Hangers</td>
<td>1 Black Scarf</td>
<td>1 Breast Plate</td>
<td>3 Pair Gym Shorts</td>
</tr>
<tr>
<td>3 Trouser Hangers</td>
<td>1 Pair Swim Trunks</td>
<td>1 Belt Plate</td>
<td>5 Gym Shirts</td>
</tr>
<tr>
<td>1 Can Brasso</td>
<td>1 Pair Suspenders</td>
<td>1 Web Belt and Buckle</td>
<td>1 Pair Low Overshoes</td>
</tr>
<tr>
<td>1 Nail Brush</td>
<td>10 VFMA&amp;C T-Shirts</td>
<td>2 Pair White Gloves</td>
<td>1 Mattress Cover</td>
</tr>
<tr>
<td>1 Pair Combat Boots</td>
<td>1 Beret Capshield (College)</td>
<td>1 Pair Black Gloves</td>
<td>2 Blankets</td>
</tr>
</tbody>
</table>

B. BASIC ISSUE ITEMS – TAILOR SHOP. The following items (included in fee schedule) are issued to the cadet upon arrival by the Tailor Shop:

<table>
<thead>
<tr>
<th>1 Full Dress Blouse</th>
<th>**2 Battle Dress Uniform (BDU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 pair Full Dress Trousers</td>
<td>- 2 BDU Shirts</td>
</tr>
<tr>
<td>2 pair Dress Grey Trousers</td>
<td>- 2 BDU Trousers</td>
</tr>
<tr>
<td>1 Overcoat</td>
<td>**1 BDU Field Jacket</td>
</tr>
<tr>
<td>1 Black Sweater</td>
<td>**1 pair White Trousers</td>
</tr>
<tr>
<td>1 CQ Jacket/Leave Jacket</td>
<td>**1 Raincoat with Pouch</td>
</tr>
</tbody>
</table>

**These items are issued to the cadet upon arrival but remain property of the school.
C. PURCHASE ITEMS AVAILABLE AT THE CADET STORE.

(1) The following required items may be purchased at the Cadet Store or brought from home:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bathrobe</td>
<td>Solid Black Backpack</td>
</tr>
<tr>
<td>12 pair Undershorts (boxers or briefs)</td>
<td>Wrist Watch</td>
</tr>
<tr>
<td>10 White T–Shirts, quarter sleeve, crew neck</td>
<td>3 Pillow Cases (white) to fit 20” x 26” Pillow</td>
</tr>
<tr>
<td>3 Handkerchiefs (white)</td>
<td>1 Pillow (20” x 26”)</td>
</tr>
<tr>
<td>9 pair Athletic Socks (white crew without logos)</td>
<td>2 pair Thermal Underwear (white)</td>
</tr>
<tr>
<td>1 Shoe Polish Kit (polish, cloth, brush and dauber)</td>
<td>6 Flat Sheets (white, twin size mattress)</td>
</tr>
<tr>
<td>10 pair Solid Black Dress Socks</td>
<td>10 Bath Towels (white)</td>
</tr>
<tr>
<td>1 Clothes Brush</td>
<td>1 pair Shoe Trees</td>
</tr>
<tr>
<td>2 Toothbrushes and Toothpaste</td>
<td>1 pair Shower Shoes</td>
</tr>
<tr>
<td>2 sets Pajamas</td>
<td>Soap Dish (white)</td>
</tr>
<tr>
<td>1 Hair Brush</td>
<td>School Supplies</td>
</tr>
<tr>
<td>1 Comb (black)</td>
<td>Personal Size Clip Fan</td>
</tr>
<tr>
<td>Razor and Razorblades</td>
<td>* 1 pair of Gym Shoes (black/low quarter)</td>
</tr>
<tr>
<td>4 Wash Cloths (white)</td>
<td>Lock for Laptop Computer</td>
</tr>
<tr>
<td>1 pair Slippers</td>
<td>Emergency Rain Poncho</td>
</tr>
<tr>
<td>32 ounce Nalgene (non BPA) Water Bottle</td>
<td>4GB Memorex Jump Drive</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>Ethernet Cord</td>
</tr>
<tr>
<td>Sunscreen (30 SPF or higher)</td>
<td></td>
</tr>
</tbody>
</table>

* NOTE: Cadets may bring a pair of low quarter multi-purpose/cross-trainer athletic shoes from home instead of purchasing tennis shoes from the Cadet Store. The shoes must be solid black without extraordinary adaptations (lights, colored laces, etc.) and with a non-marking sole.

Cadets who have a compelling medical reason that prohibits them from wearing the standard cadet issued black leather shoe will be required to wear a solid black tennis shoe in coordination with the Director of Health Services and the TAC Officer. The recommended black tennis shoe is Reebok, Model Club-C. They can be purchased at a shoe store that sells athletic footwear or from the Cadet Store.

(2) Please return the Cadet Store Blank sent to you in a separate mailing to the Cadet Store. Please submit the Cadet Store order form at least two weeks prior to reporting to ensure that your order will be available for pickup upon your arrival. You can contact the Cadet Store at (610) 989-1540 if you have any questions.

D. Optional items that a cadet may desire to bring, but are not required, are discussed below:

(1) A small suitcase or athletic equipment bag to be used during short leave periods. Cadets are prohibited from departing on leave carrying belongings in laundry bags, pillowcases, duffel bags, etc.

(2) Athletic equipment or musical instruments they desire to use.

(3) Small electronic desk/clock radios, CD players, compact stereo units and an electric fan (not to exceed 9” in diameter).
(4) Due to space limitations, we limit the size of audio entertainment systems authorized for use by cadets. All sound systems, to include speakers, must be self-contained without separate components. Sound systems must be no more than 30 inches in depth. Systems which do not meet this criterion will be placed in storage or returned home with parents.

E. Cadets must bring the previous year’s basic clothing issue items issued at the Cadet Store and Press Shop back to school with them each year (refer to paragraphs 2A & 2B). Valley Forge replaces basic clothing issue items that cadets have worn out or outgrown. Cadets must replace lost items or items that have become unserviceable due to negligence or abuse. More information on this topic can be found in the Parents’ Handbook.

F. Cadets must bring the previous year’s personal items (refer to paragraph 2C) back to school with them each year. Maintenance and replacement of these items are the responsibility of each individual cadet. More information on this topic can be found in the Parents’ Handbook.

G. **Marking of personal items.** All articles will be carefully marked with the cadet’s name and personal serial number. Your cadet’s serial number was provided in the acceptance letter which was mailed under separate cover. Use indelible ink or name tags for clothing items. Equipment should be marked with an engraving instrument.

H. Items **not** permitted are as follows (this list is not all inclusive, but serves as an example): television sets, large radios requiring extension speakers, component stereo systems, record players, drum sets, electric guitars, electrical appliances, VCRs, video cameras, game boys, X boxes, DVD players, video IPODs, beepers, pagers, knives, butane or aerosols, squirt guns, toy guns, fire arms or air/gas pressurized weapons of any type, fireworks/pyrotechnics.

3. The Academy and College do not accept responsibility for the loss, breakage or theft of personal property brought on campus by cadets. We recommend you inventory those items and forward the inventory to your insurance carrier so that, if necessary, a rider can be added to your policy to ensure full coverage.

4. Cadets should bring with them an appropriate change of clothes to ensure their comfort until uniforms are issued. This can be slacks, shirts and sneakers, winter jacket or sweatshirt, or other comfortable clothing. Every effort will be made to issue uniforms as quickly as possible upon your cadet’s arrival.

FOR THE PRESIDENT:

Kenneth R. Seitz
Colonel, VFMAC
Adjutant
1. The following are the reporting dates for School Year 2012-2013.

### ACTIVITIES | REPORTING DATES & TIMES
---|---
Cadet Officer and Senior NCO Leadership Detail<br>College Junior NCO Leadership Detail | Friday, 3 August 2012, 9:00 a.m. – Noon<br>Friday, 3 August 2012, 9:00 a.m. – Noon

Academy and College Football Team<br>Academy and College Soccer Team<br>Band (New and Returning Cadets)<br>Academy Junior NCO Leadership Detail | Wednesday, 8 August 2012, 9:00 a.m.<br>Wednesday, 8 August 2012, 9:00 a.m.<br>Wednesday, 8 August 2012, 10:00 a.m.<br>Wednesday, 8 August 2012, 11:00 a.m.

All College Freshmen (New and Returning Cadets)<br>Postgraduates not involved in Football/Soccer | Tuesday, 14 August 2012, 9:00 a.m. – Noon<br>Tuesday, 14 August 2012, 9:00 a.m. – Noon

New Academy Cadets<br>New Middle School Cadets | Friday, 17 August 2012, 9:00 a.m. – Noon<br>Friday, 17 August 2012, 9:00 a.m. – Noon

Returning Academy Cadets<br>Returning Middle School Cadets<br>Returning College Sophomores | Thursday, 23 August 2012, 9:00 a.m. – Noon<br>Thursday, 23 August 2012, 9:00 a.m. – Noon<br>Thursday, 23 August 2012, 9:00 a.m. – Noon

2. Parking and inprocessing locations will be as follows:

<table>
<thead>
<tr>
<th>DATE</th>
<th>PARKING</th>
<th>INPROCESSING LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 August 2012</td>
<td>Church of the Saviour Parking Lot</td>
<td>Mellon Hall</td>
</tr>
<tr>
<td>8 August 2012</td>
<td>Parade Field</td>
<td>Eisenhower Hall</td>
</tr>
<tr>
<td>14 August 2012</td>
<td>South Campus Parking Lot</td>
<td>Eisenhower Hall</td>
</tr>
<tr>
<td>17 August 2012</td>
<td>South Campus Parking Lot</td>
<td>Eisenhower Hall</td>
</tr>
<tr>
<td>23 August 2012</td>
<td>Parade Field</td>
<td>Eisenhower Hall</td>
</tr>
</tbody>
</table>

3. The following information is provided to assist you in the reporting and inprocessing of your cadet. It is our objective to make this day a good beginning for you and your cadet as you begin a new school year.
A. General inprocessing will begin at 9:00 a.m. To further assist in preventing back ups and standing in lines, cadets in the following groups scheduled to report should arrive at the times designated below, alphabetically by cadet’s last name:

**Leadership Detail (3 August 2012)**
9:00 a.m. – A – H  
10:00 a.m. – I – P  
11:00 a.m. – Q – Z  

**Athletes/Band/Academy Junior NCO Detail (8 August 2012)**
9:00 a.m. - Academy and College Football Team  
9:00 a.m. - Academy and College Soccer Team  
10:00 a.m. - Band (New and Returning Cadets)  
11:00 a.m. - Academy Junior NCO Leadership Detail  

**College Freshmen (14 August 2012)**
9:00 a.m. – A – H  
10:00 a.m. – I – P  
11:00 a.m. – Q – Z  

**New Academy/Middle School (17 August 2012)**
9:00 a.m. – A – H  
10:00 a.m. – I – P  
11:00 a.m. – Q – Z  

**Returning Academy/Middle School/College Sophomores (23 August 2012)**
9:00 a.m. – A – H  
10:00 a.m. – I – P  
11:00 a.m. – Q – Z  

B. The sequence of activities for new cadets reporting on 14 and 17 August 2012:

(1) Park in the South Campus Parking Lot. Cadets will meet you there, mark and deliver your cadet’s luggage to the assigned barracks. Please take all inprocessing forms and laptop computers with you to Eisenhower Hall.  

(2) Walk or take a Shuttle Bus from the South Campus Parking Lot to the inprocessing station where you will meet with representatives from the Admissions Office, the Health Center, the Business Office, the Cadet Store, and Student Activities.  

(3) After you have finished inprocessing, proceed to the barracks. There the TAC Officer or a Cadet Officer will assign a room and help inventory these items to ensure that everything required is accounted for.  

(4) Afternoon activities will include a buffet luncheon in the Regimental Mess, an orientation program, and the Cadet Oath Ceremony.  

(5) You will receive a more detailed schedule upon your arrival at Eisenhower Hall. You can anticipate that the day’s program will end at approximately 5:30 PM.  

C. The sequence of activities for Cadets reporting on 3, 8, and 23 August will be provided to you and your cadet upon arrival at Eisenhower Hall.
4. **Payment Schedule:**

   A. Please be prepared to settle all financial matters prior to reporting to school. This will expedite the process and allow you to proceed with your cadet’s inprocessing without delay. Payment for special activities and all unsettled balances must be finalized before proceeding to the barracks.

   B. **Academy Cadets.** The first tuition payment of $20,000 is due by 1 August 2012. The balance of tuition, mandatory fees, basic services, room and board, and all other charges is due by 1 November 2012. Please refer to the 2012-2013 Billing and Payment Policies pamphlet distributed by the Business Office for additional information on financial matters.

   C. **College Cadets.** The Fall semester payment is due by 1 August 2012. Spring Semester payment is due by 1 December 2012. Payment includes tuition, Special Activities fee, and other mandatory fees specified in the 2012-2013 Billing and Payment Policies pamphlet.

5. **Medical Forms:**

   A. **Medical forms must** be forwarded to the Health Center prior to the arrival of the cadet. Please contact the Health Center at 610-989-1515/1517/1521, Monday through Friday, 8:30 a.m. to 4:30 p.m., with questions.

   B. Valley Forge Military Academy & College reserves the right to deny admission to any new cadet who reports **without the advance arrival of the medical report** unless previous arrangements have been made for the physical to be administered at the VFMA&C Health Center.

6. Please feel free to ask for assistance. Members of the staff and faculty, cadets and officers of the Parents’ Association will be present to guide and advise you. If you have a new cadet question prior to reporting for school, you may call the appropriate Admissions Office. Academy: 610-989-1490 or College: 610-989-1300

FOR THE PRESIDENT:

Kenneth R. Seitz
Colonel, VFMAC
Adjutant
A. SERIOUS OFFENSES STATEMENT: Please read carefully, sign and return prior to arrival on

university. The health, welfare, safety development, good order and discipline for cadets and Valley Forge are

our primary concern. Parents, Guardians and Cadets should understand that any cadet may be dismissed

from Valley Forge Military Academy & College if they commit any offense listed below:

1. **DRUGS**
   a. Possession, use of or trafficking of illicit drugs, narcotics, marijuana, or alcoholic beverages.
   b. NOTE: To support a drug free environment, cadets are subject to random urinalysis and hair analysis at
      Valley Forge’s expense and for reasonable suspicion which will be at the parent’s expense. Refusal to
      take the test will constitute admission of guilt and the appropriate disciplinary action will be taken.
   c. A cadet will not ON or OFF CAMPUS – use, possess, transfer, transport, distribute or attempt to
      secure chemical substances or drug paraphernalia. A cadet found to have a chemical substance in
      their system at any time school is in session, regardless of when or where the substance was ingested,
      will be regarded to have violated this policy. Valley Forge Military Academy & College (VFMA&C)
      prohibits the use by its cadets of any and all drugs defined as illegal, either by the state of Pennsylvania
      and/or the United States Federal Government. The use of illegal drugs and/or improper use of prescription
      or over-the-counter (OTC) drugs may result in immediate dismissal. VFMA&C does not recognize any
      state’s prescription drug use of marijuana and/or any or all other drugs defined as illegal by the State of
      Pennsylvania or the United States Federal Government. All those enrolling, parents/guardians and/or
      enrolling cadets, will do so in acceptance and accordance with this drug policy.
   d. Abuse of over-the-counter drugs and prescription drugs not prescribed by the cadet’s physician or not
      taken as prescribed.
   e. Possession or use of performance enhancing substances, such as steroids, inhalants, aerosols, etc.

2. **SCANDALOUS CONDUCT**
   a. Sexual misconduct.
   b. Suicidal or self-mutilating behavior.
   c. Indecent exposure, streaking, etc.
   d. Disgraceful or unmanageable conduct; includes sexual harassment.

3. **POSSSESSION AND USE OF PROPERTY**
   a. Unauthorized possession of a firearm, knife, lethal weapon, or anything resembling a weapon.
   b. Possession or use of an unauthorized privately owned vehicle and/or the unauthorized transportation of
      other cadets in the same.
   c. Possession or use of exploding fireworks, smoke bombs, ammunition or explosives.

4. **COMPUTER OFFENSES** – Willful and serious violations of the VFMA&C computer use policy.

5. **CIVIL OFFENSES** – Any criminal/juvenile misconduct requiring civil intervention and/or resulting in charges.

6. **ATTENDANCE AND PRESENT FOR CADET DUTY**
   a. Absent without leave (AWOL) for three or more days.
   b. AWOL two or more times during one semester.
c. Excessive unauthorized absences from classes, study halls, or periods or extra instruction.
d. Willful or flagrant violation of published leave policy to include unauthorized extension of authorized leave periods.

7. **HONOR SYSTEM** – Honor Offense (Lying, Stealing, Cheating, or Toleration of those that do).

8. **CONDUCT PREJUDICIAL TO GOOD ORDER AND DISCIPLINE**
   a. Unauthorized possession of a master key, key, or combination to another cadet’s room or locker.
   b. Tampering with door locks or unauthorized entry into campus buildings and cadet rooms.
   c. Willful disobedience, disrespect, or making a threat to a member of the Staff or Faculty, or other cadets.
   d. Abuse of the Cadet System.
      (1) Requiring or allowing personal services by another cadet.
      (2) Interfering without authority with another cadet in their performance of duty, study, sleep, eating, or leading another cadet to violate a regulation.
      (3) Except in the execution of an official duty, visiting the room of a new cadet or having a new cadet in the room of an old cadet.
      (4) Any other action which is prejudicial to the good order and discipline of the military system of the Corps of Cadets.
   e. Excessive demerits or violations of disciplinary probation. (Conduct Probation List – CPL)
   f. Indifference to or inability to adjust to the routine of VFMA&C.
   g. Physical hazing or assault of another cadet.
   h. Pulling a fire alarm in the barracks or administrative building when no emergency exists.

In addition, in order to maintain a healthy and safe environment for each cadet to live and go to school, there will be periodic health and welfare inspections. They will include the cadet’s person, room, vehicle (if authorized to have one on campus), and personal belongings. These searches and inspections may be conducted by the VFMA&C staff at any time.

**PARENT/GUARDIAN:** ___________________________ **DATE:** ______________

(Signature)

**CADET:** ___________________________ **DATE:** ______________

(Signature)

**EMERGENCY INFORMATION:** (Please print and fill out completely).

Cadet Name:_____________________________ Cadet ID#: ___________ Cadet Age: ___________

Address ________________________________________________________________

(Street or mailing address–City, State and Zip)

Home Phone:_____________________________ FAX Number: _____________________________

Business Phone: _________________________ E-Mail Address: ___________________________

If parent or guardian is unavailable, please notify: ________________________________

Relationship: _______________ Contact Phones: ________________________________
Valley Forge Military Academy & College
Commandant’s Department

Emergency Data Sheet

Cadet’s Last Name: ____________________________________ Company: _______________

First Name: _______________________________ Middle Name: ____________________

Home Street Address:
_______________________________________________________________________________

City: ___________________________ State: ______ Zip: ______ Country: ______________

Home Phone: ___________________________ Cell Phone: ____________________________

E-Mail: ________________________________________________________________________

FATHER’S NAME:
_______________________________________________________________________________

☐ Check Box if Same Address as Above

Street Address:
_______________________________________________________________________________

City: _________________________ State: _________ Zip: _________ Country: ___________

Home Phone: ___________________________ Business Phone: _________________________

Cell Phone: _______________________ E-mail: _____________________________________

MOTHER’S NAME:
_______________________________________________________________________________

☐ Check Box if Same Address as Above

Street Address:
_______________________________________________________________________________

City: _____________________________ State: ______ Zip: ________ Country: ___________

Home Phone: ___________________________ Business Phone: _________________________

Cell Phone: _______________________ E-mail: _____________________________________
GUARDIAN’S NAME: __________________________________________________________

Street Address: _______________________________________________________________________________

City: ___________________________ State: ______ Zip: _________ Country: _____________

Home Phone: ________________________ Business Phone: ____________________________

Cell Phone: ________________________ E-mail:  ____________________________________

ALTERNATE CONTACTS (LIST IN ORDER OF PRIORITY):

1. Name: ___________________________________ Relationship: ______________________

   Home Street Address: _______________________________________________________________________

   City: ___________________________ State: ______ Zip: _________ Country: _____________

   Home Phone: ________________________ Business Phone: ____________________________

   Cell Phone: ________________________ E-mail:  ____________________________________

2. Name: ___________________________________ Relationship: ______________________

   Home Street Address: _______________________________________________________________________

   City: ___________________________ State: ______ Zip: _________ Country: _____________

   Home Phone: ________________________ Business Phone: ____________________________

   Cell Phone: ________________________ E-mail:  ____________________________________