



Royal Canadian Air Cadet
135 Bell-Irving Squadron Sponsoring Committee

135 Bell-Irving Squadron RCACS
1650 Burrard Street Vancouver, BC V6J 3G4
www.135air.ca

To Learn * To Serve * To Advance

PARENT and CADET RESOURCE GUIDE

Contact Information for the Squadron

Building Mailing Address: 135 Bell-Irving Royal Canadian Air Cadet (RCAC)
1650 Burrard Street Vancouver, BC V6J 3G4

Administration Office Phone: 778-680-0849

Administrator Email: 135rcacs@gmail.com

Commanding Officer Email: Matthew.Blackstock@cadets.gc.ca

Deputy Commanding Officer Email: Steven.Tung@cadets.gc.ca

Training Officer Email: Jimmy.Tung@cadets.gc.ca

Training Coordinator Email: Kathryn.Pratt@cadets.gc.ca

Supply Officer Email: Jeffrey.Yeung@cadets.gc.ca

Squadron Sponsoring Committee 135 Bell-Irving Squadron Sponsoring Committee (SSC)
Caroline Tran

Chair Email: 135sscChair@gmail.com

Telephone: 778-839-2757
Grace Shengen Sun

Vice-Chair Email: 135sscViceChair@gmail.com

SSC Wechat:



If your cadet will be absent from parade night **please** email the Squadron Administration Office **no later than 6:00 p.m. (18:00 hrs)**. For other scheduled events, please call the appropriate Flight Sergeant and send an e-mail (listed above) or leave a voicemail for the Receptionist/Administrator. If possible, please provide a minimum of 24 hours notice for all absences.

COVID-19 Safety Protocols

Due to current pandemic, parents are asked to complete the Covid-19 course. Parents and civilian personal are not allowed to access the building (Seaforth Armoury) All SSC members are required to take COVID Awareness Training

1. Go to <https://portal-portail.cadets.gc.ca/>
Select the "Sign Up" button if you have not logged in before (all you will need is your name and email you want to use). Then check your email to activate your account. It will come from portal@cadets
2. Now that you have registered an account for yourself. It will take you back to the portal, log in and you will be directed to the main screen. Once you are logged in, click "Civilian Volunteers".
3. You will land on the COVID19 Info Page
There are only 28 questions and pretty straight forward if you are familiar with Covid protocols. You must take the course first, then go back to the original page and take the test.

At the end of the test, you will be able to print your certificate of completion.

Please send a copy of your certificate to 135sscChair@gmail.com

Weekly Training Schedule

Due to the ongoing pandemic, virtual and person training is ongoing. Each level will route through each form of training. It is not mandatory to attend in person training, but we highly encourage to attend all virtual training. Link to the virtual training will sent out weekly. Our normal parade nights are Thursdays from 6:30 PM to 9:30 PM at the Seaforth Armoury, 1650 Burrard Street, Vancouver, BC.

Every effort is made to stick to the schedule

In person training	
Time	Event
6:30pm (1830hrs) - 7:00pm (1900hrs)	Signing in, COVID procedures, Staff announcements
7:00 pm (1900hrs) - 7:30pm (1930hrs)	Period 1
7:30pm (1930hrs) - 8:00pm (2000hrs)	Period 2
8:00pm (2000hrs) - 8:15pm (2015hrs)	Break
8:15pm (2015hrs) - 8:45pm (2045hrs)	Period 3
8:45pm (2045hrs) - 9:00pm (2100hrs)	Clean up & wipe down all surfaces
9:00pm (2100hrs) - 9:10pm (2110hrs)	Staff announcements and dismiss

Signing in procedures

1. Complete COVID19 self assessment before departing home <https://www.thrive.health/health-canada-self-assessment-tool>
2. If you have symptoms, stay at home and contact 135rcacs@gmail.com or CO at Matthew.Blackstock@cadets.gc.ca
3. Do not forget to bring your mask!
4. When in doubt, wash your hands with soap or approved hand sanitizer!

Virtual Training	
Time	Event
6:45 pm (1845hrs) - 7:00 pm (1900hrs)	Meet in Zoom Room
7:00 pm (1900hrs) - 7:05 pm (1905hrs)	Greetings and Breakout Rooms
7:05 pm (1905hrs) - 7:40 pm (1940hrs)	Period 1
7:40 pm (1940hrs) - 7:45 pm (1945hrs)	5-minute break
7:45 pm (1945hrs) - 8:20 pm (2020hrs)	Period 2
8:20 pm (2020hrs) - 8:30 pm (2030hrs)	10-minute break
8:30 pm (2030hrs) - 9:00 pm (2100hrs)	Period 3
9:00 pm (2100hrs) - 9:10 pm (2110hrs)	Close out for Staff announcements and dismiss

Dear Parents and Guardians:

Welcome to the **135 Bell-Irving Squadron Sponsoring Committee (SSC)** of the Royal Canadian Air Cadets. Your son/daughter has chosen to join one of the finest youth organizations in Canada. The key goal of this association is to promote interest in aviation. Since 1940, close to one million young Canadians between the ages of 12 and 18 have attended Air Cadets. We believe this organization is not only good for our young people; it also enhances our community and country.

There are no fees to participate in the Cadet Program. Uniforms, as well as local and summer training opportunities, are provided free of charge. However, the civilian partner to the cadet program, the Air Cadet League, and local committees incur costs for some aspects of the program, such as insurance, rent for buildings that DND is not able to provide, and sometimes additional experiences for cadets. They raise funds for these costs using a variety of strategies such as approaching business and service clubs for sponsorship, applying for grants, conducting local fundraising activities, and asking for annual fees from families.

The success of the program is the result of the strong partnership between the Department of National Defence (DND) and the Air Cadet League of Canada. The Air Cadet League of BC collects an assessment fee of **\$115/cadet*** from the SSC that is used towards insurance, operating and maintaining the league on owned power and glider aircraft used within the program as well as annual operating fees at the provincial and national level.

The SSC is faced with finding the funds to provide all the above, as well as, paying other administrative costs such as telephone, some office supplies, and expenses, name tags, insurance, trophies and awards, costs to fund Band, Drill Team, Range Team, First Aid Team, cadet social gatherings, Annual Ceremonial Review (ACR), and other activities that are not covered by DND. The SSC may request an additional assessment fee of **\$75.00/cadet***. Without this contribution, the program can not successfully reach its full potential. If the fees will cause financial hardship for your family a suitable payment plan can be arranged. If an exemption is required please contact the SSC Chairperson who will keep all information confidential.

We are committed to fundraising throughout the year to help offset the additional expense to the program. Parents/guardians are very much needed to volunteer towards this effort. Please help out when and where you can. This organization is a positive environment for our children and we must all support the efforts of those involved in making our squadron a success. Additional financial contributions are also welcome and Charitable Donation Tax Deductible Receipt will be issued for all contributions.

We welcome you to **135 Bell-Irving SSC** and hope you will become an involved member for the good of the Air Cadets. For our Squadron to be a successful organization we need to work together as a team. We encourage you to get involved so that your cadet can benefit from your input.

We hope the Parent Handbook will help you and your cadet. Please keep it handy as many of your questions are answered here. Feel free to ask Officers, SSC members, senior cadets, OR parents of senior cadets if you are unable to find the information you seek. Everyone is happy to assist new parents in all ways possible.

Sincerely,

135 Bell-Irving Squadron Sponsoring Committee

* Please note: the assessment fees are changed every year. These fees are based on the training year 2020-2021

Information for Parents

Parents are always welcome to observe at Cadets, but are especially invited to attend Final Parade which usually starts at 8:40 pm (20:40 hrs). There is an overhead observation area that is available for parents to view the entire Parade Square from in addition to up close when room permits on the edge of the Parade Square. By attending Final Parade parents can hear announcements first hand. The first Thursday of every second month (starting in October) is the CO's (Commanding Officer's) Parade. During CO's Parade the Final Parade starts at approximately 8:15 pm (20:15 hrs). The CO's Parade is when promotions may occur. For CO's Parade cadets must wear Full Dress (C7s), and ensure all personal grooming is of the utmost standard. If your cadet does not yet have their uniform issues they can wear dark pants, dark shirt, dark single colour tie, dark clean footwear, and ensure personal grooming meets the standards.

An information board for parents is located on the bulletin board inside the main hall just outside the office door. Here you will find information such as:

- Squadron Sponsoring Committee Executive and general information; and
- Contact numbers for Squadron Sponsoring Committee Executives.

The Squadron Sponsoring Committee (SSC) website (<https://www.135air.ca/for-parents>) includes the Current Events Calendar and information. The SSC manages an e-mail list from this website. Regular updates are sent out via the e-mail list. Send an e-mail to 135ssc@gmail.com with "ADD TO EMAIL LIST" in the subject line. Sometimes information becomes available last minute and e-mail is the only way to know about it.

MEMBERSHIP in 135 Bell-Irving Squadron Sponsoring Committee – *all it takes is completing a registration form!*

- Membership is available to anyone who supports the purposes of the Society.
- Members are entitled to vote at any general meeting of the members.
- Members are entitled to vote for the directors of the Society.
- Members can resign their membership whenever they choose.

Parents: Please have a plan for your cadet to get to and from cadets safely.

The West First Avenue and Burrard Bridge area is a safe neighborhood; however, due to the Molson Beer manufacture and multi car dealerships around the block, the street is empty and quite at night. It is better not letting your cadet waiting for pick up outside the building

by themselves after dark. Please ensure you drop off and pick up your cadet **inside** the building OR arrange for someone else to do so. Please don't just expect someone will drive your cadet home - it won't always work out if it's not planned. There are parents who may be interested in sharing the driving - cadets **can't** arrange this for you nor can cadets, Officers or parent volunteers be responsible for driving cadets to and from the Armoury for regular cadet activities, but we could include this topic in one of our parent meetings so parents can make individual arrangements if requested. Be sure to complete the Transportation Plan portion of your registration form. Cadets are responsible to ensure the Transportation Plan is followed and need to sign the form kept on file verifying they will follow the plan.

When Cadets Need To Leave Early: If you must leave cadets prior to Final Parade permission and sign out **MUST** take place at Admin and a note from a parent/guardian is necessary.

Female Cadets: Emergency sanitary supplies are available from the Parent Office/Canteen.

Canteen and Food Services

Our canteen operates every Parade night (cadets have a 20 minute break) and for special events. We have drinks and snacks that may be purchased during these times. We also sell some promotional products that make great gift ideas.

Currently, we are unable to offer canteen/food services. Hopefully, things change and we will continue to offer canteen/food services to you soon.

135 Bell-Irving Squadron Sponsoring Committee

Overview of Activities

The **135 Bell-Irving SSC** is a formal Society formed under the Companies Act as a Not-For-Profit organization. The Committee meets each month on the 1st Thursday of the month at 6:30 p.m. Committee members are required to attend to ensure a quorum is present, but parents and other interested members are invited to attend also. As voting members parents can have a 'voice' in decision making.

The aim of the Sponsoring Committee is to assist the Squadron in a variety of different support and financial roles. The Department of National Defense provides uniforms and partial funding to the training program; however, the Sponsoring Committee is responsible to provide funding for the facilities, operation and remainder of training expenses for the Squadron. This requires a total fundraising amount in the range of \$50,000.00/year based on the current activities planned and the number of cadets registered.

The Sponsoring Committee is made up of parents (and/or volunteers) who are elected or appointed on an annual basis. The Committee itself has a broad role to approve and endorse concepts, processes and activities related to budgeting, fundraising, expenses and maintenance of the cadet facilities.

In addition to the overarching role of the Committee, there are also several individual responsibilities. Sponsoring Committee members provide an information linkage to parents and cadets by providing general "reception" at each parade night. Each member is responsible to attend monthly and special meetings, to exercise their vote for resolutions that are tabled and some members also hold specific responsibilities (brief descriptions provided, for more information, please contact the Chair of the Committee.

Executive Members (standard, required positions):

Chair	Chairs the Committee and makes recommendations on the structure of the committee; provides advice to the Committee on ongoing activities; provides liaison between the committee and the squadron officers; is the signatory to all correspondence, financial matters and disbursements; provides key communication linkage between the Squadron and the BC Air Cadet League through the Squadron's Representative; attends meetings with Squadron officers, BC League and/or DND as required;
-------	--

	ensures all Committee members have the appropriate screening and approvals in place and provides communication, information and advice to interested and/or concerned parents.
Vice Chair	Prepares to become the Chair, acts for the Chair during absences and provides ongoing advice and support to the Committee and the Squadron.
Secretary	Provides administrative support to the Committee activities through the preparation of agendas, minutes and correspondence.
Treasurer	Is joint signatory (with the Chair) to all financial matters and disbursements; provides financial expertise and advice to support the budgeting and expenditure activities of the Squadron; prepares financial reports and ensures the administrative financial requirements (including Air Cadet League Reporting and grant applications) of the committee are carried out as required.

Director Positions: Director's positions are appointed on an as-required basis at the advice of the Chair. The positions and responsibilities listed here can be changed and altered. Positions are reviewed annually at the AGM.

Fundraising Director	Responsible for the coordination and execution of all fundraising activities. Works closely with the Phoning Coordinator to ensure adequate parent support is provided.
Director-at-Large	Miscellaneous duties for the betterment of the Squadron.

Informally, the Sponsoring Committee also assists with coordination for a variety of other events such as Squadron potluck dinners, dances and community fundraising activities; provides support for Squadron events such as competitions, campouts and parades; assists with arranging for transportation needs and ensures adequate supplies are on hand. The Sponsoring Committee works quite closely with the CO and the Training Officer to keep apprised of upcoming activities to ensure adequate support is provided to meet the ongoing needs of the Squadron. SSC volunteers are not permitted to have "care and control" of the Cadets - Care and Control of cadets belongs exclusively to DND/Squadron Officers.

One of the major activities undertaken by the Sponsoring Committee is the preparation and coordination of the Squadron's Annual Ceremonial Review (ACR) and Inspection. This event is held each May/June and requires a significant amount of coordination and effort by the Committee and a large contingent of parent support/volunteers.

A place for YOU to volunteer? There's lots to do!

135 Bell-Irving SSC could not exist without volunteers. In addition to serving on our Executive Committee, there are many opportunities. Please consider where your talents lie!

- **Canteen** - selling snacks and beverages to cadets on their break and at special events
- **Newsletter** - write and distribute
- **Fundraising** - coordinating or running a fundraiser, sharing your ideas, participating
- **Phoning**
- **Email** - announcements to parents as a group
- **Social event organizing** - e.g. Christmas Banquet, Annual Ceremonial Review
- **Decorating at events**
- **Clean up after events**
- **Coffee making** - for meetings or social events
- **Potluck organizing**
- **Ordering pizza**
- **Recruiting** - work with mall and fair to set up and/or man table or booth
- **Publicity** - distribute posters, place notices for events, inviting press
- **Grants** - searching out or writing applications, working with treasurer
- **Recycling** - regular pick-up and sorting
- **Working directly with cadets:**
 - Driving to activities
 - Effective Speaking
 - Duke Of Edinburgh
 - Band
 - Range
 - First Aid
 - Drill
 - Ground School

Volunteers: As an adult volunteer you can play several roles within the cadet program. Most people, often parents of a cadet, will become involved in the Sponsoring Committee, and will volunteer to be a member of the executive of the Committee, to drive or prepare food for events etc. In order to do these things on a regular or repeated basis you will be required to obtain a cadet volunteer screening membership. This membership will authorize you to participate in support of cadet activities and indicates that you have been appropriately screened to be working in a child/youth environment. The screening process although fairly simple is very thorough and rigorous. You will be required to undergo an interview with the

Sponsoring Committee executive, to supply character telephone references and to obtain a criminal record check.

In order to volunteer you should first meet with the Sponsoring Committee Chair or a member of the executive committee to discuss the types of roles that are available and the amount of time that may be required in that role on a regular basis.

As part of the screening process, the Air Canada League (ACL) requires all applicants to undergo a criminal record check. The ACL has contracted with Sterling Talent Solutions, an internationally recognized screening company to provide an Enhanced Police Information Check (E-PIC) for all our applicants.

Once all these documents are in order and approved you will be contacted and provided a Cadet Volunteer Screening membership for five years with ANY cadet organization in Canada.

Bring your ideas and talents!

Aims of the Air Cadet Program

- to promote physical fitness
- to develop in youth the attributes of good citizenship and leadership
- to stimulate an interest in the air element of the Canadian Armed Forces

Vision of the Canadian Cadet Movement (CCM)

(Extracted from the CIC National Newsletter, Number 3-spring 1997)

We commit to develop in each and every Air Cadet qualities of leadership and an aspiration to become a valued member of their community. We reinforce values necessary to prepare youth to meet the challenges of tomorrow and to embrace the multicultural dimensions of Canada.

To this end, we offer dynamic training in a supportive and effective environment where change is a positive and essential element.

We further commit to attain this vision by living shared Canadian values with particular attention to:

- **Loyalty**...the expression of your collective dedication to the ideals of the Cadet Movement and to all its members
- **Professionalism**...the accomplishment of all tasks with pride and diligence
- **Mutual respect**...the treatment of others with dignity and equality
- **Integrity**...the courage and commitment to exemplify trust, sincerity and honesty

Partnerships

The Air Cadet League of Canada is comprised of three levels of administration: National, provincial and local through Sponsoring Committees. The provincial level office in BC is located at: #2 - 7630 Montreal Street, Delta BC, V4K 0A7 1-866-614-2272; the administration is comprised of many volunteers and at least one full-time, two part-time Administrators.

Main areas of responsibility include:

- the formation of new squadrons
- assisting with the recruitment of officers and cadets

- maintaining the existing fleet of tow planes and gliders
- to offer guidance and support to local Sponsoring Committees

135 Bell-Irving SSC: The Squadron Sponsoring Committee is described as the backbone of the cadet organization, because the success of an Air Cadet Squadron is dependent on the organizational ability and effectiveness of this committee. Members are cadet parents who belong to the Royal Canadian Air Cadet League of Canada. All members go through a screening process, which includes a criminal records check. These members are chosen to sit on the board, executive or various sub-committees. The SSC members are directly involved with the squadron and interact with the Officers, civilian staff and cadets on an on-going basis. All members are volunteers and are not paid or compensated for the many hours they commit to our Squadron.

Responsibilities of the Squadron Sponsoring Committee are:

- organizing social events for cadets and/or parents
- paying all costs associated with the squadron operations that are not covered by the Department of National Defence (DND). These costs include charges for our building, insurance, transportation, rations, band instruments and repairs, music, flags, special clothing, rifles, radios, trophies, computers, training aids and social events, just to name a few.
- co-ordinating volunteer resources required for cadet functions
- recruiting of Officers and cadets
- fundraising

In the past few years, many agencies, organizations, and corporations have chosen to only do business with Incorporated Societies. In October 2000, the Provincial Committee voted to incorporate all Parent Sponsoring Committees within BC. Each Squadron now has a Board of Directors, which governs the Squadron Sponsoring Committee.

The executive manages the overall affairs of the SSC. These executives meet once a month to review financial statements, correspondence and upcoming events; consult with the CO and deal with any issues. Squadron Sponsoring Members meetings are usually held monthly. Out of these, one is designated as the Annual General Meeting and for the election of the new Directors. Throughout the year, the SSC will hold meetings to inform parents of Squadron activities, upcoming events, fundraisers or changes on policies.

FUNDRAISING

The Squadron Sponsoring Committee is faced with ever-increasing expenses, which are required to help deliver the Air Cadet Program. At the same time, as our expenses are increasing there has been dramatic reduction in the availability of government grants and funds allocated in the past. As such, the SSC is always looking for sources of income to cover these various expenses. Throughout the year we ask cadets and parents to help in several fund-raising events to help maintain the high level of activities planned for the training year. Your ideas and efforts about fundraising are appreciated. All funds go directly toward program and building expenses. If you have an idea to raise funds please contact the Director of Fundraising or the SSC Chairperson to discuss your idea. If your idea is workable you will be given full support to implement your plan.

Although the majority of the Air Cadet program is funded through the Department of National Defence (DND), familiar flying, the building we operate and other incidentals are not funded by DND. We must pay administrative costs such as telephone, building, content and liability insurance, trophies, awards, band, drill team, first aid, biathlon, range, and other activities. In addition to the BCPC and SSC Registration Fees, parents and friends of cadets may wish to make a financial contribution. Please contact the SSC Chair or Treasurer. Cheques can be made payable to **135 Bell-Irving SSC**. **Please note:** Charitable Donation Tax Deductable Receipts will be issued for all donations.

POSITIVE SOCIAL RELATIONS FOR YOUTH (PSRY)

The safety and wellbeing of every cadet is of primary importance to the Canadian Cadet Movement. That's why the Cadet Harassment and Abuse Prevention (CHAP) Program was created and implemented several years ago. CHAP was replaced with an updated and revised program called "Positive Social Relations for Youth" (PSRY). Attending PSRY training is mandatory for every cadet. The Positive Social Relations for Youth Training prepares cadets to interact comfortably within the community, interact positively with others, exercise sound judgment, accept personal responsibility for actions and choices, deal with interpersonal conflict and seek assistance from available resources when needed.

It should be noted that if a cadet has a situation outside of cadets they are still free to talk to whomever they feel comfortable with, be it an officer, another cadet, parent, or the Unit Human Rights Advisor (UHRA). **Harassment and abuse are not acceptable within the Royal Canadian Cadet Movement, and all efforts shall be made to provide a safe, respectful environment for all of our members.**

ADDRESSING CONCERNS

All concerns will be treated with the respect and professionalism you would expect from the Cadet Program. As parents, you should:

- Have a contact number for the commanding officer **or** a member of the staff;
- Ensure that your child has a number for the senior cadet in their section;
- Bring concerns to the attention of the CO as soon as possible; and,
- Make an appointment. Parade nights are busy and staff may not get a chance to meet with you.

Since cadet instructors are part-time, if you leave a telephone message at the Armoury, it may take a week to receive a response. E-mail is often more effective. Contact e-mails for Officers and Squadron Sponsoring Committee are available on the SSC website (address on the front and back cover of the handbook). Speaking with the Sponsoring Committee Chair is also an option. This person is independent of the cadet unit staff and usually has good knowledge of the program. If you are not satisfied with the response from the local level, contact the nearest cadet office (Regional Cadet Support Unit (Pacific) <http://www.cadets.ca/regions/pac/>).

QUESTIONS and ANSWERS

How old must I be to join Air Cadets?

You are eligible to join a squadron if you are between the ages of 12 and 18 years. You must have reached your 12th birthday before you can attend Parade nights, but you can come in the week before and arrange all the paperwork so you are ready to go on your birthdate. The documents required are:

- Birth Certificate
- Medical Card
- For non-Canadian citizens, Proof of Residency status

What are the requirements of membership?

All potential cadets must be of good character, interested in the program and prepared to attend parades regularly. Parent/guardian permission is also required.

What about medical exams?

Your parent/guardian must complete a statement of medical fitness before you are accepted as an Air Cadet. This statement of medical fitness should not be seen as a way of excluding any individual; in fact, individuals with various physical and mental challenges have been quite active and successful in the Air Cadet program.

Will Air Cadet training detract from my schoolwork?

Not likely. The instruction is designed to supplement your school studies and educational credits are available to Grade 10 (4 credits for Level 3 training), Grade 11 (4 credits for Level 4 training) and Grade 12 (4 credits for Level 5 training).

Will I be able to attend summer camps?

Summer training is held at Cadet Summer Training Centers (CSTC) and Canadian Forces Bases (CFB) across the country. These courses range from two to six weeks in duration and offer a varied program of outdoor sports and recreational activities in addition to, valuable instruction in aeronautics, leadership and other areas of interest. You must complete a minimum of six months of LHQ (local headquarter) training to be eligible for summer camps. Not everyone who qualifies for camp and applies will be accepted due to limited space. Some cadets will be placed on a wait list and if a vacancy becomes available will be chosen based on seniority. More details about summer camps can be found in this handbook.

Are there advanced training courses for Air Cadets?

Yes. In addition to a special Senior Leaders Course, summer courses are provided in Athletic Leadership, Technical Training, Survival Instructor, Aviation and other subjects. Many of these courses will prepare cadets for future positions of leadership, either in the Air Cadet movement or in other fields.

Are there travel opportunities?

Yes. Air Cadets travel to camps and courses held in different parts of Canada. In addition, each year, groups of Air Cadets visit the United States, Britain, Continental Europe and other areas under an international exchange sponsored by the Air Cadet League.

How often do Air Cadets train?

You will parade with your Air Cadet Squadron one night each week. **135 Bell-Irving SSC** parades on Thursday evenings from 6:00 to 9:15 p.m. (18:00 - 21:15 hrs.). Additional training nights for band, flag party and competition teams may also be offered. Air Cadets also participate in occasional day trips and overnight weekend training.

Does it cost anything to join?

There are no registration fees from DND; however each squadron sponsor committee requires to collect \$115/cadet for BCPC Fee, and Squadron Annual Fee (each squadron sets their own fee) which helps to defray some of the costs. This "fee" is payable by cash, cheque or e-transfer to the SSC.

By paying this cost, what do I get?

In addition to the use of a full uniform, your son/daughter will receive training gear for camps, a nametag, use of flight simulator program, gliding program, use of musical instruments (if required), optional training and other Squadron activities. A Charitable Donation Tax Deductible Receipt will be issued.

Are there any expenses to being a cadet?

Cadets are responsible for covering the costs associated with: haircuts, care of their uniform and boots (cleaning and shoe polish), lunch or snacks during certain activities and their share of costs for special social events, such as movies or dances. There may be other incidental costs during the training year.

Will I be expected to join the Canadian Forces?

No. However, those who do join the Canadian Forces, find that they have already learned valuable skills through Air Cadet training. Cadets are not members of the Canadian Forces and the program is not a recruiting program.

What is basic training?

Basic Training is the main Tuesday night activity. All cadets attend classes on General Cadet Knowledge, Drill, Citizenship, Physical Fitness and Air Crew Survival. Cadets also take other courses specific to their rank. Cadet training is provided by Officers, Civilian Instructors, volunteers, community experts, and senior cadets.

Are there any teams to join?

Team events are available to Cadets who wish to learn new skills. The **135 Bell-Irving SSC** Air Cadet Squadron holds a tradition of excellence in competition teams, which compete with other cadet teams at the regional, provincial, and national levels. The efforts and success of **135 Bell-Irving SSC's** teams are very much appreciated as they reflect highly on our Squadron.

UNIFORM CARE

Dry Clean Only Uniform Parts: Wedge & Tie

Machine Washable Uniform Parts:

<i>Tunic, Pants</i>	Machine wash 50°C normal setting, Do not chlorine bleach Tumble dry at low temperature, Iron at medium setting 150°C
<i>Shirt, T-Shirt, Socks, All Season Coat</i>	Machine wash 50°C normal setting, Do not chlorine bleach Tumble dry at medium temperature, Iron at medium setting 150°C
<i>Shorts</i>	Machine wash 50°C normal setting, Do not chlorine bleach Tumble dry at medium temperature, Do not Iron

How to Iron:

Remember: If at any time strange odours assail your nostrils, that is a very, very bad and unwanted clue that you aren't on the right track.

Step 1: Fill up the iron's reservoir with water, plug it in, make sure the electricity is on in your house, turn the iron on to "polyester" (Latin for "many smells"; the setting is just past medium) and give it a minute to heat up.

You may think writing all these steps is excessive, but you'd be surprised how many times some of these apparently have been neglected.

Step 2: Set up an ironing table and, if you have starch, obtain an ironing cloth. Spray the starch over the desired areas and give it a few minutes to dry a bit. Remember to use an ironing cloth if you use starch!!! Shiny is only good on boots.

Step 3: Take off your nametag, as well as any pins or removable objects that may interfere with ironing your tunic. You may think you can be careful 100% of the time and so, therefore, you can leave your nametag on. You are wrong.

Step 4: Take the belt off the tunic, lay the tunic over the ironing board and iron it. Start at the back, do each side and then the collar. If there are wrinkles on the arms, do them too, but remember not to crease the fabric. The only areas you may need to starch are the pockets and collar. Put it on a hanger once you're through.

Step 4.5: If it is CO's Parade, you must wear a shirt and tie. Iron the collar flat. No creases, no wrinkles, it just folds over. Put creases in the arms at the top so the shirt looks very, very flat when you iron it. Nobody will notice until you're a senior NCO, but it's the thought that

counts. Remember to wash and, if necessary, de-stain this shirt every time you use it, or you'll begin to notice some very negative (and green) side-effects, and you don't want those.

Step 5: Now take your pants. Iron the top section of your creases first, front and back, from just below the belt loops to the bottom. Lay the pants over the table. Press all the way down one side, front and back, going over it fairly slowly. Flip the pants over and, especially for special occasions, do the back of the pant leg you just ironed. Proceed to iron the back of the other leg, then the other side. Try to keep the movement of the pants to a minimum while you're ironing.

Step 6: Allow the pants to cool at least half an hour. If you want exceptionally sharp creases, try laying a few wide books on top of the bottom half of your pants with some additional weight on top to keep them down firmly. You will notice an improvement when you take them off the ironing board, but to notice the difference on Tuesday night, you probably will have to bring your uniform on a hanger and change at Cadets.

Step 7: Be proud you put so much effort into maintaining a standard of excellence for your uniform and, remember, because you're a **135 Bell-Irving SSC**, you have intrinsic excellence just waiting to be looked upon your unsuspecting uniform.

How to Shine Your Boots:

Please remember "Spit-Shine" is just a phrase. Only plain water should be used to shine your boots - spit has germs and residue that will affect the shine.

What you will need:

- black shoe polish (Kiwi® brand is a reliably good brand);
- a Kiwi® cloth (a plain white cotton cloth can be used alternatively);
- an old toothbrush; and
- water (in a dish or spray-bottle).

Step 1 – Applying the polish: The first thing you have to do when you get a brand-new pair of boots is to apply a base coat of polish. This will give future polishing a good foundation to work on. Apply a thick layer of polish to your boot with your Kiwi® cloth, completely covering all the surface area that you're going to be polishing. **Let your boot dry for at least 10 minutes.** You don't need to do this every time you start polishing your boot, only until there is a good build-up of polish (you'll know that you have a good build-up when your shine starts to develop quickly while polishing).

-- **Welts** -- Before you start buffing, you need to blacken your welts. A lot of dust and dirt gets trapped down there, and you need to clean it out before you start

polishing. You can do this by taking an old toothbrush, getting a good amount of polish onto it, and brushing GENTLY inside the rim of your boots (where the sole meets the upper shoe leather) until they are completely black. If there is a lot of dust, clean it out first with a damp cloth before you apply any polish. DO NOT use your toothbrush to apply polish to any other part of your boot - the bristles are too rough and will ruin your boot and your shine. Always do your welts BEFORE you start to polish. Otherwise you will have a shiny boot with a thick dull rim.

Step 2 - Buffing: Wrap your Kiwi® cloth around your index finger and hold the rest of it wadded in your palm. Make sure the cloth surface on your finger is smooth and pulled taut. Dip the cloth-covered tip of your finger lightly into water, then gently scrape it over the polish to get just the tiniest bit on your cloth. Simply rub the polish onto your boot in small quick circular motions, while applying a moderate amount of pressure. Rub all the polish in before you start on the next layer, and continue doing this until you have created a sufficient shine. Use minimal amounts of polish to build up the shine - if you use too much polish, the solvent in the polish you are applying will dissolve the base you have already built up, and you will have to start all over again.

Make sure to add more water if your cloth begins to feel dry while buffing. The cloth will absorb less polish when it is wet (polish, being wax-based, doesn't mix with water) and, therefore, you will get a better shine. If your cloth begins to become saturated in polish or looks worn out, move your finger over to a clean spot and continue polishing. Go over the boot section by section, making sure to cover the entire surface area evenly. You can hold the boot under a light to see if you have missed any spots. Don't forget to do the tongue, the area between your laces, the side panel of your heel beneath your boot and the thick rim below your welts! What you're doing by buffing is creating friction heat to melt the polish onto your boot, and applying pressure to flatten it - thus creating a shine. The process of buffing requires two things to happen:

1. The polish has to be compressed onto a smooth surface, and
2. The polish actually has to remain on the boot. By increasing the amount of force you exert while polishing, you can create a thinner (and thus smoother) surface, which will be glossier. So use a lot of pressure and you'll get good results.

You're going to need to spend at **least** 45 minutes buffing each boot to get a good shine. Don't get discouraged if you don't see any shine at first - when you first start polishing you will experience a grayish "haze" that is a bit tough to polish. This is a good sign. It means you're on your way to a super spit-shine (remember Spit-Shine is **ONLY** a phrase). Keep polishing at this point, don't stop or you'll lose the friction heat that's melting the polish into your boot.

Step 3 – Finishing: At this point, the job is pretty much done. However, there is an extra step that can improve even a superior polishing job. A second buffing with a piece of nylon will often give a pair of boots an even more mirror-like finish. I suspect it has to do with the nylon being even less prone to absorb polish than cotton cloth.

After you finish polishing, you may want to use a hairdryer (set on hot) on your boots while buffing with water - it helps create a better shine. Be sure to not to have the hairdryer on your boots for too long, it may burn the polish or melt the polish off your boots.

How to Strip the Polish off your Boots - The safest way to strip the polish off your boots is to hold them over a boiling kettle to let the hot steam loosen the polish. You can then gently rub the polish off using a cloth. An alternative method would be to run your boots under hot water.

Stripping the polish off your boots, however, isn't really necessary, and it can be a hassle to get your shine back up from scratch. The only time you'd ever need to strip your boots would be if the base layer of polish is cracked. It's best just to get a new pair of boots from Supply if your boots are in that poor condition.

Boot Polishing Tips:

- Cut your Kiwi[®] cloth into four quarters - it's easier to hold while in small pieces.
- Keep an old copper penny (dated before 1982) in your shoe polish. For some reason, copper helps shoe polish from drying up and cracking as quickly.
- Do not use a polyester cloth to buff as it will strip off the polish.
- If your shoe polish is very old and dried out, replace it. Old polish is not as effective as new polish.
- Breathing occasionally on your boots helps bring out a shine. Your breath is warm and can help "melt" the polish to a better shine but just like polish, do this in moderation.
- Cover your boots with a smooth cloth to keep off the dust while storing them.

Local Training for Cadets

- Level 1
- Level 2
- Level 3
- Level 4
- Level 5 - On the job training

A cadet will usually complete one proficiency level each calendar year; however, there can be exceptions. Each proficiency level builds on the knowledge and skills of previous levels. For more information regarding levels make arrangement to meet with the Training Officer. First year cadets must begin their training prior to January 31st, to qualify to advance to the next level in the fall. Cadets starting after January 31st, will remain in their current level in the fall.

Helpful Websites:

Air Cadet League of Canada: www.aircadetleague.com

RCSU Pacific: www.regions.cadets.forces.gc.ca

Definitions

The following may be helpful when you hear the Officers and Cadets using abbreviated terms:

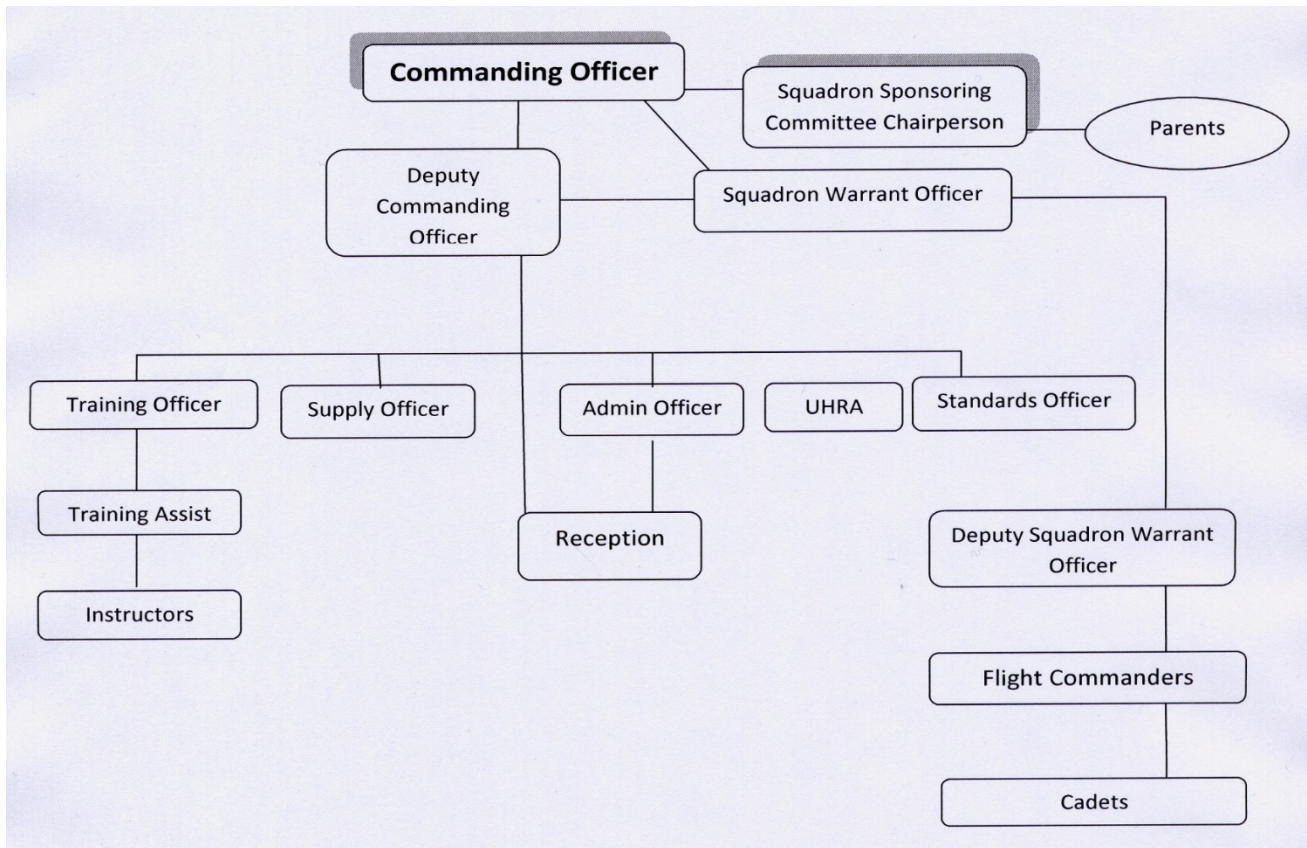
CO	Commanding Officer
2IC	2 nd In Command
CAPT	Captain
LT	Lieutenant
2LT	2 nd Lieutenant
CI	Civilian Instructor
CV	Civilian Volunteer
OCDT	Officer Cadet
NCO	Non-Commissioned Officer
OIC	Officer In Charge
AC	Air Cadet
LAC	Leading Air Cadet
CPL	Corporal

F/CPL	Flight Corporal
SGT	Sergeant
F/SGT	Flight Sergeant
WO1	Warrant Officer 1 st Class
WO2	Warrant Officer 2 nd Class
DND	Department of National Defence
BCPC	British Columbia Provincial Committee
PAC REGION	British Columbia Pacific Region
RCSU	Regional Cadet Support Unit
ACR	Annual Ceremonial Review
IMP	Individual Meal Packet

LHQ	Local Headquarters
CIC	Cadet Instructors Cadre
CCM	Canadian Cadet Movement
RCAF	Royal Canadian Air Force
CF	Canadian Forces
SSC	Squadron Sponsoring Committee
COLOURS	Flags
ARMS	Rifles
WHITES	Belt, lanyard, gloves for band, drill and colour party cadets
CIVILIAN DRESS	Everyday clothing - not uniform
SUMMER DRESS	Uniform without tie and tunic
WINTER DRESS	Uniform with shirt/tie and tunic
FULL DRESS	Full uniform with medals
PT GEAR	Physical training clothes-shorts/t-shirt and runners
TC	Transport Canada
VFR	Visual Flight Rules
TRI-SERVICE	Army/Sea/Air elements of the Military

Chain of Command

This is a basic flowchart and can change as deemed necessary by the CO to suit the Squadron's needs:



Attendance

There are awards and summer camps at the end of the training year. Part of the criteria for these awards or chosen for summer camp is having good attendance. Other criteria includes the cadet must have completed all training requirements (regular training, as well as, Remembrance Day, Battle Of Britain, a familiarization flying/gliding, a weekend exercise and at least one citizenship activity). There is a nominal roll taken at every event and it is the cadet's responsibility to ensure they sign it.

Ranks and Appointments for Cadets. Ranks are earned based on qualification and merit when a vacancy exists. Cadets who repeatedly display negative attitude and behaviour may not be promoted. Cadets who were 14 years of age when joining cadets may be accelerated (advance placed) - these cadets must complete Level 2 (effectively finishing one year of training) prior to being eligible for promotion.

LEADING AIR CADET (LAC): National Standard: Cadets must have actively participated in the Squadron mandatory training program for a period of five months with minimum attendance of 60% or better. Local Standards: Attitude, Behaviour and Participation.

CORPORAL (CPL): National Standard: Cadets must have successfully completed Proficiency Level 1 of the LHQ mandatory training program. Cadets must have achieved attendance of 60% or better and completed all Mandatory PO's. Local Standards: Preferably have attended a summer camp, Dress and Department, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

FLIGHT CORPORAL (F/CPL): National Standard: Cadets must have completed at least six months satisfactory service at the substantive rank of Corporal. Cadets must have achieved attendance of 60% or better and completed all mandatory PO's. Cadets must have successfully completed Proficiency Level 2 of the LHQ mandatory training program, and preferably have successfully completed a Familiarizations Summer Course. Local Standards: Dress and Department, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

SERGEANT (SGT): National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Flight Corporal. Cadets must have achieved attendance of 60% or better and completed all mandatory PO's, successfully completed Proficiency Level 3 of the LHQ mandatory training program, preferably have successfully completed an Introductory Speciality Summer Course. Local Standards: Cadets should be a

minimum of 14 years of age, preferably have completed a Junior NCO Course or equivalent (e.g. ITLC), Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

FLIGHT SERGEANT (F/SGT): National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Sergeant; successfully completed Proficiency Level 4 of the LHQ mandatory training program. Cadets must have achieved attendance of 60% or better and completed all mandatory PO's and, preferably have successfully completed an Advanced Specialty Summer Course. Local Standards: Cadets should be a minimum of 15 years of age, preferably have completed a Senior NCO Course or equivalent, Attendance, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability and Leadership, Attitude and Maturity, Behaviour.

WARRANT OFFICER 2nd CLASS (WO2): National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of Flight Sergeant. Cadets must have achieved attendance of 60% or better and completed all mandatory PO's; preferably have successfully completed an Advanced Specialty Summer Course. Regional Requirements: Cadets must be recommended by Squadron CO of **135 Bell-Irving SSC**, in consultation with Sponsoring Committee Chairperson. Must successfully complete WO2 evaluation and be found promotable. Local Standards: Cadets should be a minimum of 16 years of age, preferably have completed a Senior NCO Course or equivalent, Attendance, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement: Instructional Ability - on parade square and in classroom, Leadership Ability, Organizational Ability, Supervisory Skills, mature sense of judgement, Initiative and reliability, Attitude, Behaviour.

WARRANT OFFICER 1st CLASS (WO1): National Standards: Cadets must have completed at least six months satisfactory service at the substantive rank of WO2; preferably have successfully completed an Advanced Specialty Summer Course. Regional Requirements: Cadets must be recommended by Squadron CO, in consultation with Sponsoring Committee Chairperson. Achieving the above criteria does not automatically mean promotion. The final decision lies with the CO of **135 Bell-Irving SSC**, in consultation with the training staff and the Sponsoring Committee Chair. Local Standards: Cadets should be a minimum of 17 years of age, preferably have completed a Senior NCO Course or equivalent, Attendance, Dress and Deportment, participation in citizenship activities, participation in optional training activities, Course Achievement, Instructional Ability - on Parade Square and in classroom, Leadership Ability, Organizational Ability, Supervisory Skills, mature sense of judgement, Initiative and reliability, Attitude.

Air Cadet Flying Program

One of the aims of the Air Cadet flying program is to stimulate an interest in young people in the air element of the Canadian Forces. This is achieved through the Flying Scholarship Program and the Glider Pilot Training Program. The interest of cadets is stimulated through Familiarization Flying and Gliding gliders during the training year. The Gliding Program is a co-operative partnership effort between DND and the Air Cadet League and is conducted in accordance with the terms of a renewable three year Memorandum of Agreement.

Gliding is an optional training activity unique to Air Cadets. Throughout the fall and spring, cadets of **135 Bell-Irving SSC** go gliding out of Abbotsford or Pitt Meadows. Be sure to sign up for gliding well in advance as spots normally fill up quickly. Spots are assigned first to cadets who have never flown, and then to cadets who haven't flown this current year - all spots are awarded in order of seniority for each category. Only then are cadets allowed a second time in a current year. Every effort is made to offer each cadet the opportunity to go gliding each training year.

Familiarization (FAM) Flying is an optional training activity unique to Air Cadets. Throughout the fall and spring, cadets of **135 Bell-Irving SSC** go flying out of Chilliwack or boundary day. Each cadet will get a turn at the controls during their FAM Flight (from the Co-Pilot seat) with the assistance of the pilot. Be sure to sign up for flying well in advance as spots normally fill up quickly. Spots are assigned first to cadets who have never flown, and then to cadets who haven't flown this current year – all spots are awarded in order of seniority for each category. Only then are cadets allowed a second flight in a current year. Every effort is made to offer each cadet the opportunity to go flying each training year, but this activity is entirely dependent on the fundraising efforts of the Squadron each year.

Activities

Check the website under Current Events for the time and place details of teams and activities.

Exercises: Exercises are overnight camp-outs in a variety of settings focusing on a variety of topics. Exercises are optional training activities that all cadets are encouraged to attend. They are supervised by Officers and Squadron volunteers. Exercises offer FUN, LEARNING, and Squadron TEAM BUILDING.

Ground School: The Ground School program is provided to offer academic training to interested Air Cadets who wish to compete for selection in the Air Cadet Air Traffic Control Course, the Glider Scholarship Program or the Power Scholarship Program.

Effective Speaking Program: The Effective Speaking Program is an Air Cadet League sponsored activity and is in addition to the cadet-training program as prescribed by DND. The Air Cadet League believes that this program provides an important skill which will benefit cadets in their future undertakings. All effective speaking competition forms can be found on the National Air Cadet Website. The aim of the effective speaking program is:

- to provide an opportunity for Air Cadets to increase their self-confidence and increase their ability to reason, organize and express ideas;
- to promote the citizenship component of local squadron training;
- to provide a focus for the effective speaking component of the Senior Cadet Training Syllabus, Junior Leaders Course and the Senior Leaders Course; and
- to increase public awareness regarding the citizenship and leadership aspects of the Air Cadet program at the national, provincial and local levels.

We encourage all cadets to participate in the "Effective Speaking Program" as it is meant to be another optional training activity of interest to the future leaders of our nation.

Flag Party: The flag Party has the honour and pride of carrying the flags that represent Canada, the Royal Canadian Air Cadets and 135 Bell-Irving RCACS. It takes hard work, team effort, precise drill and dedication to be a part of this flight. The flag Party carries the flags and Presents Arms (rifles) at all CO's Parade nights, Battle of Britain Parade, Remembrance Day Parade and other special events.

The Duke of Edinburgh's Award: In Great Britain, The Duke of Edinburgh in 1956 founded the Duke of Edinburgh's Award, also known as the "International Award for the Young People", and in Canada, as the "Duke of Edinburgh's Award Young Canadian Challenge". It's designed to help young people develop a sense of responsibility in themselves and

community by expanding their horizons. This award has evolved into one of the most comprehensive individual development, self-training and personal achievement programs in the world.

The program is open to all youth between the ages 14 and 25 and is comprised of four sections:

1. Community Service Skills;
2. Physical Fitness;
3. Development; and
4. Expeditions and Explorations.

Since the Program became available in the 1970's, BC Air Cadets have earned a significant number of Duke of Edinburgh Awards, for the most part, from activities undertaken through their squadrons. If you are involved with regular and extra-curricular activities of your Squadron, you should consider registering as an Award participant. Visit the Duke of Edinburgh's Award website to get more information on how to achieve a Bronze, Silver or Gold Duke of Edinburgh's Award through the Air Cadet Program: www.dukeofed.org.

Teams

Check the website under Current Events for the time and place details of teams and activities.

Biathlon consists of cross-country skiing and shooting. The competitions advance all the way to the National level. Dry Land Training and Range is part of the training.

Drill Team is an exercise of obedience, accuracy and concentration, it is closely supervised and the utmost precision is demanded. It sets standards for individuals and the Squadron, and builds a sense of confidence. Comprised of cadets from ACs to WO1s who present drill routines entirely without commands and under the direction of a Drill Commander. The Drill Team works meticulously to have pristine drill combinations and dress. The Drill Team presents a five-minute Precision Drill Routine in addition to the Compulsory Routine at competition. A commitment of weekly practice plus extra practices right before competition and attendance at the Competition is required.

First Aid Team is implemented each year to develop enhanced cadet knowledge and studies for the Emergency and Standard First Aid Certification through St. John's Ambulance. This course proves to be useful in life-threatening emergencies, and is an asset to a cadet's resume when they are job seeking. The First Aid Team also competes in Tri-Services Lower Mainland First Aid competition. Juniors (aged 12 - 14) can achieve a St. John's Emergency First aid Ticket, and the Seniors (ages 14+) can achieve a St. John's Standard First Aid Ticket. First Aid Team has three different teams: In-House Competition Team, ACR Demonstration Team, and Regional Competition Team. Each level has different responsibilities and requirements.

Range teaches cadets to shoot the Daisy Air Rifles by shooting targets. Records are kept so that cadets can compete for Best Shot, Most Improved Shot, etc. Each cadet must complete a Safe Rifle and Range Course prior to their first attendance at Range. Cadets participating in Range have the opportunity to compete in Range Shoot and Biathlon competitions.

Band carries on the tradition in the form of a military style marching band. Cadets can bring the own instruments or can be temporary issued through the squadron. Cadets with no experience can join the band and be trained up in the instrument of their choice. As part of the band, cadets will learn music theory, marching routines while playing various instruments. Different music levels can be obtained with in the program. Cadet bands partake in squadron level parades and public events. Cadet bands also participate in music competitions. There is also option of cadets to learn the bagpipes and be part of the pipe and drum band.

Annual Ceremonial Review (ACR)

The Annual Ceremonial Review (ACR) is a **mandatory Military Parade** and it is mandatory for all cadets to attend. Usually it is held at the end of May or beginning of June of each year. The SSC organizes a reception and participates in the planning of the ACR. A Reviewing Officer is invited to attend and will inspect all cadets. Normally seen at the ACR is the presentation of both Junior and Senior Awards, Scholarships, the Band, presentation by all teams from the current year, and visual displays are available for viewing, which is then followed by a reception. Special guests and military dignitaries are invited to speak at the ACR.

As part of the ACR, a BC Provincial Committee (BCPC) "League Inspector" is appointed to attend the ACR. During the training year **135 Bell-Irving SSC's** Sponsoring Committee is awarded marks/points for submitting reports, meeting minutes and other paperwork on time and correctly.

It is important that Cadets attend ACR due to the Squadron's qualifications for staffing, summer camp spots, gliding times and other activities for the following year being awarded based on an average number of cadets in attendance at various times. ACR is one of the critical attendance counts. Cadets must be absent only for legitimate reasons, and must provide advance notice (preferably in writing with the reason) for their absence. Cadets without prior notice will be noted as AWOL (Absent Without Leave) in their permanent record.

Summer Training

Summer Training is a component of the Air Cadet Training Program, consisting of courses and exchanges held at various locations, during the summer. The aim of summer training is to support and enhance Squadron training by providing the cadets with new skills. There are different categories of summer training that cadets could be eligible for, depending on mandatory criteria and their completed Proficiency Level. Cadets have a unique opportunity to learn in a dynamic learning environment. If you join cadets prior to December 31st of the training year (September to June) then you may be eligible to attend Summer Training. There are many rules regarding the selection of cadets for summer training and these will be reviewed on a yearly basis at a summer camp meeting. This meeting is informative to parents and cadets and usually takes place in early January. Cadets must attend a Positive Social Relations in Youth (previously known as CHAP) training/briefing before being considered for summer camps.

Summer Training is a reward for cadets; however, it should be considered seriously. Cadets are trained during their time there and should be willing and able to put in a serious effort and commitment. The rewards for summer training are many and include future recommendations for courses and exchanges, the chance to travel across Canada, and to meet new friends from across the country! Cadets will return from these courses with an enhanced knowledge of different air, leadership, survival or music related subjects, and a developed sense of teamwork and self-confidence. More information about these courses can be found at this link: <http://www.cadets.ca/regions/pac/air-aviation.aspx?id=95830>.

Staff Positions at Camp

Staff Cadet: Advanced Training Staff Cadet (SCdt) positions are offered to senior cadets who have qualified experience at the Local Training and Summer Training Programs. While at the CSTC, SCdts are responsible for assisting in instruction and supervision of cadets, and in administration and logistical support roles. SCdts are provided with a daily training allocation to which the rate is dependent on rank. Cadets are eligible for this advanced training if they have completed Level 3 and are no younger than 16 years old by January 1st of the year of employment. Further information about Staff Cadet Advanced Training and prerequisites can be found in CATO 13-28.

Summer Camp Applications

Completing application forms and understanding what types of information is required for camp staff can be very daunting when you are not familiar with the processes involved. This resource page has been put together to help answer some of the most common questions

asked and addresses some of the most common errors made in completing paper work. Be sure to ask your unit staff for assistance if you are still unsure of how to complete a form. Accurate, concise and timely application forms will help ensure your cadet is considered for a camp that they may be eligible for. Errors in paperwork may result in cadets missing out on their camp of choice.

CF 51- Application and Approval-Cadet Activities

Regardless of where your cadet may be attending camp, of what type of course they are requesting, all cadets **MUST** have completed a CF-51.

Often this form is received incomplete or completed incorrectly. It is imperative that applications for summer training are received on or before the deadlines published. Be sure to ask your unit staff what these deadlines are so that your **cadet does not** miss an opportunity to apply for camp.

Applications for **senior selection board courses** are due into the Air Office of RCSU (Pac) **by mid-January each year**. Be sure to check with your Squadron staff to find out the exact date and the latest date that you can submit application forms to your squadron unit.

Applications for **non-selection board courses** are due into the Air Office of RCSU (Pac) no later than **the end of February each year**. Be sure to check with Squadron staff to find out the exact date and the latest they can receive the forms at your squadron unit.

Scholarships

Flying Scholarships are available to senior cadets as six and seven week summer courses. Cadets work towards their Transport Canada Private Pilot's License. Transport Canada licensed flying instructors train cadets using an approved Transport Canada flying and academic program. While on course, cadets are supervised and guided by Cadet Instructor Cadre (CIC) officers. The flying scholarship includes both practical and in-class training. Before cadets start their practical training in aircraft; they review the basics of flying and learn the specific techniques to be used in the aircraft they will be flying. Air cadets must meet the following criteria to apply for a flying scholarship:

- Level 4LHQ training
- Interested in pursuing further air cadet training
- Grade 10 completed by start of scholarship course
- Complete a Transport Canada Medical Certificate: Category 3

- Must be 17 years of age but under 19 years before September 1st after course completion

Each squadron has a maximum number of cadets they can send on the scholarship each year. This number is based on the number of cadets each squadron has on annual review at the end of the previous year. Cadets are selected through a three-level process, which includes input from the local, provincial and national level. The national level makes the final decision. Air cadets who have successfully completed both the Gliding Scholarship and the Flying Scholarship are authorized to wear the badge on the uniform sleeve. Air Cadets who have successfully completed the Flying Scholarship can teach aviation subjects to other cadets in their squadron.

Mock Boards

Scholarship Award Boards are conducted every year for a number of senior courses such as Flying Training, Senior Leaders, Athletics and Exchange. These Boards usually consist of two Air Cadet League members and an Officer who sit behind a table and ask questions of the applicant for approximately 30 minutes. Since these interviews can be very stressful for young candidates, Sponsoring Committees attempt to prepare the applicants by holding practices, called "mock boards", a short time before the actual boards are scheduled. Instructions for the composition and operation of a "mock board" are contained in a separate section on the provincial web site.

Awards

Lord Strathcona Medal
Royal Canadian Legion Cadet Medal of Excellence
Duke of Edinburgh's Award

Cadets can receive a few awards for their performance, community service or even bravery. Cadets are also able to receive any Canadian Order, Decoration or Medal that is available to Canadian citizens, such as the Medal of Bravery. Cadets also have a number of scholarships that they are able to apply for to assist them with post secondary education costs. For more information on Canadian Medals, visit the Governor General's website at: www.gg.ca.

Scholarships available through the Canadian Cadet Movement

Canadian Cadet Scholarship Fund: One \$1,000.00 scholarship is available for each corps and squadron. Applications are due to the CO by March 1st each year. The cadet must be intending to attend a post-secondary institution in the upcoming school year as a full-time student. Any cadet or ex-cadet that has served in the current training year may apply.

Continuation Flying Training Awards: Established to provide continuation flying training cash awards for cadets who have won Air Cadet Power or Glider Wings. Applications are mailed annually directly to each flying and glider scholarship recipient for that year. Graduates of that year and qualifying cadets from previous year's scholarships should submit their applications to the National League Headquarters before the October 31st deadline.

Harry Astoria Memorial Gliding Award: This award is available to Air Cadets who are selected as the Top Glider Graduate in British Columbia. This award has been initiated in memory of Harry K. Astoria and his long time dedication and service to the Air Cadet League of Canada, in particular for his leadership and dedicated service to the British Columbia Provincial Committee Air Cadet League of Canada. The award has a cash value of \$500.00. The Harry Astoria Memorial Gliding Award is for presentation annually commencing August, 2001.

Bill Batchelor Continuation Flying Training Award: In memory of our long-term President and mentor, the Air Cadet League of Canada, British Columbia Provincial Committee, has established the Bill Batchelor Continuation Flying Training Award, to be presented annually to the Top Graduate of the provincial Flying Scholarship program. The award has a cash value of \$500.00

Mandatory Events

- Tag Days: Fall and Spring
- Poppy Sales – Royal Canadian Legion
- Remembrance Day Parade
- Battle of Britain
- Annual Ceremonial Review
- Any other events announced as mandatory

***** Cadets who are Absent Without Leave (AWOL) during Mandatory Events will have their absence noted in their permanent record. Valid reasons for absences will be noted as excused**

Cadet Graduation Policy - Recognition from SSC

Cadets who have	Will receive
<ul style="list-style-type: none"> - completed Level 5 - reached 19 years old - good attendance - paid the SSC fee 	<ul style="list-style-type: none"> - Graduation certificate from the Cadet office - Engraved pewter mug * same for cadets who turns 19 during a Squadron stand-down (eg: over the summer)
<ul style="list-style-type: none"> - completed Level 5 - reach 19 years old or not - POOR attendance - NOT paid the SSC fee 	<ul style="list-style-type: none"> - Graduation certificate from the Cadet office - Coffee mug with the Squadron logo and their name * same for cadets who turns 19 during a Squadron stand-down (eg: over the summer)
<ul style="list-style-type: none"> - NOT completed Level 5 - reached 19 years old - good attendance - paid the SSC fee 	<ul style="list-style-type: none"> - No graduation certificate - Coffee mug with the Squadron logo and their name * same for cadets who turns 19 during a Squadron stand-down (eg: over the summer)
<ul style="list-style-type: none"> - NOT completed Level 5 - NOT reached 19 yrs old 	<p>Will not receive a graduation certificate or mug</p>

Exceptions require advance approval from the CO and SSC Chair