

# **Samurai Cop Defense Academy**

## **Academy Notebook Requirements**

**SCA-SOP Order 05-4**

### **Academy Recruit Notebook**

All Recruits holding the rank of 9<sup>th</sup> Kyu Blue Belt and higher, who attend the Advanced Academy or Black Belt Academy Courses, are required to keep and maintain in a neat and orderly fashion an Academy Notebook. The Academy Notebook is to be a three ring white notebook with a full-page clear plastic sleeve on the front, which is to contain an Academy Recruit Notebook Cover Sheet furnished by the Academy. Notebook Inspection Sheets will also be furnished by the Academy. Recruit Academy Notebooks are subject to and must pass inspection prior to Recruits testing for rank promotions.

### **Academy Notebook Contents**

Academy Notebooks shall contain the following information:

Dividers Should **Read as Follows:**

**Inspection and Promotions:** Contents

Notebook and Uniform Inspection Sheet

Copy of most recent school progress report

**Academy Techniques:** Contents

Obtain from Academy Web site

**Handout Material:** Contents

Given out in class or obtained from Website

Material from Briefing Room on Website

**Current Newsletter:** Contents

Obtain at Academy or from Website

**Academy Notes:** Contents

Neatly printed or typed notes from each class; arranged by date