

**Delegation of School  
District Signature Authority**

State of California-Military Department  
Joint Force Headquarters  
Sacramento, California  
30 January 2007

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

CR 1-11

Delegation of School District Signature Authority

\*This is a new regulation not previously published.

**State of California – Military Department  
Joint Force Headquarters  
Headquarters, California Cadet Corps  
Sacramento, California**

**Cadet Regulation 1-11**

**Effective 30 January 2007**

## DELEGATION OF SCHOOL DISTRICT SIGNATURE AUTHORITY

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**History.** This is a new regulation not previously published.

**Summary.** This regulation describes the protocols for governing boards of school districts and private schools to delegate signature authority for CACC forms and documents to school/district employees.

**Applicability.** This regulation applies to all schools currently maintaining membership in the CACC.

**Proponent and exception authority.** The proponent of this regulation is the Executive Officer, CACC. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and

Regulations. The proponent may delegate this approval authority, in writing, to a field-grade man-day staff officer or State Projects Officer. Activities or units may request a waiver to this regulation by providing full justification that includes a full analysis of the expected benefits. All waiver requests will be endorsed by the senior commandant officer of the requesting activity or unit and forwarded through their higher headquarters to the policy proponent.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval, in writing, from the Executive Officer, California Cadet Corps. Send a draft copy of each supplement to – Youth Programs, California Cadet Corps, ATTN: Executive Officer, 10620 Mather Blvd., Suite 6, Sacramento, CA 95655

**Suggested improvements.** Users are invited to send comments and suggested improvements in memorandum form directly to the address listed above.

**Distribution.** This publication is available in electronic media only and is intended for all levels of the California Cadet Corps organization and is authorized for public distribution. Printed copies of this publication may be provided, within budget limitations, at the discretion of the Joint Force Headquarters, California

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## **CHAPTER 1**

### **GENERAL**

#### **1-1. PURPOSE.**

This regulation establishes the procedures for the governing boards of school districts, charter schools, and private schools to delegate authority to school employees to sign certain documents.

#### **1-2. AUTHORITY.**

- a.* Section 501 of the California Military and Veterans Code (CMVC) states that, “Cadet companies shall at all times be under the guidance and control of the principal, president, director or chief administrative officer of the college, community college or high school, whose duty it shall be to make regulations with the approval of the Adjutant General regarding the moral, educational, and physical welfare of the cadets.” Sections 500-520.1 of the CMVC provide for significant control of CACC functions by the governing boards of schools.
- b.* Section 35161 of the California Education Code states that, “The governing board of any school district may execute any powers delegated by law to it or to the district of which it is the governing board, and shall discharge any duty imposed by law upon it or upon the district of which it is the governing board, and may delegate to an officer or employee of the district any of those powers or duties. The governing board, however, retains ultimate responsibility over the performance of those powers or duties so delegated.

#### **1-3. GENERAL.**

- a.* The president of the public school board, the president of a public charter school board, or the president of a private school governing board is the only individual authorized to sign CACC forms which require the approval of the governing board. Specific actions requiring school board approval include establishment of CACC units and the appointment, promotion, assignment, and reassignment of CACC Commandant personnel.
- b.* Should the President desire to delegate that authority to a school/district employee, including the superintendent or a member of his/her staff, a CACC Form 17 must be submitted to the HQCACC.
- c.* The governing board must approve the delegation of signature authority in a public meeting in accordance with local board policies. A record of the delegation act must be made in the minutes of the governing board.
- d.* CACC Form 17 is valid from 1 August – 31 July of each year and must be resubmitted annually.
- e.* Annually, by 1 August, the governing board of public, private, or charter schools having California Cadet Corps programs, shall submit to the HQCACC a CACC Form 17, Delegation of Governing Board Signature Authority, which identifies the employees of the school or district that are authorized to sign CACC documents.
- f.* A copy of the minutes of the board that include the approved motion to delegate signature authority must be included with the CACC Form 17.
- g.* Documents identified in 1-3(a) above include the following:
  - a.* CACC Form 1 – Application to Form a California Cadet Corps Unit
  - b.* CACC Form 3 – Unit Transfer Request
  - c.* CACC Form 11 – School Board Recommendation
  - d.* CACC Form 14 – Commandant Promotion Recommendation

### **APPENDIX A**

**CACC Form 17**

**Delegation of School District Signature Authority**

1. At a meeting of the Governing Board of the \_\_\_\_\_ School/District, the authority to sign documents for the establishment and disestablishment of California Cadet Corps units as well as the appointment, commission, promotion, assignment, and reassignment of California Cadet Corps officers was delegated to the individuals listed in #3 below.
2. The meeting was held at the following address: \_\_\_\_\_ on (date)\_\_\_\_\_.
3. The following individual(s) have been granted authority to sign on behalf of the governing board:

FULL NAME	TITLE/POSITION	SIGNATURE

4. Signed by the President of the Governing Board (or the clerk/secretary of the board):

\_\_\_\_\_ Date signed \_\_\_\_\_

5. A copy of the minutes denoting this board action must be attached to this form.