

Sept 20, 2018

**Francis Lewis High School JROTC Patriot Battalion  
Leadership Book Checklist**

- Cover Page (Follow the format in the link below)  
<https://www.flhspatriotbattalion.com>
- JROTC Mission
- Chain of Command
  - Battalion
  - Company
  - Platoon
- Company Motto
- Roster (Most recent attendance sheet)
- Cadet's contact information sheet  
<https://docs.google.com/spreadsheets/d/1GUG8doVQ7djgw1LLjilx6wxYOYRQNbMMYR59P2JWCTk/edit?usp=sharing> (Link to the cadet contact information chart)
- Electronic Policy  
<https://sites.google.com/site/flhs11365/about-us/electronics-use-policy>
- Attendance Policy  
<https://drive.google.com/file/d/1Waoat0rIMTdDldfIJb49VSh95s>
- Battalion Calendar
- Platoon Training Calendar
- Knowledge Sheet (the most updated)  
<https://docs.google.com/document/d/104PmLfuK1bzx1eRqTsJJUksazfLr4ZVXF1f8oYFDfPY/edit?usp=sharing>
- List of the rank abbreviation
- CCR 145-2 Chapter 11 (Uniform and Insignia)
- Ribbon Chart
- Uniform Chart
- Physical Fitness Guide
- LET 4s - Physical Fitness Activity Explanation
- PT Plan (10 blank copies)
- Physical Fitness Tracker
- Promotion Board Recommendation Sheet (3 blank copies)
- Leadership Evaluation (3 blank copies)
- Platoon Leadership Evaluation
- Counseling Form DA Form 4856 (3 blank copies)

- The Counseling Process (ATP 6-22.1)
- College Cost Worksheet #2 (LET 4 ONLY) (3 blank copies)
- Cadet Reference Guide Version Sixth Edition
- Army Instructor additional documentation required by LET level