

**PRITZKER MILITARY FOUNDATION IN COLLABORATION WITH MARINE CORPS ASSOCIATION**

**ROTC STAFF RIDES**

<p><b>Guidelines</b></p>	<p><b>For purposes of this program, a staff ride is defined as a visit to a battlefield or location of significance to American and/or military history for educational purposes.</b> Funding awarded for the Staff Rides program may <b><u>NOT</u></b> be used for: drill competitions, competitive and/or extracurricular events, staff professional development, supplies &amp; equipment, etc.</p> <ul style="list-style-type: none"> <li>• Minimum of two (2) students per trip/staff ride</li> <li>• Each student must have a minimum 3.3 GPA (B+)</li> <li>• Staff ride(s) must take place during the academic year OR be completed NLT 01 MAY</li> <li>• Staff ride(s) may be local, regional, national, or international</li> <li>• There is no limit to the number of trips taken in the academic year or associated costs</li> </ul>
	<p>Please note that PMF and MCA require both a written and oral report on staff rides submitted <b><u>before</u></b> the close of the academic year:</p> <p>Oral Reports:</p> <p><b>SCHEDULE BETWEEN 13 - 24 APR 2026</b>, ROTC cadre are required to schedule a 30-minute virtual briefing with PMF staff to report on trip(s) taken. At least two (2) students who attended a staff ride must participate in the briefing. Contact Kareema Cruz at <a href="mailto:kcruz@pritzkermilitaryfoundation.org">kcruz@pritzkermilitaryfoundation.org</a> to schedule a time between 13 and 24 APR 2026.</p> <p>Written Reports:</p> <p><b>DUE NLT 24 APR 2026 or at least three (3) days prior to the scheduled briefing.</b> Submit to Kathy Haught at <a href="mailto:k.haught@mca-marines.org">k.haught@mca-marines.org</a></p> <p>(repeat questions below for each trip taken)</p> <p>Date(s) of trip          Location of trip          Full names of ROTC student participants          Names of ROTC staff participants/chaperones          Budget reconciliation of staff ride expenditures and how the grant funds were spent</p> <p>Please address these questions within your written summary, not to exceed a total of three (3) pages (including 2-3 photos if available), single-spaced, Arial size 12pt font.</p> <ul style="list-style-type: none"> <li>• Why was this location chosen?</li> <li>• What is its significance in military history (either locally, nationally, or internationally)</li> <li>• In what way did you prepare before for the trip (did you read any materials about this location or those who may have fought there? If so, what materials did you use (books, magazines, online articles, others?))</li> <li>• What were some overall lessons learned during the trip and were those lessons discussed with your instructors before, during and/or after the trip?</li> <li>• How, if at all, did the trip change or fortify your understanding of military history, military operations, individual figures significant to the historic events that took place at that location (be they civilians OR military personnel)?</li> <li>• Would you attend this trip again or recommend it to other students? Why/why not?</li> </ul>

	<ul style="list-style-type: none"><li>○ If any Staff Rides funding remains at the end of the academic year, the cadre must submit via email to PMF (<a href="mailto:kcruz@pritzkermilitaryfoundation.org">kcruz@pritzkermilitaryfoundation.org</a>) a request to retain remaining funding for use in the immediately following academic year. If approved by PMF, remaining funds must be expended for the intended purpose in the immediately following academic year. If a new application for funding is requested in the immediately following academic year, the amount awarded by PMF may be adjusted by the amount remaining from the prior year.</li><li>○ If the year-end report is not received by PMF and MCA, it may impact future invitations to reapply for funding.</li></ul>
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