



CHARTER OPERATING PROTOCOL



Revised 15 July 2016



CHARTER and OPERATING PROTOCOL of THE GALACTIC ACADEMY

By digitally inserting my name below, I agree that I have read, understood and pending a discussion on my revisions, recommendations and suggestions as I have listed below (if any), I do so agree to follow the rules of this Charter and Operations Protocol.

REVISIONS, RECOMMENDATIONS AND SUGGESTIONS

<i>Staff Name</i>	<i>Initial Date</i>	<i>Edit suggested & pg #</i>
1. Andrew Wilcockson – <i>Current ACO</i>	11/1/2015	<i>Edits suggested, applied</i>
2. Kristy Anderson – <i>Current AXO</i>	11/1/2015	<i>Edits suggested, applied</i>
3. Nicky Blum – <i>Current ACD</i>	11/2/2015	<i>Edits suggested, applied</i>
4. Kevin Brown – <i>Current AAC</i>	06/9/2016	<i>Edits suggested, applied</i>
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HISTORICAL EDITS				
Pg	Date	Change Made	Reason	
NB	34	11/2/2015	“Academy”	<i>Misspelled word</i>
AW	12	11/2/2015	“ school@galactic-academy.net ”	<i>Table spacing not centered</i>
KA	All	11/2/2015	“ Return to Table of Contents ”	<i>Revised bookmark redirect</i>
KA	30	11/2/2015	“ www.galactic-academy.net ”	<i>Incorrect web URL</i>
KA	All	11/2/2015	TABLE OF CONTENTS pg #s	<i>Line spacing of document to 1.15”</i>
KA	27	11/18/2015	URL links added	<i>School Facebook pages created</i>
KA	27	12/28/2015	URL links added	<i>School Facebook pages created</i>
KA	27	1/4/2016	URL links added	<i>School Facebook pages created</i>
KA	23	6/6/2016	Campuses Schools updated	<i>Local Level roster updated</i>
KA	14, 35	6/9/2016	Academy Membership vs. Admissions	<i>Updated to reflect AAC</i>
AW	66	7/15/2016	Social Media policies	<i>Filter, Page type, Social Media page policy</i>

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PURPOSE AND PREAMBLE

PURPOSE

The Galactic Academy seeks to promote and nurture the craft of costuming within the *STAR WARS*[™] Universe by providing assistance, opportunity and outlet for worldwide children within a safe and encouraging community.

The Galactic Academy is designed as the first online costuming club to celebrate young *STAR WARS*[™] fans. The Galactic Academy is a free online repository developed for children ages zero through seventeen years as a safe place to show passion for *STAR WARS*[™] and to display pictures of *STAR WARS*[™] costumes with adult permission. The Galactic Academy encourages costumers from both the Empire and the Republic Allegiances.

MISSION

The Galactic Academy is an independent, all inclusive worldwide *STAR WARS*[™] costuming organization and fan club solely for kids, ages zero through seventeen years, comprised of, and operated by *STAR WARS*[™] fans.

REPRESENTATION

The Galactic Academy is not sponsored by Lucasfilm Ltd. *STAR WARS*[™], its characters, costumes, and all associated items are the intellectual property of Lucasfilm. © & [™] Lucasfilm Ltd. All rights reserved. Used under authorization.

The Galactic Academy is not affiliated with The 50st Legion, The Rebel Legion, the Mandalorian Mercs Costume Club, or any other *STAR WARS*[™] fan organization. While The Galactic Academy aspires to work with these clubs and cooperation is encouraged between these organizations, The Galactic Academy places no obligations or affiliations on those organizations.

BACKGROUND

For many years since the release of the motion picture Episode IV: A New Hope, costumers the world over have embraced the many and varied characters from the *STAR WARS*[™] saga. In 1997, Albin Johnson of the USA set up a humble website called "*Detention Block 2551*" as a place to post photographs of himself and his friend Tom Crews in their homemade Stormtrooper costumes. From this simple act, The 50^{1st} Legion began, spreading joy to countless thousands of fans both young and old, with its counterpart The Rebel Legion providing an outlet for fans of the *STAR WARS*[™] universe. Children want to feel a part of the story of *STAR WARS*[™]. In the early days, parents were drawn to the recurring theme of *STAR WARS*[™] where a young hero begins a journey, growing in skill and wisdom

along the way. Plot points in the saga revolve around a Jedi Temple, Kamino clone training centers, and Luke's desire to attend the "Academy." The concept of the organization was born.

For the most part however, costuming, or "cosplaying" has been a pastime for the adult generation, a way to express the love of movies and passion for costuming. That changed on July 15th, 2010 when Albin Johnson, and Adrian Basely of UK, set up a devoted website. Soon after, fellow 501st Legion members Rick Chinn from Australia, and James Trainham and William Tatsch of the USA, came on board. Their initial dream was to develop a free organization for children too young to join The 501st or The Rebel Legion, but who want to be a part of the club.

The original key objectives of The Galactic Academy were (and still are):

- Keep it fun
- Keep it simple
- Keep it safe

Early Academy volunteers knew children would want to see themselves in costume on a website just like in the adult clubs. They wanted every child to be granted acceptance; no information would be required about any child's identity and parents would be the responsible party submitting, as little or as much the information as they wanted. And with these early ideals, The Galactic Academy was born.

The Galactic Academy is now a permanent home to children and teens ages zero (0) through seventeen (17) years of age, designed to offer a safe place to display costumes and show passion for *STAR WARS*[™].

ACADEMY MESSAGE

Cadets of The Galactic Academy, the very best and brightest from across the galaxy, are taught the skills to build forces to be held in awe by any opponent. Whether they are drilled by Sith Lords from the Imperial Corps or trained in the ways of the FORCE by a Jedi Master, every cadet will receive all the training they require to join our elite ranks. Whatever their specialty, only the most capable, iron-willed and dedicated will be chosen to progress through the ranks of The Galactic Academy. But be forewarned: the life of a cadet is hard, grueling work. Only the best can ever hope to survive the process, but those lucky few will earn their Academy Medals and become the envy of the galaxy. Are YOU up to the challenge?!?!?

ACADEMY MOTTO

"Judge us by our size, do not!"

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ACADEMY EMBLEM

Panther in Stormtrooper Armor and Tiger in Obi-Wan Kenobi Armor

ACADEMY LOGOS

As designed by Master Artist Giancarlo Bockos, The Galactic Academy is represented by seven (7) full-color round patch-sized logos:

- One (1) Main logo with Academy Emblem and two sets (2) of logos for each of three (3) age groups:
 - a. Imperial Members Corps (**blue** online profiles)
 - Ages 0-7: Shell-Shockers Company
 - *Turtle in TK Armor*
 - Ages 8-12: FireBrands Company
 - *Krayt Dragon in TK Armor*
 - Ages 13-17: Howlers Company
 - *Wolf in TK Armor*
 - b. Rebel Members Corps (**red** online profiles)
 - Ages 0-7: Rowdies Company
 - *Turtle in X-Wing Pilot Uniform*
 - Ages 8-12: Protectors Company
 - *Krayt Dragon in Smuggler Uniform*
 - Ages 13-17: Paladins Company
 - *Wolf in Jedi Robes*

METHODS

The Galactic Academy seeks to further its stated purpose by:

1. Encouraging the use of costumes to promote continued love for *STAR WARS*[™]
2. Organizing and sharing information
3. Providing support and assistance for the enrolling of child and teen members
4. Facilitating and encouraging the use of costumes to promote creativity and self esteem

COST

The Galactic Academy charges *NOTHING FOR ADMISSION* and is *ABSOLUTELY FREE* to participate in for all children and their parents. Costs associated for website maintenance service, domain registration and online webhosting are entirely donated by participating Academy Staff members.

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TRADEMARK

The Galactic Academy and all work product, online domain, logos and insignia not otherwise previously owned and protected by © & TM Lucasfilm Ltd., is provided by the protection of the Trademark Operation of the United States Patent and Trademark Office (USPTO) within the U.S. Copyright Office (a division of the Library of Congress). This stands as notice to the public of the registrant's claim of ownership of The Galactic Academy, a legal presumption of ownership, and the exclusive right to use the mark on or in connection with the goods or services set forth in this registration.

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ACADEMY ROLES AND DEFINITIONS

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LEGACY FOUNDING MEMBERS	
<i>Academy Founder</i>	Albin Johnson
<i>Academy Master Artist</i>	Giancarlo Bockos
<i>Academy Board of Trustees</i>	Adrian Basely, James Trainham, Rick Chinn, William Tatsch, Todd Maxfield-Matsumoto, Kristy Anderson
<i>Honorary Headmaster</i>	Peter Mayhew <i>aka</i> “Chewbacca”

ACADEMY COMMANDING OFFICERS		
<i>Appointed by the Academy Founder</i>		
Academy Commanding Officer (ACO)	Serves as chief educational administrator for The Galactic Academy; “ <i>The Boss</i> ”	aco@galactic-academy.net
Academy Security Officer(s) (ASO)	Resolves internal and external disputes	security@galactic-academy.net

ACADEMY STAFF		
<i>Appointed by the Academy Commanding Officer</i>		
Academy Executive Officer (AXO)	Assists the ACO with duties as needed	axo@galactic-academy.net
Academy Communications Director (ACD)	Serves as “ <i>The Voice</i> ” of the Academy in social media outlets and Cadet Protector communications	info@galactic-academy.net
Academy Admissions Counselor (AAC)	Processes and reviews new recruit submissions	newrecruits@galactic-academy.net
Academy Public Relations Officer (APRO)	Serves as Academy advocate for public relations	pro@galactic-academy.net
Academy Legions Board Representative (ALBR)	Serves as Academy advocate for relations, communications and coordination between <i>STAR WARS</i> [™] costuming groups	info@galactic-academy.net
Academy Webmaster (AWM)	Content manager for Academy website and (<i>eventual</i>) message forums	webmaster@galactic-academy.net
Academy Events Coach (AEC)	Coordinates and maintains Academy events calendar, seeks	events@galactic-academy.net

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	out family-friendly events and communicates with Campuses and Schools	
Academy Charter Trustee (ACT)	Maintains, updates and responds to questions regarding the Academy Charter	info@galactic-academy.net
Academy Professor of Volunteers (APOV)	Coordinates and communicates with Cadet Protector volunteers	volunteers@galactic-academy.net
Academy Spirit Wear Coordinator (ASWC)	Reviews merchandise and communicates order status	spiritwear@galactic-academy.net
Academy Dress Code Advisor (ADCA)	Communicates with Cadet Protectors and social media outlets on costume ideas	costumes@galactic-academy.net
Academy Staff Artist (ASA)	Develops Academy graphics; assists Campuses and Schools with Logo creation	logo@galactic-academy.net
Academy Forums Moderator (AFM)	Moderates the (eventual) Cadet Protector's message forums	forums@galactic-academy.net

LOCAL STAFF	
<i>Appointed by the Academy Commanding Officer; Subject to Academy Staff vetting and approval</i>	
ACADEMY CAMPUS	Academy representation by Country or Country grouping
Campus Superintendent (ACS)	Serves as chief administrator for Academy Campus level events and social media communications
Campus Assistant Superintendent (CAS)	Assists Campus Superintendent with duties as needed
	campus@galactic-academy.net
Guidance Counselors (GC)	Non-appointed, non-staff positions who provide assistance and subject matter expertise in merchandise runs, costume creation, event coordination and outreach initiatives to Staff member; <i>MAY NOT BE</i> granted access to Staff areas but <i>MAY BE</i> granted moderation access to social media
ACADEMY SCHOOL	Academy representation by State, Province, Region or Large Metropolitan area

School Principal (ASP)	Serves as chief administrator for Academy School level events and social media communications	school@galactic-academy.net
Classroom Teacher (CT)	Serves as area coordinator in those Schools divided by large land mass or spread out Cadets	
Mascot	<i>STAR WARS</i> TM alien representing a Campus; can be a pictorial depiction or a physical toy for purposes of event display	

ADULTS

Cadet Protector	Parent(s) or Legal Guardian(s) over the age of eighteen (18) years of age of a registered Cadet; must have a validated email address	
Honorary Cadet	Adult members, age 18 or older, who have contributed time, skills and talents to the <i>STAR WARS</i> TM saga and to the Academy; Honorary Cadets are inducted in-person by Cadets at special events	pro@galactic-academy.net

MEMBERS

New Recruit	ANY child or teen, between the ages of zero (0) through seventeen (17) years who has a passion for <i>STAR WARS</i> TM	
Member, Cadet, or Cadet Member	A New Recruit who has been issued a Galactic Academy Cadet Identification Number, been assigned a Company and Costume Group and whom can recite (or is in process of learning) the Academy motto of “ <i>Judge us by our size do not!</i> ”	
Processed	A Cadet’s Academy application has been approved for membership	
Induction	The Earth date a Cadet’s application has been processed; alternatively can be a special ceremony where a Cadet is, on-the-spot, granted application processing and immediate Academy membership	
Cadet Identification Number (CIN)	A unique four (4) or five (5) digit number assigned by the Academy upon processing and induction; assigned to the Cadet for life and retired upon Cadet’s eighteenth (18 th) birthday – CIN’s cannot be specifically requested, except in circumstances as determined by the Academy Commanding Officer, Academy Admissions Counselor and Academy Admissions Advisors	
Acceptance	Printable Certificate commemorating a Cadet’s Processing and Induction, in	

Certificate	case proof of identification is requested by the Emperor or the Jedi Council
Alumni	Cadets on or past their eighteenth (18 th) birthday; Cadet Identification Numbers retired and no further Costumes may be added; Cadet Profiles are memorialized in the Academy Alumni Hall of Honor
Allegiance	A Cadet may identify with one or both <i>STAR WARS</i> TM Allegiances: <ul style="list-style-type: none"> – Imperial Member Corps (“<i>Dark Side Characters</i>”), as identified by blue color Cadet Profiles – Rebel Member Corps (“<i>Light Side Characters</i>”), as identified by red color Cadet Profiles
Company	Academy age groupings as defined by six (6) designations, divided by three (3) age groups and represented by Light and Dark Side characters, names and unique Company logos
Group	<i>STAR WARS</i> TM character association explicitly for Academy purposes of assigning Cadet three (3) to four (4) letter character prefixes before Cadet Identification Numbers
Costume	A <i>STAR WARS</i> TM costume of ANY quality, store-bought or hand-made by the Cadet or Cadet Protector
Meritorious Service	A Cadet who has distinguished themselves through OUTSTANDNG dedication to Duty in serving towards the betterment of their fellow Earthlings through an unusual event <i>SUCH AS</i> the coordination of a charitable fundraiser, made a safe effort to stand up to bullying, administered aid to an individual in need, or other circumstances as determined by the Academy Commanding Officer; Cadet <i>MAY BE</i> recognized through social media with the permission of the Cadet Protector; a commemorate certificate <i>SHALL BE</i> issued
Troop or “Trooping”	A family-friendly event where a Cadet wears a <i>STAR WARS</i> TM costume or Academy insignia, is safe and supervised by their Cadet Protector at all times, and is having FUN!
Mission or Invasion Report	A report made by the Local Staff member, Cadet Protector, or the Cadet themselves after a troop, emailed or posted to Academy social media detailing troop date, activities, costumes, Cadet CIN numbers, and photos
Academy Medals	Award logo numerically posted on the Cadet Profile for numbers of Troops attended, either in <i>STAR WARS</i> TM costume or Academy logo and insignia
Chief Cadet	A Cadet from a Campus or School who has achieved the most number of Academy Medals as determined by number of Troops completed; serves as mentor to Cadets, New Recruits and the general public at events
Language	Academy Website is currently translated into the following Earth Languages:



	<ul style="list-style-type: none">- English- English (Great Brittan)- French- German- Hungarian- Italian- Spanish
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VOLUNTEERS

Volunteers are the lifeblood of The Galactic Academy. All Academy Staff and local Staff members are unpaid volunteers giving freely of their time, money, services and expertise in their appointed role. Due to the Academy's limited number of hard working volunteers and the building enthusiasm of the new movies, numbers of applications processed and replies to inquiries *MAY* take longer and slight delays *MAY BE* unavoidable. Patience is requested as all Academy applications *WILL BE* approved in the order received.

If a Cadet Protector would like volunteer with The Galactic Academy please contact the Academy Adjunct Professor of Volunteers at volunteers@galactic-academy.net.

GOVERNANCE

At all times, The Galactic Academy *SHALL BE* governed by this charter and its implementation through The Galactic Academy Staff positions named below. The Academy Commanding Officer *SHALL RECEIVE* input from the Academy Staff positions and *SHALL LEAD* The Galactic Academy not inconsistent with this Charter. The Academy Commanding Officer *MAY* at times appoint such other officers or assistants as is necessary for the satisfactory administration of the Academy.

STAFF SELECTION

While The Galactic Academy is an all-inclusive organization for children, precautions *MUST BE* taken in the appointment of all adult volunteer members; Academy Staff positions are of public trust. The Galactic Academy as a free-to-participate organization *DOES NOT* secure funds to conduct background investigations. Academy Staff positions are a privilege granted by private organization, not a social or legal right. Therefore it is decreed that all Academy Staff and local Staff positions *SHALL BE* members of either one or more of the following *STAR WARS*[™] costuming organizations as an Active Member in good standing for the duration of their service with The Galactic Academy:

- The 50st Legion
- The Rebel Legion
- Mandalorian Mercs Costume Club
- Other known *STAR WARS*[™] costuming or fan-based organizations. e.g.; The Dark Empire, Droid Builders, et cetera

Academy Staff and local Staff at all times *MUST*:

- Be eighteen (18) years of age or older

- Be the parent/legal guardian of a current Cadet or current Alumni member of The Galactic Academy
- Be free from disclosed or undisclosed criminal history for any behaviors thought by society to be violent, illegal, or anti-social in nature.

***Note:** all potential Academy volunteers *SHALL BE* thoroughly vetted by the Academy Commanding Officer, Academy Security Officer and Academy Executive Officer, to include verification of their membership status through communication with their local *STAR WARS™* costuming organizations, online background searches for criminal activity or excessive civil litigation, and the reviewing of applicable social media accounts for antisocial or inappropriately biased or intolerant postings. Current Academy Staff members are subject to continued validation on an ongoing basis throughout their service, and are subject to losing their position if suddenly failing to meet any of the above qualifications at any time.

Advisors to Academy Staff and local Staff *SHALL BE* active members in good standing of known *STAR WARS™* costuming organizations. Advisors over the age of eighteen (18) who do *NOT* have a current Cadet or Alumni member of the Galactic Academy may participate but *MAY NOT* serve in any appointed roles of Academy Staff leadership.

It is not the intent of The Galactic Academy to abridge the standard rights or practices of an individual Cadet Protector, but rather to protect *ALL* children and Cadet Members from the defined behavior of any Cadet or Cadet Protector engaging in such behavior. In any event, common sense shall prevail.

STAFF APPOINTMENTS

At this time, The Galactic Academy does not AT THIS TIME offer an election process for Academy Staff and local Staff members. All Staff are appointed following meeting selection criteria as listed above.

One (1) Academy Commanding Officer position *SHALL BE* appointed by the Academy Founder when vacancy exists. The Academy Commanding Officer *WILL* appoint all Academy Staff and *SHALL* oversee vetting and approval process within local Staff appointments.

One (1) Academy Security Officer position *SHALL BE* appointed by the Academy Founder when vacancy exists. More than one Academy Security Officer *MAY BE* appointed as needed. The Academy Security Officer(s) shall oversee all disputes within Staff and local level appointments.

The offices of Academy Staff are appointed positions within The Galactic Academy. Active members *IN GOOD STANDING* are *eligible* to be appointed by the Academy Commanding Officer.

Academy Local level Staff positions are appointed by the vetting, approval and simple majority of commenting members of Academy Staff.

STAFF COMMUNICATIONS

All Academy and local Staff are responsible for keeping their personal contact information current on file with the Academy Contact list and making any updates to that information within 30 days of any changes. All Academy and local Staff are responsible for the timely response to any and all inquiries and communication coming into and going out of the Academy email account to which they are assigned. Inappropriate communications between Academy Staff, Cadets, New Recruits, Cadet Protectors, Honorary Cadets, Lucasfilm Ltd. representatives, *STAR WARS™* organization stakeholders, outside Event Coordinators and the general public is expressly forbidden.

Academy Staff and local Staff are responsible for the timely communicating, reading and participating in *ALL* Staff discussions and making all reasonable attempts to virtually attend scheduled Staff meetings. Currently, The Galactic Academy utilizes private Facebook group sites, GA Staff Group (SG) and GA Local Staff Group (LSG), and a password protected online portal for communications, discussions and document storage. At a future date, Staff and public access forums *WILL BE* made available.

In the event an Academy Staff member is unable to continue in their position, the Academy Commanding Officer *SHALL ATTEMPT* to replace the role within ninety (90) days. Acting authority and responsibilities for any open position *WILL* fall to the next Staff member on the Organizational Chart. Inability to serve *MAY BE* determined by voluntary resignation, willful termination for cause, or a period of 30 days of unresponsiveness after *ALL REASONABLE MEANS* of communication, to include email, instant and private message, and/or phone call have been exhausted.

INVESTIGATIONS

ANY Academy Staff member or Cadet Protector may address egregious problems in leadership by requesting a formal investigation. The Academy Security Officer *SHALL* begin an investigational process within thirty (30) days of initial request. Requests for investigation *MUST BE* submitted in writing to the attention of the Academy Security Officer. The Academy Security Officer is responsible for communicating with all involved parties, through email, instant and private message, and/or phone call, and the presenting of all facts to Academy Staff for appropriate discussion and outcome

determination. Any and all investigative outcomes *WILL BE* communicated to all parties involved by the Academy Commanding Officer or appointed representative.

DISCIPLINARY ACTION

Unfortunately there may arise times of unavoidable conflict within Academy and local Staff members. However, two overarching principles *WILL* remain paramount:

- The Galactic Academy and all Academy and local Staff *WILL* follow the “**Golden Rule**” or ethic of reciprocity in *ANY AND ALL* communications with Cadets, New Recruits, Cadet Protectors, fellow *STAR WARS™* fan based organization members, *STAR WARS™* organization stakeholders, outside Event Coordinators and the general public. The Golden Rule is the moral maxim principle which may appear as either a positive or negative injunction: “*One shall treat others as one would like others to treat oneself.*”
- The Galactic Academy also adheres to the principles of “**Common Sense**” in its a basic ability to perceive, understand, and judge things, which is shared by nearly all persons and can be reasonably expected of nearly all without need for debate.

In the event of an unavoidable conflict between Academy Staff and/or local Staff, Cadets, New Recruits, Cadet Protectors, fellow *STAR WARS™* fan based organization members, *STAR WARS™* organization stakeholders, outside Event Coordinators and/or members of the general public, the Academy Commanding Officer, the Academy Security Officer and the Academy Forums Moderator (as applicable) will ensure no one is harmed through harassment or threat thereof through the mediums of Academy managed social media outlets, message boards, or through utilizing the Academy by proxy to harass persons through text messaging or phone calls.

Examples of inappropriate behavior that *MAY* result in removal of forums and/or Academy Staff and local Staff access include but are not limited to, the following:

- Merchandise and branding infractions
- Abuse or violation of message board privileges
- Inappropriate behavior during public activities
- Inappropriate contact between a fellow Staff member and a Cadet, Cadet Protector, Lucasfilm Ltd. representative, *STAR WARS™* organization stakeholders, outside Event Coordinators and/or the general public
- Misrepresentation of a Campus, School or The Galactic Academy work product

OUTSIDE ISSUES

The Galactic Academy recognizes that through ongoing relations, communication and cooperation with fellow worldwide *STAR WARS™* adult costuming organizations, disputes and disagreements may occur involving the politics and principals of these groups amongst *THEIR OWN MEMBERSHIP*.

However, the Academy requires that *ANY* non-Academy involved dispute of a minor or major degree *MUST NOT* involve the name or ideals of The Galactic Academy, Staff members, Cadets or potential New Recruits, Cadet Protectors and *STAR WARS™* organization stakeholders, outside Event Coordinators and the general public that may participate with The Galactic Academy.

The Galactic Academy is **strictly** all about the Cadets and youth fans of *STAR WARS™*. Members of cooperating adult organizations *ARE REQUIRED* to leave their issues “at the door” in order to work towards the safety and fun of Academy principles.

Furthermore, in order to protect The Galactic Academy and its membership from involvement in real-world legal proceedings, The Galactic Academy *WILL NOT* be involved in any legal action between, or involving, members of cooperating organizations and *MAY* take action necessary to protect the safety of The Galactic Academy and membership.

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LOCAL LEVEL REPRESENTATION

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LOCAL LEVEL REPRESENTATION

In recognition that The Galactic Academy is a worldwide organization encompassing many different cultures with unique identities, and due to the closeness that The Galactic Academy shares with fellow *STAR WARS*TM costuming organizations The 501st Legion and The Rebel Legion, both of whom separate their members by location, The Galactic Academy *SHALL* follow a similar organizational structure:

- **CAMPUS:** Academy representation by Country or grouping of Countries or, sharing similar language and culture.

Examples:

Germany = One **Campus**

Denmark, Finland, Norway, Sweden = One **Campus**

- **SCHOOL:** Academy representation by State, Province, Region, Megacity, Eurodistrict, Urban agglomeration or Large Metropolitan area including one or more urban areas.

Examples:

Schools = California, Florida, Queensland, British Columbia, Tokyo, Seoul, Mexico City, São Paulo, New York City, London, Buenos Aires, Paris

AT THIS TIME there is nothing within The Galactic Academy smaller than a School.

Academy Campuses and Schools are designated by *STAR WARS*TM planetary location names as currently registered within the *STAR WARS*TM databank at <http://www.starwars.com/databank>. Names *SHALL TRY* to represent the local flavor, people, colors, climate or environments taken from the selected name.

Examples:

- **Dagobah School** = Florida (*rainy, swampy, forest location*)
- **Alderaan Campus** = Australia and New Zealand (*remote, far from other areas*)
- **Hoth Campus** = United Kingdom, Scotland, Wales (*very cold*)

All Cadets shall be placed into their correct local level grouping with fellow Cadets from that location. This is so Cadets and their Cadet Protectors *CAN*, if so desired, meet up at safe, local family-friendly events nearby.

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CAMPUS and SCHOOL CREATION

Campus Superintendants and School Principals are responsible for:

- Selecting an approvable Campus/School name (*as approved by the Academy Commanding Officer*)
- Designing an approvable Campus/School logo (*as approved by the Academy Commanding Officer*)
- Making contact with new Cadets & Cadet Protectors through email once they are approved
- Maintaining of their assigned Campus email account in responding to Cadet and Cadet Protectors questions
- Responsible for the “*hand-off*” of communications with Academy Staff on unknown questions and event requests outside of Campus/School area
- Setting up and maintaining an active presence on a public fan group on Facebook with a forward facing Local Events Calendar, to include:
 - A minimum of one (1) post made of age appropriate news of *STAR WARS™* interest once a week,
 - Managing and sharing Cadet and Cadet Protector submitted photographs and family appropriate stories
 - Posting timely Event Mission Reports in the appropriate format after an event
 - Timely responding to private messages and email communication from Cadets, New Recruits, Cadet Protectors and the general public and forwarding those onto to Academy Staff those questions that need to be elevated
 - Academy Commanding Officer, Academy Executive Officer Academy Communications Director *MUST BE* granted Administrator rights
 - Academy Public Relations Officer and Academy Events Coach *MUST BE* granted Editor rights
- Participating in all virtual Galactic Academy Staff meetings, local level meetings and online discussions
- Assisting the Academy Commanding Officer, Academy Security Officer and the Academy Webmaster translate website revisions and announcements into Campus/School languages
- Administering, designing and managing select merchandise runs with Campus/School specific logos as appropriate (*as approved by the Academy Commanding Officer*)
- Coordinating with the Academy Events Coach and the local Event host for the rules, regulations and policies at any event to make the event as safe and fun as experience for *ALL* Cadets and Cadet Protectors
- Ensuring logistics are prepared for the Event (signage, banners, PR materials, parking, arrival/departure times, specific point of entry, etc) and communicating with Cadet Protectors in a timely manner
- Coordinating with local Cadet Protector as their roles as volunteers to Staff shifts for Academy booths, tables, panels, events and parades
- Coordinate various Campus/School specific community outreach initiatives.

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Campus Superintendents and School Principals *MAY* appoint a secondary/executive Assistant Superintendant or Assistant Principal if desired. Campus Superintendents and School Principals *MAY* utilize the assistance of non-appointed, non-staff role holding advisors as Guidance Counselors or Classroom Teachers.

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ACADEMY CAMPUS LOCATIONS

As of 15 July 2016

1. United States of America	CORUSCANT <i>August 2012</i>	coruscant@galactic-academy.net	https://www.facebook.com/Coruscant-Campus-Galactic-Academy-754681894550037/?fref=ts
2. Austria, Czech Republic, Hungary, Poland, Romania, Slovakia	MANDALORE <i>January 2013</i>	mandalore@galactic-academy.net	https://www.facebook.com/MandaloreEgyetem/?fref=ts
3. Russia	YAVIN <i>March 2013</i>	yavin@galactic-academy.net	<i>Social media site soon</i>
4. Australia, New Zealand	ALDERAAN <i>April 2013</i>	alderaan@galactic-academy.net	https://www.facebook.com/Galactic-Academy-Alderaan-581292695227920/?fref=ts
5. Puerto Rico	TATOOINE <i>September 2013</i>	tatooine@galactic-academy.net	https://www.facebook.com/thegalacticacademyprcampus/?fref=ts
6. United Kingdom, Scotland, Wales	HOTH <i>September 2013</i>	hoth@galactic-academy.net	https://www.facebook.com/TheGalacticAcademyUKHoth/?fref=ts
7. Italy	VARYKINO <i>November 2013</i>	varykino@galactic-academy.net	https://www.facebook.com/groups/237936389707447/
8. Chile	CORELLIA <i>February 2014</i>	corellia@galactic-academy.net	https://www.facebook.com/GACorelliaCampusChile/?fref=ts
9. Canada	NABOO <i>March 2014</i>	naboo@galactic-academy.net	https://www.facebook.com/galacticacademynaboocampus/?fref=ts
10. Ireland	ENDOR <i>March 2014</i>	endor@galactic-academy.net	https://www.facebook.com/profile.php?id=791034770926013&fref=ts
11. Mexico	KAMINO <i>March 2014</i>	kamino@galactic-academy.net	https://www.facebook.com/TheGalactic-Academy-Kamino-Campus-M%C3%A9xico-

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			742892085755220/?fref=ts
12. France	JAKKU <i>July 2015</i>	jakku@galactic-academy.net	https://www.facebook.com/The-Galactic-Academy-Jakku-Campus-France-857065791036838/?fref=ts
13. Spain	KASHYYYK <i>September 2015</i>	kashyyyk@galactic-academy.net	https://www.facebook.com/KashyyykCampusSpain/?fref=ts
14. Philippines	FELUCIA <i>January 2016</i>	felucia@galactic-academy.net	https://www.facebook.com/The-Galactic-Academy-Felucia-Campus-Philippines-517816615062742/?ref=br_rs
15. Brazil	BESPIN <i>May 2016</i>	bespin@galactic-academy.net	https://www.facebook.com/TheGalacticAcademyBespinCampusBrazil/?ref=br_rs
16. Guatemala	ITHOR <i>June 2016</i>	ithor@galactic-academy.net	https://www.facebook.com/thegalacticacademyguatemala/

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ACADEMY SCHOOL LOCATIONS

As of 15 July 2016

SCHOOLS of United States of America CORUSCANT Campus

1. Florida	DAGOBAH <i>September 2013</i>	dagobah@galactic-academy.net	<i>Social media site soon</i>
2. Texas	LOTHAL <i>November 2015</i>	lothal@galactic-academy.net	https://www.facebook.com/The-Galactic-Academy-Lothal-School-Texas-995153780548426/
3. Illinois	DEATH STAR <i>November 2015</i>	deathstar@galactic-academy.net	https://www.facebook.com/DeathStarSchool/?fref=ts
4. Arkansas	TBD <i>December 2015</i>	<i>Email soon</i>	<i>Social media site soon</i>
5. Arizona	QUARZITE <i>January 2016</i>	quarzite@galactic-academy.net	https://www.facebook.com/TheGalacticAcademyQuarziteSchoolArizona/?ref=br_rs
6. Pennsylvania	TAKODANA <i>April 2016</i>	takodana@galactic-academy.net	https://www.facebook.com/GATakodana/
7. Colorado	NELVAAN <i>June 2016</i>	nelvaan@galactic-academy.net	<i>Social media site soon</i>
8. Maryland	BOTHAWUI <i>June 2016</i>	bothawui@galactic-academy.net	<i>Social media site soon</i>

SCHOOLS of Australia and New Zealand ALDERAAN Campus

1. Queensland	GEONOSIS <i>November 2015</i>	geonosis@galactic-academy.net	https://www.facebook.com/The-Galactic-Academy-Geonosis-School-Queensland-1263540717005426/
2. New South Wales	TBD <i>June 2016</i>	<i>Email soon</i>	<i>Social media site soon</i>
3. Western Australia	RISHI <i>June 2016</i>	rishi@galactic-academy.net	<i>Social media site soon</i>

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SCHOOLS of Puerto Rico TATOOINE Campus			
1. Puerto Rico	BESTINE <i>May 2016</i>	<u>bestine@galactic-academy.net</u>	<u>https://www.facebook.com/groups/184387764962715/?ref=br_rs</u>
SCHOOLS of Mexico KAMINO Campus			
1. Mexico	STARKILLER BASE <i>March 2016</i>	<u>starkillerbase@galactic-academy.net</u>	<u>https://www.facebook.com/The-Galactic-Academy-Starkiller-Base-School-Mexico-264282277237060/?ref=br_rs</u>

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PROTECTION OF YOUTH

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PROTECTION OF YOUTH

The Galactic Academy maintains that part of the fun of costuming is to be able to do so in reasonable safety. The paramount concern and over arching principle of The Galactic Academy is to provide a safe and fun outlet for *STAR WARS*[™] costuming and creativity for youth. *NO POLICY SHALL BE ADOPTED* nor practice tolerated that infringes or threatens the safety, well being or self-esteem of any existing Cadet Member or potential New Recruit. By this charter The Galactic Academy Staff *SHALL ADOPT* safeguards for the protection and safety of youth and *SHALL REQUIRE* the acknowledgement and acceptance of these safeguards by all Academy Staff and Cadet Protectors prior to the processing and enrollment of a Cadet.

Current Cadet Protectors *SHALL BE REQUIRED* to acknowledge and accept all safeguards. These safeguards *SHALL BE* minimum safeguards and under this charter The Galactic Academy Staff *MAY* by appropriate action increase the level of protection for Cadet Members but *SHALL NOT* reduce it. The Galactic Academy *WILL COMPLY* with all International, National, State and local laws with respect to protection of youth including but not limited to the Children Online Privacy Protection Act 1998 (COPPA) and the UK Data Protection Act 1998.

The Galactic Academy recognizes that its costumes represent characters from the *STAR WARS*[™] films and as such, costume-wearers carry the responsibility of portraying these characters tastefully while in public.

For these reasons, all Cadet Members *ARE PROHIBITED* from acting in a manner disrespectful towards the image they are portraying, towards fellow Cadet Members and towards the public at large while in costume at any event where Galactic Academy members are official participants.

PROTECTION OF CADET POLICY

The Galactic Academy recognizes the value for youth in exploring and interacting with their environment but also recognizes the overwhelming importance of keeping youth safe. The only way to ensure the correct balance between these two concerns is to secure the acceptance of every Cadet, Cadet Protector and Academy Staff to this Protection of Cadet Policy.

These Safety and Policy Statements *MAY NOT BE* violated. Any violation that is substantiated by the Academy Commanding Officer and/or the Academy Security Officer may entail in that member having their membership revoked or other appropriate action taken.

IT IS AGREED BY THE GALACTIC ACADEMY AND EACH CADET AND CADET PROTECTOR THAT:

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- No photographic or video equipment is allowed to be used in *ANY* changing facility that is in use by a Cadet
- No Cadet shall be alone with any Cadet Protector or other adult who is not the Cadet's parent or legal guardian
- No Cadet shall be allowed to participate in any activity, appearance or event without his/her Cadet Protector, parent or legal guardian being present or supervision by another appropriate adult has been agreed upon in advance by the Cadet's Protector
- No Cadet will be allowed to participate in any formal Galactic Academy sanctioned event without a signed Media Release
- No Cadet's identifying information such as name or location *SHALL EVER* be disclosed without approval of the Cadet Protector
- All Cadets and Cadet Protectors are *REQUIRED* and placed on an affirmative duty to disclose or inform Galactic Academy Staff of any violation of this Policy immediately for investigation and further action

FUNCTION OF THE ACADEMY

- The Galactic Academy shall continue in its operation within the following prohibitions:
- No Cadet or Cadet Protector shall be allowed to belittle, harass, disparage, bully, or otherwise mistreat another Cadet or Cadet Protector.
- No Cadet shall be allowed, encouraged or forced to take any action, perform any act or otherwise place themselves or other Cadets in a situation that:
 - Is dangerous to the Cadet physically, mentally or emotionally
 - Is dangerous to others
 - Causes, creates or instigates action that brings The Galactic Academy, *STAR WARS*[™], Lucasfilm, Ltd., any affiliated costuming organization, any Academy Campus or School or any member into disrepute or otherwise reflects negatively on these groups or entities
 - Causes, creates or instigates any action that would lead to legal liability for The Galactic Academy or other affiliated groups. This includes, but is not limited to, intellectual property violations, appropriation of images or likeness and violations of privacy.
- No Cadet or Cadet Protector shall place, or cause to be placed, any photo, video or other representation of any Cadet online or in any place subject to public viewing unless:
 - Approval is sought from the Cadet Protector of the Cadet *AS SO DEPICTED*
 - The Cadet is unidentifiable to the general public due to the nature of the costume
 - The depiction is of a group event where appropriate media release has been secured
- No Cadet shall engage in staged combat except that still poses of combat may be utilized for photographs or video purposes

- No Cadet shall be required to attend any event or complete any action except the membership requirements set out in this Charter
- No Cadet Protector shall be allowed to take any action contrary to these sections or encourage any Cadet to do so

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MEMBERSHIP

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MEMBERSHIP

Membership *SHALL BE* for children and teens, ages zero (0) through seventeen (17) years of age, as approved and supported by their Cadet Protector.

A parent or legal guardian of the child, age eighteen (18) and older is required to complete the membership application. Cadets *ARE NOT PERMITTED* to complete application themselves.

Cadet Protectors *MUST* have an email account in order to register for their Cadet. Cadet Protectors shall **“Register”** for an account from The Galactic Academy website <http://www.galactic-academy.net> before making application. Email confirmation of registration is required.

Once registered, Cadet Protectors may login to their accounts and select **“Manage Cadets”** to make New Cadet applications for their child/ren. All Cadets applied for using the same email address can be managed through this link.

Upon successful Cadet Protector registration, login and membership application, Cadets *WILL BE* admitted into The Galactic Academy and assigned a unique Cadet Identification Number (CIN), an Allegiance and a Costume Group designation upon the satisfactory completion of the following:

Completion of The Galactic Academy **New Cadet Application Questionnaire** requesting the following information:

- i. First Name or appropriate nickname
- ii. Date of Birth
 - *Not used on public Profile, only used to place Cadet into correct Company*
- iii. Parent/Guardian Name
- iv. Location (Country and State, as applicable)
 - *Used to place Cadet into correct Campus and School*
- v. Favorite weapon from the *STAR WARS™* universe
- vi. Home Planet from the *STAR WARS™* universe
- vii. Favorite *STAR WARS™* Character
- viii. Favorite *STAR WARS™* Space Ship
- ix. Favorite *STAR WARS™* Alien
- x. Favorite *STAR WARS™* Droid
 - Favorites selected from listing according to current items found within the *STAR WARS™* databank <http://www.starwars.com/databank>
- xi. Cadet Special Ability
 - Free text-field consisting of what the Cadet and Cadet Protectors feel is creative and representative of the Cadet’s uniqueness. Examples:

- “An amazing baseball player”
- “Really talented in ways of the FORCE”
- “Loves coloring!”

Selection of Allegiance to either the Imperial Cadet Corps (“*Dark Side*” characters) or Rebel Cadet Corps (“*Light Side*” characters) based on costume selection:

- i. Additional costumes and allegiances may be added.
- ii. Cadets may have one or both allegiances

Providing photographic documentation of a Cadet’s suitable *STAR WARS*[™] costume:

- i. Entirely optional; not a requirement for membership. No Cadet **SHALL EVER** be prohibited from joining if they do not have, or cannot afford, a costume
- ii. It is recommended to supply a “helmet on” picture of their choosing to be displayed on their Cadet Profile. Optional however many members choose to supply a “helmet off” picture so as to show friends and family they belong to The Galactic Academy
- iii. Cadets can also submit further pictures, at time of application, or to update at a later time if so desired

The Cadet’s Protector must then select in the affirmative the Acknowledgment and acceptance of The Galactic Academy Safety and Youth Protection policies section.

Galactic Academy Admissions Counselor and Staff Admissions Advisors will then be notified of all new Cadet Applications and *SHALL* check all application for accuracy and to ensure it does not contain any offensive material or pictures. Applications will be approved in the order which they are received.

A four (4) digit Cadet Identification Number (CIN) will be authorized for the Cadet. All numbers are unique and shall be the Cadet’s Academy identification number for life. The CIN *SHALL* retire with the Cadet upon the stroke of midnight on their eighteenth (18th) birthday. No Cadet *SHALL EVER BE* issued the same CIN.

Cadets and Cadet Protectors *MAY NOT* choose their CIN; numbers are assigned in the order by which their application appears in the Academy Staff Administration queue. CIN are selected and assigned by the Academy Admissions Counselor and Academy Admissions Advisors.

Specific CIN *MAY BE* requested by specific outstanding circumstances to be made at the determination of the Academy Commanding Officer and Academy Admissions Counselor. Exceptions *MAY BE MADE* for exceptionally ill children on a case-by-case basis.

If the Academy Admissions Counselor and Academy Admissions Advisors deem a specific application submission inappropriate for membership in the manner submitted, email notification *SHALL BE* sent to the Cadet Protector with instructions on revising the submission for successful approval. In the instance of a disagreement on the suitability of an application between the Cadet Protector and the Academy Admissions Counselor and/or Academy Admissions Advisors, the Academy Commanding Officer shall have the ultimate decision on approval.

Cadets accepted *WILL BE* issued a costume Group designation via an Academy designated three (3) to four (4) letter prefix.

Cadets *WILL BE* sorted into one of six (6) Companies based upon one of three (3) age groups *if* their birthday date was included on the application. Cadet's ages and birthdays *WILL NOT* be shown on their Cadet Profile. Company category shall change over at the stroke of midnight on the Cadet's birthday moving them into the next Company. Companies are costume dependent and sorted according to "Dark Side" and "Light Side" characters as pre-determined by the *STAR WARS™* databank. Company categories are:

- Kids ages zero (0) through seven (7) of the Imperial Cadet Academy: ***Shell-Shockers***
- Kids ages zero (0) through seven (7) of the Rebel Cadet Academy: ***Rowdies***

- Kids and preteens ages eight (8) through twelve (12) of the Imperial Cadet Academy: ***FireBrands***
- Kids and preteens ages eight (8) through twelve (12) of the Rebel Cadet Academy: ***Protectors***

- Teens age thirteen (13) through seventeen (17) of the Imperial Cadet Academy: ***Howlers***
- Teens age thirteen (13) through seventeen (17) of the Rebel Cadet Academy: ***Paladins***

Cadets *WILL BE* organized into Campus and School (if applicable) by their stated geographic location. If no Location was selected on the Application Questionnaire, then the Cadet's online Profile *WILL* default to "*No Campus: Inter-Galactic Transit*". The Cadet Protector *SHALL BE* issued their appropriate Campus Superintendent's or School Principal's Academy contact information and encouraged to make contact with that leader for further interaction. The Campus Superintendent and/or School Principal *MAY* initiate communication with the Cadet Protector.

Cadets *WILL BE* issued electronic official commemorative Acceptance Certificates, digitally signed by the current Academy Commanding Officer and Academy Admissions Counselor, in case proof of service is ever required by the Emperor or the Jedi Council.

Cadet Protectors *WILL BE* able to edit their Cadet's Profile at any time through secure registration and password protected login authorization. Care should be taken to ensure passwords are not distributed. Passwords are one way encrypted and not visible to any Academy Staff.

Cadets *SHALL* remain active members until the stroke of midnight upon turning age eighteen (18). Cadets *WILL THEN* become Alumni members and their profiles *SHALL THEN* become static, no longer editable and memorialized forever as long as The Galactic Academy is in operation.

Membership as a Galactic Academy Cadet is limited only to children and teens ages zero (0) through seventeen (17) years of age.

Membership as a Galactic Academy Honorary Cadet is limited to adults over the age of eighteen (18).

The Galactic Academy is organized as a non-discriminatory organization and shall only deny membership or participation upon a showing that the Cadet or Cadet Protector has egregiously violated this Charter's provisions for Cadet Protection or the Rules of the Function of the Academy.

NO CHILD SHALL EVER BE DENIED MEMBERSHIP IN THE GALACTIC ACADEMY BASED UPON GENDER, IDENTITY, RACE, COLOR, ETHNICITY, CASTE, FINANCIAL ABILITY, NATIONALITY, RELIGIOUS BELIEF, DISABILITY OR AFFILIATION.

CADET ROLE

The role of a Cadet in The Galactic Academy is to act as an ambassador of *STAR WARS*TM, able to spread joy & wonder by portraying their chosen costumed characters in unique fun ways. Cadet and Cadet Protectors should strive to keep their Cadet Profile and assigned costume designations up-to-date as it is the Cadet's face to the world. Cadet and Cadet Protectors are recommended to stay in contact with applicable assigned Campus and School social media sites to learn about potential activities in their area, and are encouraged to posting fun, action and costuming pictures as so appropriate and desired. Cadets in The Galactic Academy are all members of a tight knit group of international child *STAR WARS*TM enthusiasts.

HONORARY CADETS

Honorary Cadets are special adult members or individuals over the age of eighteen (18), or adult organizations who have contributed their time, skills and talents to the *STAR WARS*TM saga in some special way, or who have shown tremendous support of children's local and worldwide charitable efforts, and of The Galactic Academy as a whole.

An Honorary Cadet *MUST BE* nominated by either a Cadet Protector or Academy Campus or Academy School Staff member. Honorary Cadets are granted all privileges as a regular Cadet to include:

- Having their picture and Cadet profile displayed on The Galactic Academy website in the Honorary Membership section
- Participating in Formal and Informal Academy events (i.e. charity benefits, celebrity appearances, guest escorts, etc)
- Purchasing official Academy Cadet-only merchandise

COSTUME REQUIREMENTS

The Galactic Academy *SHALL HAVE NO FORMAL REQUIREMENTS* of Costume standards for membership. It is the stated and accepted purpose of the Academy to promote a love for *STAR WARS™* and *STAR WARS™* costuming. While Cadets and Cadet Protectors are welcomed to make costumes as elaborate and complete as time, skill and finances allow, no Cadet *SHALL EVER BE DENIED* enrollment on the sole basis of costume completeness. The only costume requirement for Academy admission is that the Cadet has a costume, or is in process of making a costume, for a recognizable *STAR WARS™* character.

Cadets may have as many costumes, Academy costume designations and prefixes as so desired. No limits exist on the number of *STAR WARS™* costumes one Cadet may have associated with their CIN and Cadet online Profile.

The Cadet *WILL RETAIN* their same CIN for all costumes. Cadets *WILL BE* given new Academy designated costume prefixes for all subsequent costume submissions. While costume submissions *MUST BE* associated with the *STAR WARS™* saga, Cadets and Cadet Protectors may alter or customize their costume in *ANY* way they choose. Examples:

- Dress-wearing pink Boba Fett
- Light saber-wielding Rancor
- Bathrobe Jedi
- Paper-plate C3P-0
- Wheelchair TIE Fighter
- Infant onesie-wearing BB-8
- Trashcan R2-D2
- Tupperware custom color-scheme Mandalorian
- Cardboard box AT-AT

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ACTIVITIES

ACTIVITIES

The Galactic Academy defines a “**TROOP**” as any family-friendly event where a Cadet wears a *STAR WARS™* costume or Galactic Academy insignia to a public event or activity.

The Galactic Academy defines “**trooping**” as the attending of any family-friendly event where a Cadet wears a *STAR WARS™* costume or Galactic Academy insignia to a public event or activity.

While The Galactic Academy *DOES NOT* organize troops, the Academy *MAY* have a presence at local fan conventions (“Cons”) with a booth or table, hosting interactive family-friendly games, activities, outreach initiatives and/or informative panels. The 50st Legion, The Rebel Legion and the Mandalorian Mercs local groups *MAY* allow Galactic Academy Cadets to troop *WITH* them... however they also *MAY NOT* as it is up to the leadership of each local group. The Galactic Academy places *NO OBLIGATIONS* on those organizations.

ACTIVITY TYPES

The Galactic Academy recognizes three (3) types of activities or troops: 1.) Formal events, 2.) Informal events, and 3.) Individual events.

- Formal events are those organized by and for The Galactic Academy. Example: *STAR WARS™ Celebration* conventions.
- Informal events are those organized or attended by other *STAR WARS™* costuming organizations. Example: a troop coordinated by a local Garrison of the 501st Legion.
- Individual Events are those *NOT* organized by any formal costuming organization and are attended by the Cadet on an individual or small group basis. These events can include but are not limited to: Birthday parties, costume parties, seasonal events or activities such as Halloween carnivals, or conventions when no formal or informal Academy activity has been planned.

ACTIVITY APPROVAL AND PARTICIPATION

In order for an activity to be a designated a Formal Galactic Academy event, the event *MUST BE* approved by the Academy Commanding Officer, the Academy Events Coach and/or the Superintendent of the Campus or the Principal of the School in which the event takes place.

Other Informal events may be approved by the Campus Superintendent and/or the School Principal in conjunction with other *STAR WARS*TM costuming organizations including The 50st Legion, The Rebel Legion and/or the Madalorian Mercs at the discretion of the Event Organizer.

Individual events are at the discretion of the Cadet and the Cadet Protector. Cadets are encouraged to portray their characters at independent events as often as desired.

ACADEMY MEDALS

At a later date still in development, Cadets and Cadet Protectors *SHALL* be able to upload details of the troops they have attended in *STAR WARS*TM costume or in wearing of Galactic Academy insignia, and to upload photos from those events onto their Cadet Profiles. The number of troops attended will generate a visual Academy Medal award placed on their Cadet Profile.

Friendly competition towards determining the Chief Cadet in each Campus and School as by Medal count will take place each year. The Chief Cadet of each Campus and School *MAY BE* profiled on social media and *MAY BE* interviewed via written, audio-only or audio/visually recorded Skype session, or other method as available, and as the express written Cadet Protector permission is granted. Interviews *MAY BE* uploaded to Academy social media.

All Medals earned *SHALL* remain on the Cadet's Profile forever.

ACTIVITY RULES and REGULATIONS

While responsibility for Cadet behavior is the full and complete responsibility of the Cadet Protector, The Galactic Academy encourages the following Golden and Common Sense rules and regulations for Cadets and Cadet Protectors to follow while trooping:

Cadets are recommended to:

- a. Be safe, ensure the safety of others and have fun above all other considerations, such as taking first prize in a costume contest. When wearing the costume or trooping at an event is no longer fun, the Cadet should change out of costume and take as long a break as so needed.
- b. Feel free to interact with the public "*in-character*" by reciting lines from the *STAR WARS*TM saga. Pose as your character. Talk about your costume and your love of *STAR WARS*TM
- c. Enter contests with your costume
- d. Take lots of pictures
- e. Take breaks often

- f. Always behave, be polite, never hit members of the general public with your lightsaber or aim your blaster at someone if they do not want you to
- g. Remember that younger children may get scared by your costume
- h. Never expect anything in return on troops, to include food, money, prizes or special privileges not otherwise given to others
- i. Always be aware of your surroundings
- j. Be mindful of your fellow Cadets
- k. Always troop within sight of your Cadet Protector. Ask a Cadet Protector for help if you are being bothered or see a fellow Cadet being bothered

Cadet Protectors are recommended to:

- a. *NEVER* let your Cadet participate in events unsupervised
- b. Remember that costume-wearing should always be fun; if your Cadet looks like they are no longer having fun, allow them to take the costume off as soon as possible
- c. Take breaks often and hydrate before, during, and after all troops
- d. Remember that full and fed Cadets are happy Cadets
- e. Encourage Cadets to use restroom facilities *BEFORE* getting into costume
- f. Have a costume repair kit on hand at troops
- g. Have *YOUR* name on the pieces of your Cadet's costume
- h. Make sure of any "*weapons*" restrictions at events

Helpful hints for Cadet Protectors:

- a. Many costumers utilize a dedicated and labeled costume kit, bin, or plastic storage box to store and transport their costumes
- b. If traveling to a event, create a packing list, laminate it and keep it in your costume kit
- c. Check your costume kit the day *BEFORE* the event and make repairs as needed
- d. Always have printed or written directions of where you are to meet up with any local costuming organization members
- e. Take care of your Cadet's feet and consider wearing insoles for those long troops (for you as well)
- f. Check your repair kit *AFTER* a troop and restock whatever is missing as soon as possible

Remember, the longer a Cadet is in costume, the hotter it feels. Testing out costumes at home for 15 minutes is not the same as trooping for hours. Even in air conditioned locations, heat can become a concern quickly. Use black permanent marker or other *PERMANENT* label method to discreetly write *YOUR* name on the inside of *ALL* costume parts. If you drop a part during the event or forget anything while packing, it will increase chances of having it returned.

ACTIVITY SUPERVISION

All Cadets *SHALL BE* directly supervised *AT ALL TIMES* by their Cadet Protector, parent, legal guardian or an adult over the age of 18 years of age of sufficient discretion and ability to supervise the Cadet as designated by the parent or legal guardian. *AT NO TIME* shall a Cadet be allowed to participate in any event without adequate supervision. The basic level of supervision entails direct line of sight of a Cadet participating in, and out of, costume. Failure to adequately supervise a Cadet is the greatest risk to the safety and well being of the Cadet.

Adult supervision of Cadets on troops is *TO BE MAINTAINED AT ALL TIMES*.

All adults who supervise Cadets *SHALL ADHERE* to the guidelines of this Charter and *SHALL AGREE* to those prior to the attendance at any event. Supervision at individual events is in the sole discretion of the Cadet's parent or legal guardian.

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FORUMS

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FORUMS

Currently, The Galactic Academy does not have online messaging forums available for Cadet Protector use. Forums and other areas of The Galactic Academy website will eventually be provided as a service to Cadet Protectors. Any information posted by Cadet Protectors *MUST BE* related to the purposes of The Galactic Academy. The Galactic Academy *MAY* delete from its forums or chat rooms, without warning or explanation, any post deemed by it, in its sole discretion, to conflict with the policies and mission of The Galactic Academy. The Galactic Academy *MAY*, without warning or explanation, block or delete posts associated with user names, e-mail addresses and IP addresses deemed, in the judgment of The Galactic Academy, to conflict with the policies and mission of The Galactic Academy. For help using the eventual message boards, or questions about future posting, please contact forums@galactic-academy.net.

Cadets ages zero (0) through seventeen (17) *ARE FORBIDDEN* from using The Galactic Academy website forums without the ongoing immediate supervision of their Cadet Protectors *AT ALL TIMES*. No exceptions.

Cadet Protectors *SHALL* exercise both common sense and courtesy when transmitting messages. Cadet Protectors *SHALL NOT* use the website to transmit defamatory, disparaging, abusive, obscene or offensive materials or communications to anyone.

Cadet Protectors *ARE PROHIBITED* from posting or distributing articles, files, or other information subject to trademark, copyright, or other proprietary rights except with the express consent of the owner of the rights. By posting material, the posting user warrants and represents that it owns the rights to such materials or has received permission from the owner of the rights. In addition, the posting user gives The Galactic Academy and other Cadet Protectors of the website a non-exclusive right to display, copy, publish, distribute, transmit, print and use such information or other material.

Information posted in the website *WILL NOT* be treated as confidential. Responses to discussion topics are not to be relied on as professional opinions or consultations. The information, opinions and recommendations presented within The Galactic Academy's website are for general information only.

The Academy website *IS NOT* to be used to conduct any other activities that may be illegal. For example, the Academy website *SHALL NOT* be used to encourage software infringement, spreading of computer viruses, breaking into private computer forums, gambling, or other crimes. The Academy website *IS NOT* to be used in a manner that violates the mission, bylaws or any other policies, procedures, rules or regulations of The Galactic Academy.

Respect the security of the Website. Cadet Protectors *SHALL NOT* attempt to gain access to areas private to The Galactic Academy, to Staff-only areas, or other Cadet Protectors accounts.

Commercial advertising or product promotion by anyone other than The Galactic Academy or those authorized by The Galactic Academy is prohibited. This includes links to Academy website affiliate programs. Use of the Academy website to advertise research projects or conduct surveys, polls, or otherwise gather information about Cadets, Cadet Protectors and their families without the express permission of The Galactic Academy is expressly prohibited.

In order to reach a wider audience and advance our mission, The Galactic Academy will occasionally use contributed writings in our public relations materials, or in printed books or other media for public distribution. When a user submits a contribution to The Galactic Academy, the user agrees that The Galactic Academy may use all or a part of the contribution in The Galactic Academy's published materials. Identifying information will be deleted. By agreeing to this limited-use license to The Galactic Academy, the Cadet Protector reserves the right to use his or her contribution for publication in any other way the user chooses.

The Galactic Academy makes no warranty, guarantee, or representation as to the accuracy or completeness of the information posted on The Galactic Academy website and assumes no responsibility or liability in connection with the reference to, reliance on, or use or misuse of such information.

THE GALACTIC ACADEMY WILL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR OTHER DAMAGES ARISING OUT OF ANY INDIVIDUAL'S USE OF, OR INABILITY TO USE, THE GALACTIC ACADEMY WEBSITE OR THE INFORMATION PRESENTED ON THE SITE. WITHOUT LIMITING ANY OTHER PROVISION IN THIS AGREEMENT, THE GALACTIC ACADEMY RETAINS THE RIGHT TO MONITOR POSTED INFORMATION AND REMOVE MESSAGES OR MATERIALS THAT IT BELIEVES ARE NOT IN THE BEST INTERESTS OF THE GALACTIC ACADEMY.

CADET PROTECTORS HAVING ACCESS TO THE WEBSITE SHALL INDEMNIFY AND HOLD THE GALACTIC ACADEMY HARMLESS FROM AND AGAINST ANY AND ALL LIABILITY, CLAIMS, DAMAGES, LOSSES, COSTS AND EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) RELATING TO ANY ACTS OR OMISSIONS BY CADET PROTECTORS OR TO MATERIALS OR INFORMATION TRANSMITTED BY CADET PROTECTORS IN CONNECTION WITH THE USE OF THE WEBSITE.

The Galactic Academy reserves the right to modify or change the rules of the Forums and other areas of the Website as it determines from time-to-time in the best interests of The Galactic Academy. By using the Academy Website, Cadet Protectors agree with all the terms and conditions of these rules.

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MERCHANDISE

MERCHANDISE

The Galactic Academy offers for sale at-cost several Academy insignia, patches, shirts, badges and other items. These items are made available for the enjoyment of Cadets and are completely optional. No Cadet is *EVER* required to purchase *ANY* item for membership. Academy insignia is available for purchase through approved online retailers only, and available for secure purchase through PayPal or mailed money-order; cash is expressly forbidden. Items ship worldwide; please verify shipping costs prior to order.

Any items bearing the words “The Galactic Academy”, “Galactic Academy”, “*STAR WARS*TM Galactic Academy”, Galactic Academy artwork, insignia or logo, or the Academy’s URLs are considered representative of The Galactic Academy. All Academy marked and proposed merchandise *SHALL BE* approved by the Academy Founder, the Academy Commanding Officer *AND* the Academy Spirit Wear Coordinator or representative. The Academy Commanding Officer may impose additional regulations governing the production and/or distribution of such merchandise and make them available to the Cadets and Cadet Protectors only, or Academy and local Staff members only.

Academy items specifying unique Campus and School names, insignia and logos *ARE ALLOWED* and highly encouraged with the approval of the Academy Commanding Officer and the Academy Spirit Wear Coordinator. Printed items with *STAR WARS*TM imagery of any type *MUST* adhere to Lucasfilm Ltd. requirements in authorization which can change at any given time. Current Lucasfilm Ltd. policies on [Fan/Charity Image and Usage Request](#) are as of 15 July 2016:

- Mock up of merchandise must be provided to Lucasfilm Ltd. to review prior to being used officially
- Lucasfilm Ltd. requires five (5) samples of any merchandise created for their archives
- Style Guidelines
- The faux *Star Wars* connecting type font must not be used. This is not an official font and it is difficult to read when used in text. Lucasfilm Ltd. prefers a clean, easily legible font that works with the design.
- Do not change, adapt or revise the phrase “*May the Force be with you.*”
- Always include Lucasfilm Ltd. legal line on item:
- Long version for larger items: © & TM Lucasfilm Ltd.
- Short version for small items: © & TM LFL.
- Really short version for small pins, coins, etc: © LFL
- Insure correct logo shape is used.
- The stacked *Star Wars* logo is *ALWAYS* preferable, but on small items where there is less room, ensures sure the small TM appears, as indicated, on the final product.

In the case of questionable material, the Academy Founder and the Academy Commanding Officer have final word on approval. No Academy symbol, picture, likeness or other graphic or video representation *SHALL BE* made without prior approval:

- Academy items *MUST BE* family-friendly; common sense will prevail
- Academy items *MUST BE* free of vulgarity and any potential sensitive imagery towards violence
- Academy items *MUST BE* as free of unauthorized copyrighted material as possible, including the use of unmodified *STAR WARS™* photos or artwork
- Academy items *MUST NOT* be tied to any outside commercial entity or venture without the express permission of The Galactic Academy *AND* Lucasfilm Ltd.
- Academy items *MUST NOT* misrepresent or misidentify its user/wearer in any role other than as a Cadet, future Cadet, Cadet Protector, Staff member or supporter of The Galactic Academy

Academy banners, hangers, letterheads, posters, labels, signage, decals, table runners, membership certificates, may only be printed by Academy and local Staff. Cadet Protectors not volunteering with Academy and local Staff and the general public is *NOT* permitted access to Academy graphic files, logos, images, or likeness of.

Academy Staff *MAY NOT* forward Academy graphic files, logos, images to unauthorized persons or organizations without prior approved permission from the Academy Founder, Academy Commanding Officer and/or Academy Spirit Wear Coordinator.

Galactic Academy informational flyers, brochures, business cards, tri-folds and fan trading cards template files are to be made available to *ALL* Cadet Protectors and the general public.

Individual trading cards and trading cards associated with fellow *STAR WARS™* fan-based and costuming organizations *MAY BE* made at the expense of the Cadet Protector, but *SHALL ONLY* utilize an approved template file if The Galactic Academy logo or other identifying symbols are used.

Written permission for outside vendors to create and sell Academy logo insignia and items at-cost is up to the discretion of the Academy Founder and the Academy Commanding Officer. Academy items *SHALL NEVER BE* sold for profit. Copyright infringement includes the use of The Galactic Academy works protected by copyright law without permission, infringing certain exclusive rights granted to the copyright holder, such as the right to reproduce, distribute, display or perform the protected work, or to make derivative works (17 U.S. Code Chapter 5, Berne Convention for the Protection of Literary and Artistic Works, the Universal Copyright Convention (UCC)).

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OUTREACH INITIATIVES

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OUTREACH INITIATIVES

On occasion, The Galactic Academy shall engage in community outreach related to our mission of giving children a place where their passions feel welcome. Primary to this goal is ensuring *ALL* children are not bullied for their passion.

The American Academy of Child and Adolescent Psychiatry Bullying Statistics regularly estimates that about half of all children are bullied at some point during their school age years.

Emotional Bullying: occurs when rumors are started about someone or a group of individuals. It also happens when malicious or defamatory statements are made about a person or group with the intent to hurt the feelings and emotional stability of the target. Emotional bullying can occur in various forms including face-to-face, behind one's back or anonymously via the Internet and social networking sites.

Physical Bullying: occurs when the child is injured physically with pushing, shoving, punching, kicking, burning, etc. It can also occur when the bully steals the child's personal belongings, destroys personal belongings, clothes, etc.

Cyber and Social Bullying: occurs in the form of emotional bullying but takes place online via email, texting, social networking sites, online web blogs, online and console video games, and cellular phone applications. Often times, cyberbullying is done anonymously and may include the child becoming ganged up on in a series of hurtful statements. Many rumors and offenses are lies or extensions of the truth targeted at the child because of jealousy or the intent to hurt.

The Galactic Academy encourages all Cadets to learn how to manage bullying:

- X *DON'T* get into a physical fight with a bully or try to retaliate
 - X *DON'T* believe insults about you
 - X *DON'T* ignore bullying
 - X *DON'T* waste time in a place where a bully might target you, including physical locations as well as online
 - X *DON'T* **EVER** believe you deserve to get picked on
-
- ✓ **DO** write down how you feel
 - ✓ **DO** learn to say and believe good things about yourself & your personality
 - ✓ **DO** speak confidently to the bully
 - ✓ **DO** walk or run away if a bully tries to hurt you
 - ✓ **DO** ask an adult you trust for help immediately

FUNDRAISING

On occasion, The Galactic Academy may assist with fellow *STAR WARS™* costuming organizations in assisting with those organizations' fundraising, charity work and volunteerism efforts. *AT THIS TIME* The Galactic Academy does not have a mechanism in place to accept charitable donations on behalf of other entities; however the Academy does enthusiastically welcome donations made to a charitable organization *IN THE NAME OF* The Galactic Academy.

Cadets and Cadet Protectors are welcome to raise donations and advertise their efforts in the name The Galactic Academy through the wearing of *STAR WARS™* costumes and Academy logos and insignia, provided those funds are subsequently donated to a charitable organization.

ACADEMY BUDGET

AT THIS TIME The Galactic Academy *DOES NOT* have an organizational budget or dedicated funds towards operation. While the Academy recognizes that domain registration, website creation, development and ongoing maintenance, as well as the commercialized printing of Academy insignia and logo items such as Trooping banners for parades and recruiting materials are incurred at some financial cost, current burdens *SHALL BE* absorbed by Academy Staff and local Staff members.

Academy Staff and local Staff members do not have to participate in the cost sharing of these items unless desired; participation in Academy cost sharing is entirely optional. Academy Staff and local Staff members *SHALL NOT* be shamed or coerced into participating for these costs financially.

Eventually the Academy may find the need to have an organizational budget but dues shall never be requested from any member. Membership in The Galactic Academy *WILL* always be free to participate in for all Cadets and Cadet Protectors. No exceptions.

If a Cadet Protector cannot afford to buy their Cadet their Academy Company logo patch, please contact the Academy at info@galactic-academy.net and arrangements can be made. The Galactic Academy does not want any Cadet to be without their patch if Academy Staff can help it.

DONATIONS

The Galactic Academy *SHALL NOT* use Event Riders for trooping events. If a venue or event host freely chooses to donate event tickets or passes, snacks or meals and access to non-public restroom facilities to the use of The Galactic Academy at an event *ALL RESPONSIBLE EFFORTS SHALL BE MADE* to ensure reasonable distribution to Cadets first, Cadet Protectors second and Academy Staff last.

Donations in the form of materials, products, or items may be solicited in the name of The Galactic Academy and can be received from vendors for the use as either as handouts to potential recruits first, Cadets second, or to go directly to a specific charity. Examples; *STAR WARS™* books

It is entirely inappropriate for The Galactic Academy to ever request financial compensation for appearances at any private, formal, informal or charity events, however it is entirely appropriate to ask the event host to submit a donation to a respected charity organization. While preferred the event host donate directly to the charitable organization, Academy Staff *MAY* accept a donation of cash monies and checks from event hosts and the general public. All checks (preferably cashier checks) *MUST* be made payable to a designated charity organization. All funds *MUST* within 10 days after an event be turned over the charitable organization *AND* the Academy Commanding Officer *MUST BE* notified through the use of a digital photo of the monies and/or donation check.

At some time in the future the Academy Staff *MAY* seek a need for a fund to support costs associated with running the online component of The Galactic Academy. As we expand in Cadets, web space, merchandise, promotions, volunteer members of Academy Staff may personally *VOLUNTEER* to cover these costs. If that ever becomes the case, Cadets and Cadet Protects *SHALL NEVER* be made to feel it mandatory to donate. A communal organization PayPal™ account *MAY* be setup at a later date to collect donations the sole purpose of supporting The Galactic Academy, which includes but is not limited to:

- The Galactic Academy website costs
- Honorary Cadet donated badge and plaque costs
- Promotional costs for Campus and School banners, brochures and business cards
- Merchandise for Lucasfilm employees and The Galactic Academy archives

This account once created *WILL BE* controlled by *ALL* Academy Staff so no one person will *EVER* have sole access. Accounting records *SHALL BE* provided quarterly and posted publically on the website.

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CHARTER

CHARTER

This Charter *SHALL BE* the sole governing document of The Galactic Academy. Upon adoption of this Charter by the Academy Staff, this Charter *SHALL BE DEEMED* to be in full force and effect. Upon adoption of this Charter, all prior activities and actions of the Academy Staff are hereby ratified as if they were conducted under this Charter to the extent that they conform with this Charter. Any act inconsistent with this Charter *SHALL BE RECTIFIED* or revisited by the Command Staff and any corrective action *SHALL BE* taken. If a portion of this document is determined to be unlawful or unenforceable due to operation of any National, State or Local law, that portion is to be disregarded and all other sections or portions remain in full force and effect.

This Charter *MAY BE* amended by proposal from any active Academy Staff or local Staff, or Cadet Protector. Charter Amendments and proposals *SHALL BE FORWARDED* to the Academy Charter Trustee directly or via Academy Staff or local Staff members at any time. Proposals will be determined in a pass or fail manner through simple majority of the commenting members of Academy Staff and local Staff within a reasonable commenting period.

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MEDIA RELEASE

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The Galactic Academy is an independent, all inclusive worldwide STAR WARS™ costuming organization and fan club for kids, ages zero through seventeen years, comprised of, and operated by, STAR WARS™ fans. The Galactic Academy is not sponsored by Lucasfilm Ltd. STAR WARS™, its characters, costumes, and all associated items are the intellectual property of Lucasfilm. © & ™ Lucasfilm Ltd. All rights reserved. Used under authorization.

MEDIA RELEASE

By acceptance into The Galactic Academy, the Cadet Protector grants to The Galactic Academy the right and permission to use and publish photos, images, video or other visual and/or audio representations made of Cadets as published on its website and/or social media accounts. Cadet Protectors release The Galactic Academy from any and all liability from such use and publication. Except as specifically set out herein, Cadet Protectors authorize the reproduction, electronic storage and/or distribution of any such photos, images, video or other visual and/or audio representations without limitation at the discretion of The Galactic Academy. Cadet Protectors specifically waive any right to any compensation. This release shall remain in full force and effect until such time as it is revoked, if at all, by delivering the revocation in writing to the Academy Commanding Officer.

The Galactic Academy does not permit or authorize the publication of identifying information of any Cadet or Cadet Protector, except for unique Cadet Identifying Numbers, first name or chosen nickname of Cadets, the Academy Campus of the Cadet, and the location and date from where the picture, image or other recording or video was taken.

Securing a signed Media Release *MUST BE ATTEMPTED* by the ranking Local Staff member at all *MAJOR* Trooping events, and *ALL* small informal Trooping events, as where possible. While obtaining actual signatures is not always feasible, or the parent/guardian may verbally grant photographic approval and decline to sign the form, the Media Release form and this public policy *SHALL* always be readably available to the public through online Charter. If a parent/guardian declines to have their Cadet's photo taken or displayed, or if The Galactic Academy is contacted in writing requesting the removal of their Cadet's photograph or video likeness from website or social media accounts owned by the Galactic Academy, The Galactic Academy *WILL* comply with all requests. Common sense and the Golden Rule lead.

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THE GALACTIC ACADEMY

MEDIA RELEASE AUTHORIZATION

I hereby grant to The Galactic Academy, a *STAR WARS*[™] costuming organization for children, the right and permission to use and publish the photos, images, video or other visual and/or audio representations made of me and/or my child by the Academy or its members. I hereby release The Galactic Academy, its members or participants from any and all liability from such use and publication. Except as specifically set out herein, I authorize the reproduction, electronic storage and/or distribution of any such photos, images, video or other visual and/or audio representations without limitation at the discretion of The Galactic Academy and I specifically waive any right to any compensation I may have for any of the foregoing. This release shall remain in full force and effect until such time as it is revoked, if at all, by delivering the revocation in writing to the Academy Commanding Officer.

EXPRESS LIMITATIONS

I the undersigned do not authorize the publication of identifying information of myself or my child except The Galactic Academy may use or publish my child’s unique Cadet Identifying Number, first name of my child, the Academy Campus of my child, and the location of that the picture, image or other recording or video was taken.

Signed, this the _____ day of _____, 201____ in the presence of Academy Staff:

_____, Academy Staff position _____

Name/Cadet ID	Parent’s Name	Parent’s Signature



CURRENT ACADEMY STAFF

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CURRNET ACADEMY STAFF as of 7/15/2016

<i>Position</i>	<i>Name</i>	<i>STAR WARS™ Group Affiliation</i>	<i>Assigned Email</i>
Academy Founder (AF)	Albin J.	Carolina Garrison (210)	aj@galactic-academy.net
Academy Commanding Officer (ACO)	Andrew W.	Redback Garrison (8547) / Tatooine Base	aco@galactic-academy.net
Academy Security Officer (ASO)	<i>Open</i>		aso@galactic-academy.net
Academy Executive Officer (AXO)	Kristy A.	Star Garrison (4690)	axo@galactic-academy.net
Academy Communications Director (ACD)	Nicky B.	Excelsior Garrison (8397)	info@galactic-academy.net
Academy Admissions Counselor (AAC)	Kevin B.	Dune Sea Garrison (21398)	newrecruits@galactic-academy.net
Academy Public Relations Officer (APRO)	Jennifer A.	Midsouth Garrison (88392)	pro@galactic-academy.net
Academy Legions Board Representative (ALBR)	<i>Open</i>		info@galactic-academy.net
Academy Webmaster (AWM)	Andrew W.	Redback Garrison (8547)	webmaster@galactic-academy.net
Academy Events Coach (AEC)	<i>Open</i>		events@galactic-academy.net
Academy Charter Trustee (ACT)	J. Hoyte S.	Carolina Garrison (8286) / Blue Ridge Base	info@galactic-academy.net
Academy Professor of Volunteers (APOV)	<i>Open</i>		volunteers@galactic-academy.net
Academy Spirit Wear Coordinator (ASWC)	Lesley F.	Imperial Sands Garrison (3774) / Sunrider Base	spiritwear@galactic-academy.net
Academy Dress Code Advisor (ADCA)	<i>Open</i>		costumes@galactic-academy.net
Academy Staff Artist (ASA)	<i>Open</i>		logo@galactic-academy.net
Academy Forums Moderator (AFM)	<i>Open</i>		forums@galactic-academy.net

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ACADEMY LOCAL STAFF as of 7/15/2016

<i>Campus</i>	<i>School</i>	<i>Position</i>	<i>Name</i>	<i>STAR WARS™ Group Affiliation</i>	<i>Assigned Email</i>
United States of America CORUSCANT		Campus Superintendent (ACS)	Vinessa O.	Mountain Garrison (9761)	coruscant@galactic-academy.net
		Campus Assistant Superintendent (CAS)	Jason W.	Mountain Garrison (41977)	
	<i>Florida</i> DAGOBAH	School Principal (ASP)	Paul D.	Florida Garrison (2646)	dagobah@galactic-academy.net
	<i>Texas</i> LOTHAL	School Principal (ASP)	Paul P.	Star Garrison (27949) / Kessel Base	lothal@galactic-academy.net
		School Assistant Principal (SAP)	Brian S.	Star Garrison (17620) / Kessel Base	
		School Guidance Counselors (GC)	Reed A.	Star Garrison (22709)	
	<i>Illinois</i> DEATH STAR	School Principal (ASP)	Paul M.	Midwest Garrison (11222)	deathstar@galactic-academy.net
	<i>Arizona</i> QUARZITE	School Principal (ASP)	Wendy W.	Dune Sea Garrison (25293)	quarzite@galactic-academy.net
		School Assistant Principal (SAP)	Kevin B.	Dune Sea Garrison (21398)	
	<i>Pennsylvania</i> TAKODANA	School Principal (ASP)	Erin A.	Garrison Carida (???)	takodana@galactic-academy.net
		School Assistant Principal (SAP)	Gina P.	Garrison Carida (11277)	
	<i>Arkansas</i> TBD	School Principal (ASP)	OPEN		TBD@
	<i>Colorado</i> NELVAAN	School Principal (ASP)	Rusty W.	Mountain Garrison (11613)	TBD@
	<i>Maryland</i> BOTHAWUI	School Principal (ASP)	Warren M.	Old Line Garrison (74075)	bothawui@galactic-academy.net
Austria, Czech Republic, Hungary, Poland, Romania, Slovakia		Campus Superintendent (ACS)	Gabor C.	Hungarian Garrison (1526)	mandalore@galactic-academy.net

MANDALORE				
Russia YAVIN	Campus Superintendent (ACS)	Alyona V.	Russian Outpost (10010)	yavin@galactic-academy.net
Australia, New Zealand ALDERAAN	Campus Superintendent (ACS)	Mark D.	Terror Australis Garrison (4360) / Hoth Base	alderaan@galactic-academy.net
<i>Queensland</i> GEONOSIS	School Principal (ASP)	<i>OPEN</i>		geonosis@galactic-academy.net
<i>New South Wales</i> TBD	School Principal (ASP)	Kate D.	Southern Cross Garrison (???)	TBD@
<i>Western Australia</i> RISHI	School Principal (ASP)	Karen C.	Wraith Base (TuskenJawa)	rishi@galactic-academy.net
Puerto Rico TATOOINE	Campus Superintendent (ACS)	Eric S.	Puerto Rico Garrison (16373) / Puerto Rico Base / The Dark Empire	tatooine@galactic-academy.net
Puerto Rico BESTIN	School Principal (ASP)	John M.	Puerto Rico Garrison (GF-in)	bestin@galactic-academy.net
United Kingdom, Scotland, Wales HOTH	Campus Superintendent (ACS)	Karen W.	United Kingdom Garrison (1977)	hoth@galactic-academy.net
Italy VARYKINO	Campus Superintendent (ACS)	Alberto F.	Italica Garrison (6843)	verykino@galactic-academy.net
	Campus Assistant Superintendent (CAS)	Mattia P.	Italica Garrison (80320)	
Chile CORELLIA	Campus Superintendent (ACS)	Pata P.	(GF-in)	corellia@galactic-academy.net
Canada NABOO	Campus Superintendent (ACS)	Brent P.	Canada Garrison (62632)	naboo@galactic-academy.net
Ireland ENDOR	Campus Superintendent (ACS)	Alan D.	Ireland Garrison (16178)	endor@galactic-academy.net
Mexico KAMINO	Campus Superintendent	Ivan C.	Mexican Garrison (4826)	kamino@galactic-academy.net

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	(ACS)			
Mexico STARKILLER BASE	School Principal (ASP)	Miguel C.	Skull Garrison (36589)	starkillerbase@galactic-academy.net
	School Assistant Principal (SAP)	Izra G.	Skull Garrison (7613)	
	School Guidance Counselors (GC)	Juan M.	Skull Garrison (2226)	
France JAKKU	Campus Superintendent (ACS)	Christophe I.	French Garrison (3741) / French Base	jakku@galactic-academy.net
Brazil BESPIN	Campus Superintendent (ACS)	Filipe A.	Novo Império Garrison (91090)	bespin@galactic-academy.net
	Campus Assistant Superintendent (CAS)	Thaiza M.	Novo Império Garrison (???)	
Spain KASHYYYYK	Campus Superintendent (ACS)	Gaby M.	Spanish Garrison (3505)	kashyyyk@galactic-academy.net
	Campus Assistant Superintendent (CAS)	Manu A.	Spanish Garrison (4002)	
	Guidance Counselor (GC)	Alex L.	Spanish Garrison (27473)	
	Guidance Counselor (GC)	Julio P.	Spanish Garrison (26800)	
Philippine FELUCIA	Campus Superintendent (ACS)	Marc M.	Philippine Garrison (43210)	felucia@galactic-academy.net
	Campus Assistant Superintendent (CAS)	Sharm M.	Philippine Garrison (77877)	
	Guidance Counselor (GC)	Pamela B.	Philippine Garrison (91083)	
Guatemala ITHOR	Campus Superintendent (ACS)	Maria A.	Jaguar Outpost (13308)	ithor@galactic-academy.net

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CURRENT APPROVED LOGOS AND SOCIAL MEDIA

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SOCIAL MEDIA PAGES

All Campus and School Local Staff *SHALL* create a “Non-profit Organization” Facebook forward facing social media page using the Galactic Academy Banner. Until the Campus or School has an approved logo, The Galactic Academy’s Main Logo shall be used as a placeholder for the profile picture.

All Facebook forward facing pages must follow the same naming convention as entitled: **The Galactic Academy <campus/school name> <Campus/School> <Country/State>** Examples:

- The Galactic Academy Lothal School Texas
- The Galactic Academy Coruscant Campus United States of America

Campus and School Local Staff *SHALL BE* designated as “Editors” on the Facebook forward facing social media pages. The Academy Commanding Officer (ACO), Academy Executive Officer (AXO) and Legacy Academy Founder (AF) *SHALL BE* designated as “Administrators” on all Facebook forward facing social media facing pages. The Academy Public Relations Officer (APRO) *SHALL* also be designated on the Main Academy Facebook forward facing social media page.

All Facebook forward facing social media pages *MUST* have their Profanity Filter set to “Strong.”

CURRENT APPROVED LOGOS as of 7/15/2016

Galactic Academy Logos below *MAY BE* used by Academy Staff and Local Staff for approved purposes. All other logos must be submitted digitally in highest resolution available and approved in writing by the Academy Commanding Officer and Academy Spirit Wear Coordinator prior to use.

Higher resolution images are available from Staff or Local Staff Group Facebook *Documents* sections.

Galactic Academy
Banner



**Galactic Academy
Main Logo**



United States of
America
CORUSCANT
Campus



Austria, Czech
Republic, Hungary,
Poland, Romania,
Slovakia
MANDALORE
Campus



Australia, New Zealand
ALDERAAN Campus



Puerto Rico
TATOOINE Campus



United Kingdom,
Scotland, Wales
HOTH Campus



Italy **VARYKINO**
Campus



Chile **CORELLIA**
Campus



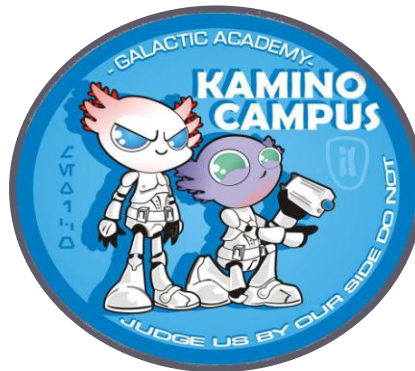
Canada **NABOO**
Campus



Ireland **ENDOR**
Campus



Mexico **KAMINO**
Campus



France **JAKKU**
Campus



Spain **KASHYYYK**
Campus



Florida **DAGOBAH**
School

Pending

Texas **LOTHAL**
School

Pending

Illinois **DEATH STAR**
School



Pennsylvania
TAKODANA School



Arizona **QUARZITE**
School



Queensland
GEONOSIS School

Pending

Brazil **BESPIN**
Campus



Mexico
STARKILLER BASE
School



Philippines **FELUCIA**
Campus



Puerto Rico **BESTINE**
School



Maryland
BOTHAWUI School

Pending

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CURRENT CAMPUS & SCHOOL MAPS

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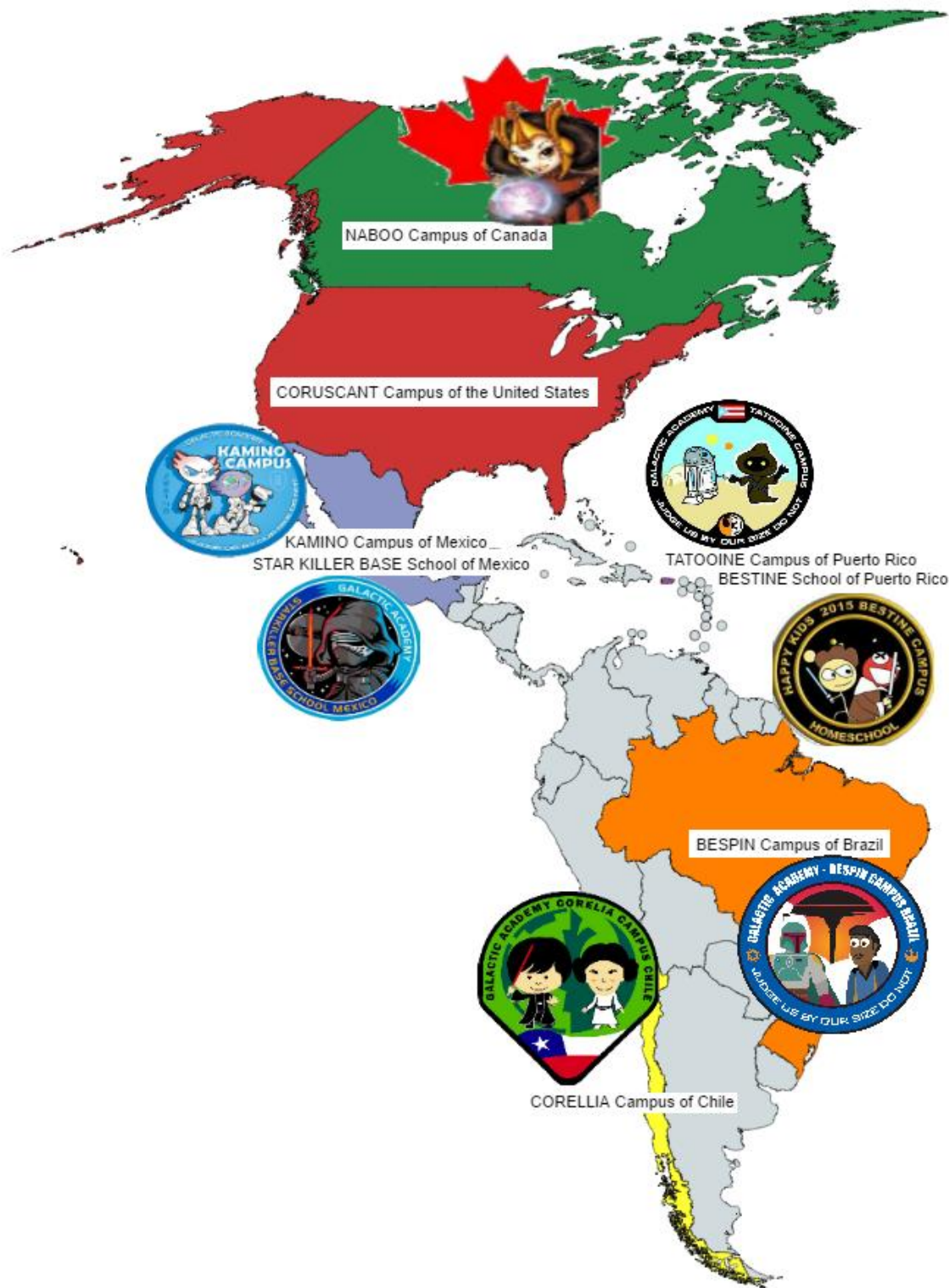
CURRENT CAMPUS MAP AS OF July 15, 2016



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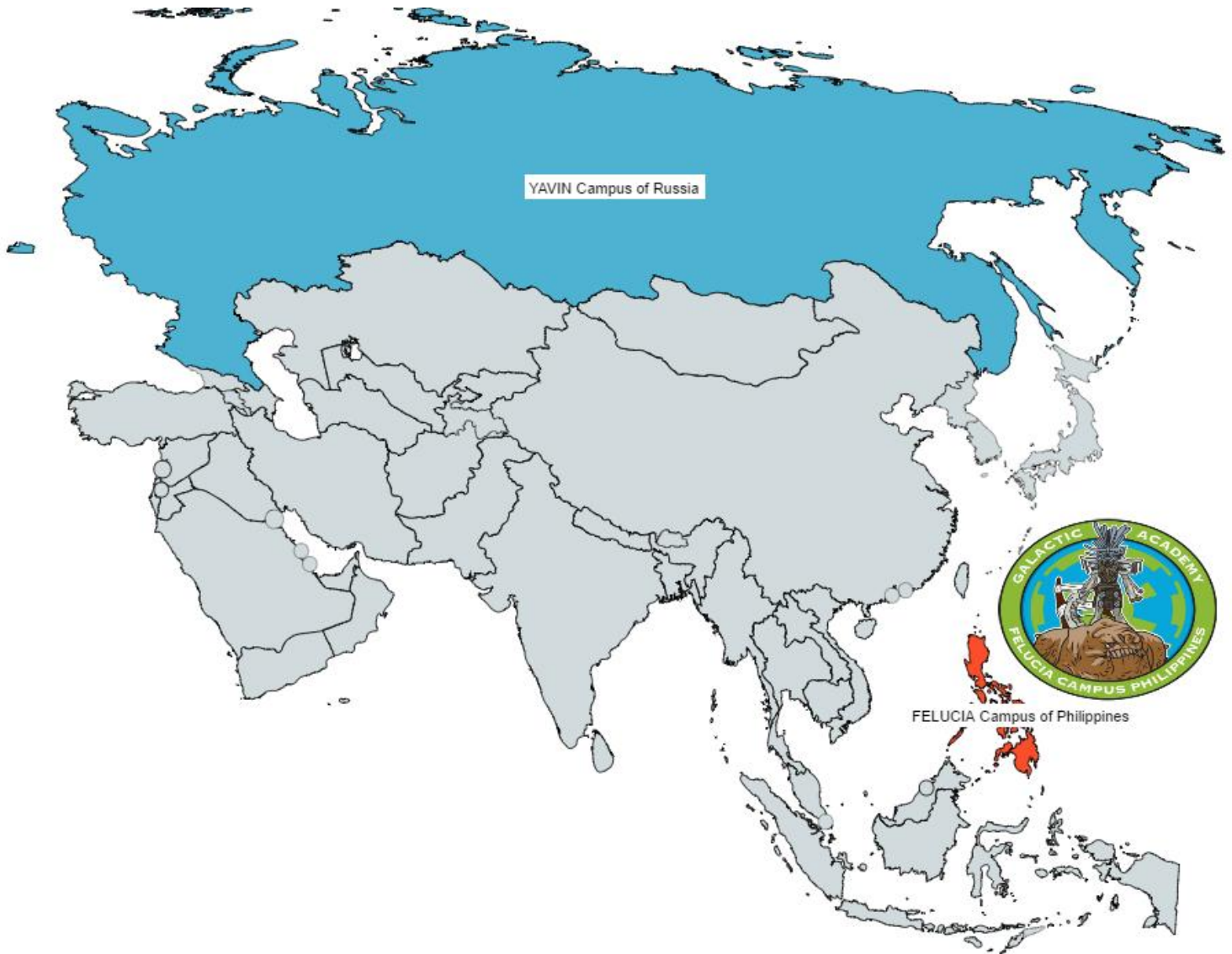
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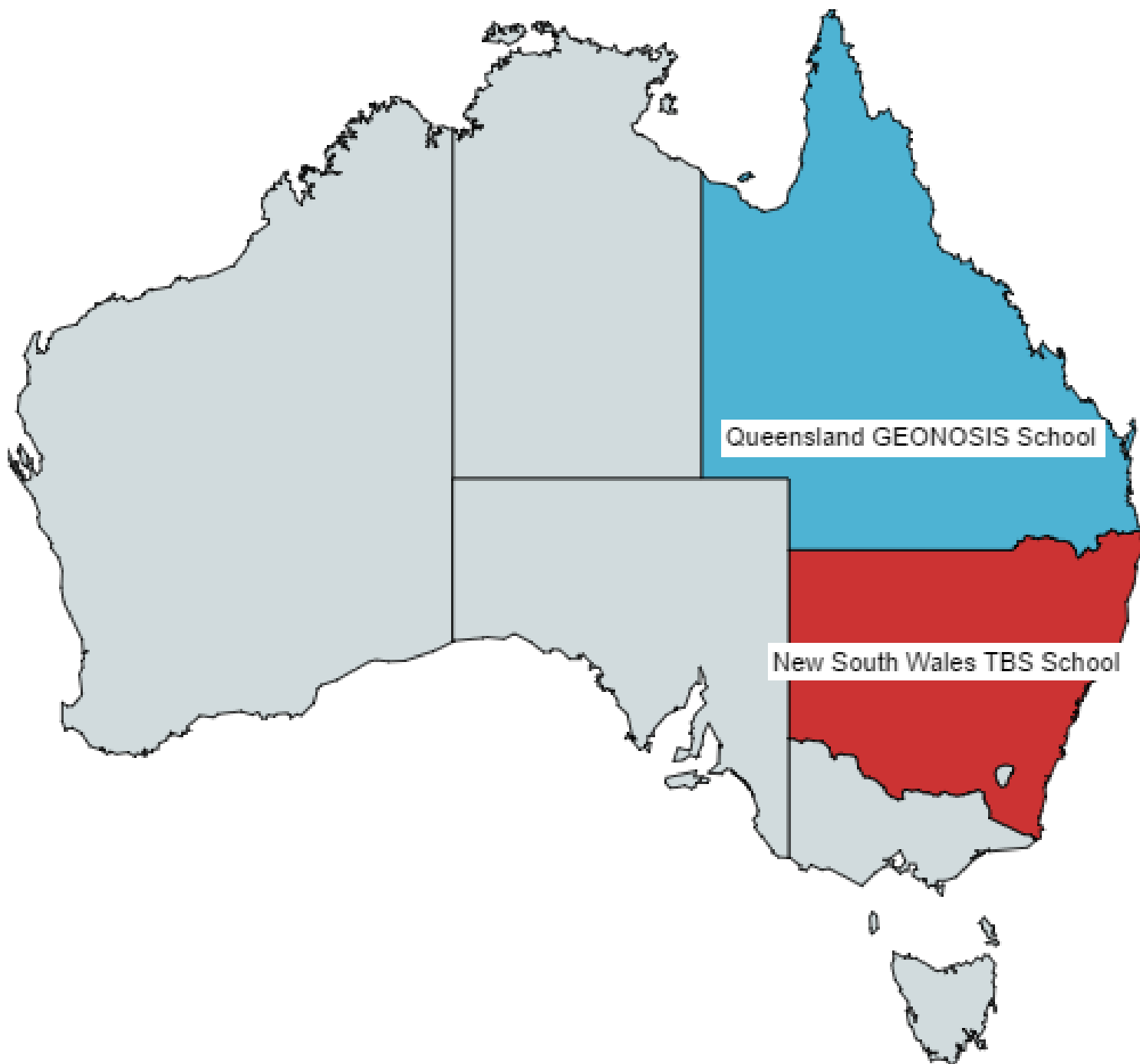
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