

# Welcome To



351 Silver Star  
Royal Canadian Air Cadet Squadron

Parent/Guardian Information Package  
Year 2013/2014

Please read carefully all material attached to this document, as it is very important. Please complete the volunteer form included in this package and submit it to Squadron Staff with your cadet(s) enrolment documents. Please retain this document for your reference.

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## Note to Parents and/or Guardians

The Squadron Sponsoring Committee (SSC) welcomes all newcomers to 351 Silver Star Royal Canadian Air Cadet Squadron!

There are a number of costs that we as an SSC are responsible for. As in your own home, we too have bills (telephone, internet, rent, etc.) that must be paid in a timely fashion. This cannot be done without fundraising, as the Department of National Defence (DND) budget only covers a portion of the training the cadets receive. Uniforms, training equipment and expenses directly relating to training are covered, but it is the SSC's responsibility to provide for ongoing expenses.

The Squadron holds fundraisers during the year that require your support. Without your support, our budget cannot be met and the Squadron risks losing out on activities, which will in turn impact each and every cadet.

Of course, you may have further questions about Air Cadets. Three websites contain lots of good information. They are: [aircadetleague.com](http://aircadetleague.com); [aircadetleague.on.ca](http://aircadetleague.on.ca) and [cadets.ca](http://cadets.ca). The first two are the national and provincial Air Cadet League websites, and the third is from the Department of National Defence.

# About the Royal Canadian Air Cadet Movement

## **Welcome!**

We welcome you to the Air Cadet program and take this opportunity to provide you with some general information about the Air Cadet program and later, specifically 351 Silver Star Royal Canadian Air Cadet Squadron (RCACS). We are sure that you will find that the Air Cadet program has much to offer your son or daughter and you. Becoming a member of 351 Silver Star RCACS means you will enjoy many fulfilling experiences with the greatest youth organization available to young Canadians.

## **History**

The Air Cadet League of Canada is a national public service organization that was formed in April, 1941. Its original purpose was to provide trained airmen for World War II. At the end of the War, the movement was reorganized to provide aviation and citizenship training activities for Canada's youth. Over the years, many young people have learned to be good citizens while enjoying the many benefits associated with being a part of our dynamic team of dedicated Air Cadets.

## **Current Program Aims**

The Aims of the Air Cadet Program are:

- ◆ To develop in youth the attributes of good citizenship and leadership;
- ◆ To promote physical fitness;
- ◆ To stimulate the interest of youth in the air element of the Canadian Forces;  
and
- ◆ To promote and encourage among young people a practical interest in aeronautics and to assist those intending to pursue a career in the field of aviation.

Air Cadets has proven to be a very valuable program for many young Canadians. The skills that are learned in the program are some of the essential ones used throughout life. The Air Cadet organization prides itself on its ability to train young people to accept responsibility as they develop leadership skills in the various tasks that they perform. Opportunities open to Air Cadets are numerous. Few organizations offer training to their members as extensive as that offered to Air Cadets. The chance to become a pilot, learn about air traffic control, train as a leader, develop as a musician, learn valuable bush survival skills, become a lifeguard, or travel to foreign countries - these are only a sampling of the opportunities. It is up to the cadet to choose which programs will be pursued, and a cadet's career will develop around individual interests. In short, the Air Cadet movement has a lot to offer those who are ready to dedicate themselves to gaining the valuable experiences offered in the many programs.

***351 Silver Star Royal Canadian Air Cadet Squadron***

## **Weekly Squadron Training**

During weekly training, the cadets participate in a variety of activities. As a cadet progresses through the program, new and different classes are introduced – such as Leadership, Meteorology, Survival and Theory of Flight – to assist the cadet to develop the various skills necessary to advance through the Air Cadet program. All classes are designed to enhance a cadet's knowledge in accordance with the aims of the Air Cadet program.

### **Support Training**

In addition to the weekly training, support training activities are offered to further a cadet's training. These activities take place on weeknights or weekends, depending on the type of activity. Most of these activities are optional to cadets who wish to participate in them. However, some are requirements in order for a cadet to move on to the next level of training. We have included a list of the mandatory support training for each of three Levels indicated in this information package.

Some of the training activities can include:

- ◆ Survival Training
- ◆ Familiarization Flying
- ◆ First Aid Training
- ◆ Drill Team
- ◆ Citizenship Tours
- ◆ Gliding
- ◆ Ground School
- ◆ Range

## Summer Training

A number of summer training courses are available to eligible cadets. Each squadron is allotted a limited number of positions in the various Summer Training Centres. Decisions on which cadets are to attend summer training are based on the cadet's efforts and attendance during the training year. A cadet must be enrolled in the squadron by 31 December to be eligible for summer training.

Cadets are awarded a training allowance (currently \$60.00/week) for each successful course completion.

The current summer training courses offered to Air Cadets are:

- ◆ General Training
- ◆ Basic Leadership
- ◆ Introduction to Aviation
- ◆ Introduction to Rifle Coaching
- ◆ Introduction to Survival Training
- ◆ Basic Fitness and Sports
- ◆ Music Training

Unfortunately, not all cadets can attend summer training courses, but it is an excellent opportunity for those who apply and are selected. It is important to remember that attendance at summer training is a privilege that must be earned through hard work and dedication.

In addition to the summer training courses listed above, a number of scholarship courses are available to Air Cadets. These scholarships are applied for through the Air Cadet League and cadets are chosen after a rigorous selection process. The most deserving cadets are privileged to attend scholarship courses.

The current scholarships available are:

- ◆ Glider Pilot
- ◆ Power/Private Pilot
- ◆ Athletic Instructor
- ◆ Technical Training
- ◆ Leadership and Ceremonial
- ◆ Survival Instructor
- ◆ International Exchange

Please see Appendix 4 for more information on Scholarship Programs.

## **Air Cadet Supervision**

Air Cadets are supervised during all training exercises by adult officers and civilian instructors who work with the squadron. Squadron officers are commissioned officers in a branch of the Canadian Armed Forces known as the Cadet Instructor Cadre, or *CIC*. Many of our officers are former cadets themselves; others are individuals who have become interested in the Air Cadet program for various reasons.

## **Operation of 351 Silver Star Royal Canadian Air Cadet Squadron**

### **The Squadron**

While meeting the aims of the Air Cadet program, 351 Silver Star RCACS believes that well-trained cadets are able to accept many of the various responsibilities within the squadron. As our cadets progress, they learn many valuable life skills such as leadership, communication, self-discipline, organization and teamwork. These skills enable them to become directly involved in the weekly operation of the squadron. Senior cadets instruct classes, supervise younger cadets, conduct parades, and organize support training activities, along with many other important tasks. Under the supervision of the officers and civilian instructors, the senior cadets play an integral role in the operation of the squadron.

351 Silver Star RCACS parades (meets) on Thursday nights, September through June, from 1830 hrs (6:30 pm) to 2130 hrs (9:30 pm). Weekly attendance is important. If a cadet cannot attend a Parade night or special activity, it is imperative that they call their Flight Commander no later than 1700hrs (5:00pm) indicating their reason for not attending. This assists the Squadron staff in ensuring that accurate cadet records are maintained.

### **Squadron Funding**

It is important to recognize that the squadron must raise money in order to operate. 351 Silver Star RCACS has a Squadron Sponsoring Committee (SSC) that is responsible for providing much of the funding necessary for the squadron's activities. The SSC organizes various fundraising activities throughout the year and all cadets are expected to participate in these events. Parents/Guardians are also expected to get involved and help out where needed. Parent volunteers look after the organization of fundraising events such as Spring and Fall Tag Days, photo sales and Cadet Canteen Sales. Squadron ceremonial and social events also require the assistance and organization of Parent Volunteers for the Annual Mess Dinner, Annual Awards Dinner as well as the Annual Ceremonial Review. Parent Volunteers are asked to assist with these events.

## **Training**

During the training year, the young men and women who are members of the Squadron participate in both theoretical and practical classes throughout the year. These classes include:

### **General Cadet Knowledge**

#### **Sensible Living**

This class is based around the Health Canada "Canada's Food Guide" and provides the cadets with an understanding of why it is so important to keep a healthy diet.



**Citizenship**

This class provides the cadets with the understanding of what it means to be a citizen of Canada and a little history on the formation of our country.

**Drill**

This class is to teach the cadets how to perform proper drill movements and give commands of drill as well as how to discipline themselves.

**Drill Theory**

In this class the cadets learn spacing, paces, ceremonial layouts, parade positions, and other important parts of a parade that make it all work.

**Aircraft Identification**

The cadets learn about all the different types of aircraft and what they look like.

**Airframe Structures**

In this class the cadets learn about the different types of airframes and how they deal with the stresses of flight.

**Principles of Flight**

This class teaches the cadets how an airplane flies and how the different controls make the aircraft move through the air.

**Meteorology**

This class teaches the cadets about clouds, weather charts, weather reports, air masses, and how it all affects pilots and aircraft during flight.

**Airmanship**

This class is based on the regulations set forth by Transport Canada and teaches the cadets the rules of the air.

**Radio Communication**

This class teaches the cadets how to properly use a radio and how to speak while using one.

**Air Crew Survival**

This class teaches the cadets basic survival skills, knowledge, and techniques. This portion is generally backed up with a weekend exercise in the bush.

**Effective Speaking**

This class teaches how to speak with a clear voice so that everyone can understand, and how to make a presentation in front of a large group of people, and be comfortable doing it.

**Instructional Techniques**

This class is for the Level 3, 4, and 5 cadets. It shows them how to develop their teaching skills so that they can eventually become cadet instructors themselves. These classes are taught more in-depth each year a cadet is in the organization and by their 4th or 5th year the senior cadets will be teaching the younger cadets themselves.

# Air Cadet Mandatory Level Training Program

## Levels

Each cadet must successfully complete all weekly training and mandatory support training in each level in order to move into the next higher level. It is the cadet's responsibility to ensure that all aspects of the training are complete.

Examples of three levels of training provided:

### Level One

WEEKLY TRAINING	SUPPORT TRAINING
Drill	Citizenship Activity
General Cadet Knowledge	
Citizenship	Physical Fitness Activity
Physical Fitness	
Sensible Living	Gliding or Familiarization Flying
Effective Speaking	Weekend Exercise
Aircraft Identification	Range Practice
Aeronautical Facilities	Annual Ceremonial Review
Airframe Structures	
Aircrew Survival	
Range	

### Level Two

WEEKLY TRAINING	SUPPORT TRAINING
Drill	Citizenship Activity
General Cadet Knowledge	Physical Fitness Activity
Citizenship	Navigation
Physical Fitness	Weekend Exercise
Sensible Living	Annual Ceremonial Review
Leadership	Gliding or Familiarization Flying
Effective Speaking	
Principles of Flight	
Propulsion	
Radio Communications	
Aircrew Survival	

**Level Three**

WEEKLY TRAINING	SUPPORT TRAINING
Drill	Citizenship Activity
Drill Instruction	
General Cadet Knowledge	Physical Fitness Activity
Citizenship	
Physical Fitness	Navigation Familiarization Flying
Sensible Living	Weekend Exercise
Leadership	Annual Ceremonial Review
Instructional Techniques	
Propulsion	
Navigation	
Radio Communications	
Aircrew Survival	

**Join Us**

351 Silver Star Squadron RCACS was formed in September 1987. Over the past Twenty Four years, we have helped thousands of young people develop their potential and to become the best people they can be. We are proud of our accomplishments.

351 Silver Star RCACS is dedicated to the development of its cadets. Above all, our cadets become very proud of their involvement in the squadron and enjoy the feeling of success after a lot of hard work, dedication and determination. Our belief in the abilities of our cadets is evident in their involvement in the operation of the squadron. We provide a balanced training program for our cadets, allowing plenty of room to develop personal strengths within a team environment. 351 Silver Star RCACS has something to offer everyone, so *Come Fly With Us!*

## Answers To Some Common Questions About Air Cadets for Cadets (FAQ):

### Who, what, why, where & how

- ***What are the requirements to join Air Cadets?***

You must have reached your 12<sup>th</sup> birthday, but not be older than your 19<sup>th</sup> birthday in order to become an Air Cadet. You must also be a Canadian Citizen or landed immigrant. You will be required to fill out some paperwork, which must be signed by your parents/guardian, and we will need a photocopy of your Ontario Health Card number and a photocopy of your birth certificate.

- ***How long must I stay in Air Cadets once I join?***

A cadet is free to leave the Air Cadet program at any time; however, you are encouraged to try the program for at least three months before you make your decision. The Air Cadet program is probably different than anything you've done before, and while many cadets feel quite comfortable with things right from the beginning, others take a few weeks or months to get a true feeling of everything. Once you've been involved for a few months, get used to the program, and make a few friends, we're sure you will find that you really enjoy being an Air Cadet. The staff and other cadets will teach you everything you need to know as an Air Cadet, but just to give you an idea of what will be expected, we will explain some of the requirements of an Air Cadet. You must learn to care for your uniform, pressing it and polishing your boots; you must learn to act maturely and responsibly; you must attend weekly parades regularly and inform the squadron when you will not be able to attend the parades; and you must be willing to work and learn in a team environment, accepting challenges and learning from mistakes. This may seem like a lot, but the staff and other cadets are always here to help and you will have plenty of time to learn these important skills.

- ***Do I have to join the Canadian Forces after I'm done cadets?***

No. There is absolutely no obligation to serve in the Canadian Forces. Some Air Cadets do choose to join the Canadian Forces and their cadet training does help them, but it is strictly their choice.

- ***Do I have to buy my uniform or any special equipment?***

You are issued a uniform on loan from the Department of National Defence. You do not have to pay for it; however, it is your responsibility to care for it and return it once you leave the squadron. As far as special equipment goes, you will need to purchase one name tag for your uniform, shoe polish for your boots, and possibly some equipment and clothing for weekend exercises (survival) if you don't already have it. The staff will let you know what equipment you will need for these exercises.

- ***Are there any other costs in being an Air Cadet?***

Air Cadets in Ontario pay an annual assessment fee. More information is provided on the last page. If you are a male, you may need a haircut more often than before! The squadron also has a canteen at break each week, which sells drinks and snacks, as well as other items like shoe polish that you may need. It is up to you if you want to purchase any of these items. If the squadron goes on a tour out of the city or province, you would have to provide your own spending money - how much is up to you and your parents.

- ***Do I have to do lots of marching?***

Lots of new cadets worry about this. Marching and drill is definitely a part of a cadet's training as it helps develop teamwork and discipline. But it is only one part. There are plenty of other courses that you will be taking. Many cadets find that they actually enjoy doing drill once they learn more about it.

- ***How often do we fly?***

Generally our squadron goes gliding twice a year.

- ***How often do we go for field survival training?***

The squadron will organize weekend bush survival courses each training year. These courses are open to all cadets to attend.

- ***When can I start participating in the squadron's activities?***

Once your paperwork is completed, you can participate in all the activities offered to your level of training. Your paperwork, however, is not complete until your parents/guardian(s) have signed the permission forms and we have your Ontario Health Card number and a copy of your birth certificate.

- ***How do I find out about the activities that are available to me?***

At the end of every parade night, the announcements are read. It is very important that you listen to these and write them down in your notebook, as they will provide you with all the information about upcoming events. Parents/Guardians are welcome to come in for closing parade each night so that they too can hear the announcements and keep up on what's happening. Information is also available on the Squadron web site [www.351silverstar.com](http://www.351silverstar.com) Checking the web site weekly is recommended.

- ***How do I become involved in these activities?***

For every activity, there is a sign-up sheet for cadets who are interested in attending. If you want to attend an activity, you must put your name on the sign-up sheet. It is important that you sign up because we base our quotas for food, accommodation, and transportation on this sign-up. Also, if you can't make it to an activity, you need to let your Flight Commander know in advance, to have your name taken off the sign-up list.

- ***What if I can't make it to a parade?***

You can be excused from a parade by calling your Flight Commander. Being absent with excuse will not harm your attendance record; however, unexcused absences will. It should be noted that any absences, excused or not, will have an effect on your training as you will be missing classes, so you should make every effort to make it to parade.

- ***Who do I talk to if I have a question or a problem?***

Every new cadet is assigned a corporal who is responsible for that cadet. Your corporal should be able to answer your questions or find the answers to your questions. This person will be a big help to you in becoming familiar with the squadron.

## Contacts for 2013/14

### *351 Air Cadets Sponsoring Committee*

Position	Name/Email	Phone Numbers
Chair	Godfred Wong <a href="mailto:ssc-chair@351silverstar.com">ssc-chair@351silverstar.com</a>	
Vice-Chair	Maria Shea <a href="mailto:ssc-vchair@351silverstar.com">ssc-vchair@351silverstar.com</a>	
Secretary	Christine Xue <a href="mailto:ssc-secretary@351silverstar.com">ssc-secretary@351silverstar.com</a>	
Treasurer	Assunta Lei <a href="mailto:ssc-treasurer@351silverstar.com">ssc-treasurer@351silverstar.com</a>	
Permit Co-ordinator	Connie Choi <a href="mailto:ssc-permit@351silverstar.com">ssc-permit@351silverstar.com</a>	
OPC Book Co-ordinator	Karolyn Kong <a href="mailto:ssc-coordinator@351silverstar.com">ssc-coordinator@351silverstar.com</a>	

### *351 Squadron Staff*

Position	Name/Email	Phone Numbers
Commanding Officer	Major A Mobbs <a href="mailto:CO@351silverstar.com">CO@351silverstar.com</a>	
Training / Flying Schol'p Officer	OCdt H. Li <a href="mailto:hli@351silverstar.com">hli@351silverstar.com</a>	(416) 989-9873
Asst Training Officer	Mr J. Heaton	(416) 989-9873
Drill Team Officer	Mr J Wong <a href="mailto:jwong@351silverstar.com">jwong@351silverstar.com</a>	(416) 989-9873
Administration Officer	OCdt S Martin <a href="mailto:admo@351silverstar.com">admo@351silverstar.com</a>	(416) 989-9873
Supply Officer	Mr L. Spano	(416) 989-9873
Band Assistant	2Lt Ellis-Mobbs	(416) 989-9873
Sports Team Officer	Captain S Skerlan	(416) 989-9873
Band Officer	Ms J. Yip	(416) 989-9873
Asst. Band Officer	Mr C. Yau	(416) 989-9873
Instructor	Ms S. Saroop	(416) 989-9873
Asst. Admin Officer	Ms J. Sze	(416) 989-9873
Instructor	Mr O. Chan	(416) 989-9873

## How Can Parents Help?

### Note to Parents/Guardians

Any persons wishing to participate as a volunteer will be required to complete the Air Cadet League of Canada security screening application. The Air Cadet League of Canada does not recognize any other security screening that may have been done in the past - e.g. Transport Canada aircrew cards or previous military/civil security screening. The Air Cadet League of Canada screens all volunteers in an effort to ensure that all persons working with cadets have work histories that are consistent and acceptable. Parents/guardians wishing more information regarding this policy should consult the Air Cadet League Representative or any of the Executive of the SSC.

The great success achieved by the Canadian cadet organizations over the years is the result of great co-operation between the Canadian Forces and various civilian partners. To run a successful cadet squadron, the Commanding Officer requires the support of a dynamic and resourceful Squadron Sponsoring Committee (SSC) and also the support of many parents willing to spend a few hours a year lending a hand in support of the squadron activities. As a parent, there are many ways by which you can help. Depending on your availability, you might decide to run for the SSC Executive, or volunteer a few hours once in a while during cadet activities, etc. You can also, if you so desire, join the ranks of the Canadian Forces Cadet Instructors Cadre.

The most successful cadet squadrons across Canada can count on the constant and dynamic support of parents. The following are a few examples of activities where the support of parents will make a difference:

- Help during fund-raising activities;
- Help during recruiting activities;
- Volunteer professional support in your field of expertise where required.

We need volunteers! The following is a list of volunteer activities the Squadron requires from time to time:

- **Phoning Committee:** If a "phone-out" is required to find volunteers or notify families of Squadron events, a main contact will call a number of volunteers who, in turn, call four to six other volunteers, and so on, until everyone is called. This system has worked very well in the past.
- **Transportation:** Drivers as required by the Squadron whenever other means such as buses are not available.
- **Fund-raiser Team:** Fund-raisers, soliciting donations, and applying for grants are essential to keep our Squadron going. Volunteers are needed to organize, administer and oversee these very important activities.



- **Chairperson:** For various functions such as dances, parents are appreciated as chaperones. This does not require an individual to stay for the entire function but rather to take a "shift".
- **Selection Board Interviewers:** Interviews are held in January to prepare those cadets who have applied for summer scholarship programs. Interviewers are provided with the questions and answers to ask, and help the cadets to improve on their interview skills. This is an enjoyable and enlightening experience.
- **Committees:** The SSC has established sub-committees from time to time that require parental assistance to supervise and assist in the regular functioning of the Committee to ensure its operation fulfils the needs of the squadron budget and training requirements.
- **Technology:** The assistance of technical people who have the skills, time and resources to assist in the setting up, repairing, and maintenance of the Squadron's equipment is very important to the operations of the Squadron. These items include computers, printers, faxes, scanners, copiers, etc. The Squadron offices also have a computer network which links the Squadron's computers, assisting Squadron staff in producing the documents required for operations and training. This network sometimes requires technical support to maintain or upgrade it.

Please complete the Squadron Sponsoring Committee Information Sheet at Appendix 5 if you would like to volunteer your time to the squadron.

Also - and this is very important - you can help by supporting the squadron staff in their decisions.

Your child has joined an organization that puts the emphasis on discipline and teamwork. Progression through training is based on very clearly defined regulations that are the same across Canada. All cadets are made aware of the regulations right from the start and must abide by them. Ranks, summer training courses, and awards are given to the most deserving candidates based on official standards. Most of these standards are detailed on the Department of National Defence web site, at [www.cadets.ca](http://www.cadets.ca) but you can also learn about them by being present at one of the Squadron Sponsoring Committee meetings held once a month. Parents can easily make the difference between a good training year and an extraordinary training year for the cadets and officers.

# Chain of Command

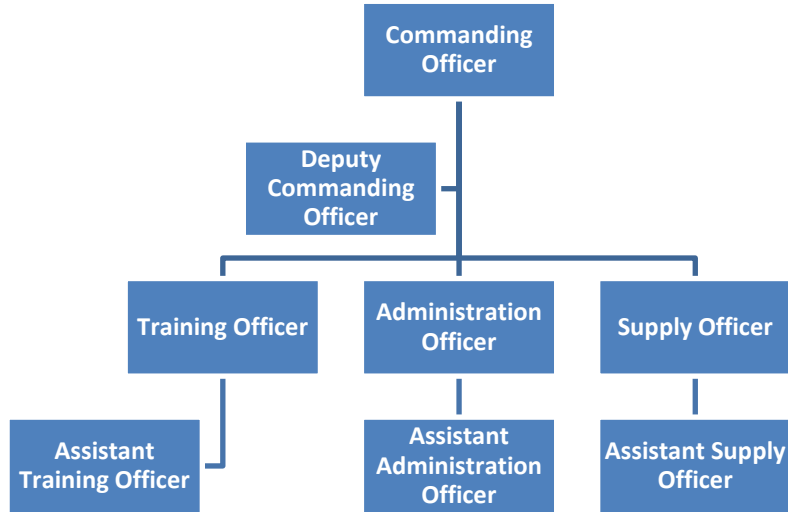
## Communication

The Canadian Cadet Organization models itself after the Canadian Forces where there are clearly defined lines of communication. In order for the lines of communication to work effectively, they must be adhered to. If a cadet has a question about anything to do with cadets, he/she is made aware of whom they need to ask (typically their Flight Commander). Squadron staff and senior cadets teach the younger cadets a sense of responsibility by encouraging cadets to ask questions when they do not understand something. It is important that they only approach someone in their designated chain of command. You can help your cadet by encouraging them to seek out information through the proper channels. We've included an organization chart of the squadron in this booklet so you can have a picture of the chain of command. In most situations, it is not appropriate to seek answers from squadron staff directly. Please encourage your cadet to speak to his/her next in command. This is a valuable lesson, and one he/she will use many times during his/her cadet career.

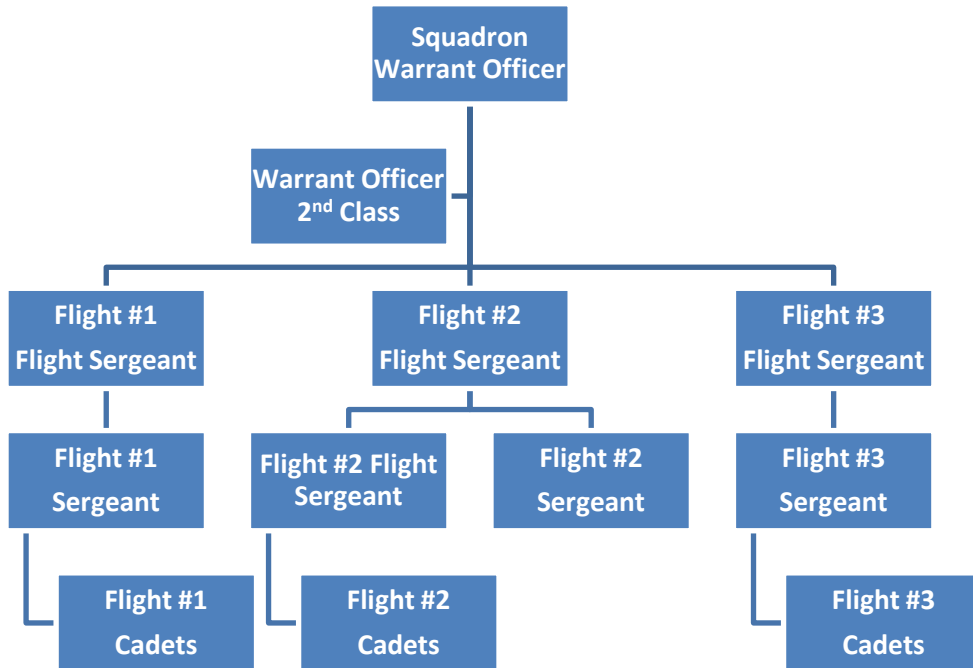
## Parental Concerns

Parents/guardians of young cadets are also encouraged to ask questions if they do not understand or have concerns about the program. Similar to the cadets, there are designated people within the squadron to help answer your questions. Parents/guardians can approach the Commanding Officer or the Squadron Sponsoring Committee with your questions. As a parent/guardian, please do not ask questions or challenge any of the other junior/senior cadets. Senior cadets are not equipped, nor authorized, to answer your questions or address your concerns. Please do not put these cadets in the awkward position of being approached by an adult for this reason. If your query is because your son/daughter does not understand something to do with cadets, please encourage them to seek out the information through their own "chain of command". At least one member of the SSC is always available on Thursday nights, and can answer your questions or find answers for you.

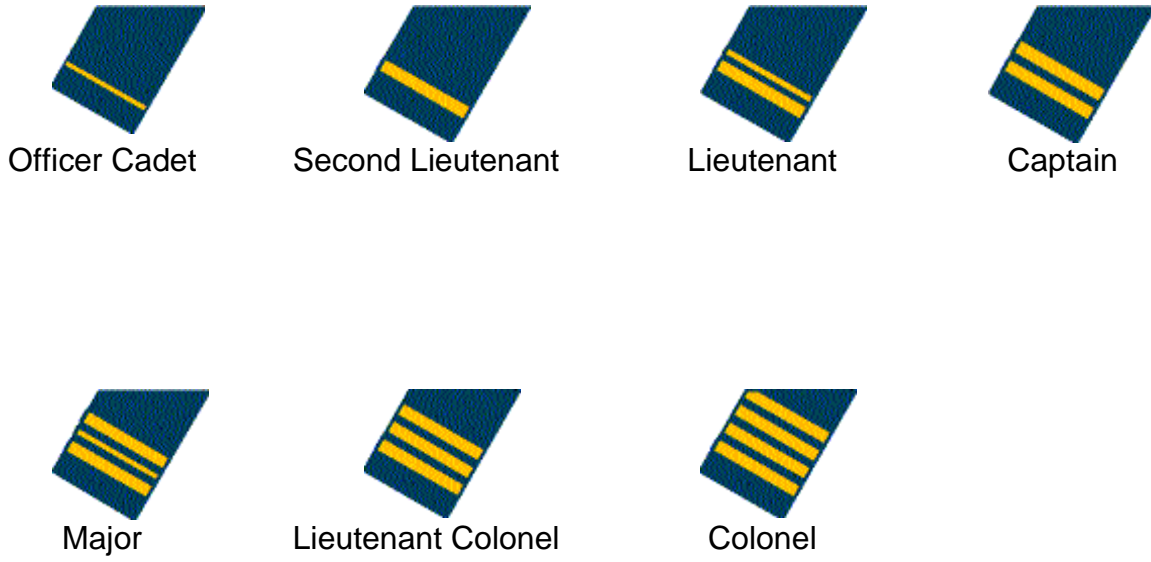
# Officer Positions



## Non-Commissioned Officers (NCO) Positions (Example only)



### Canadian Forces Officer Rank Insignia (Air)



## Cadet Rank

### Rank Badges / Insignes de grade



Warrant Officer First Class  
Adjudant Première Classe



Warrant Officer Second Class  
Adjudant Deuxième Classe



Flight Sergeant / Sergent de Section



Sergeant / Sergent



Flight Corporal / Caporal de Section



Corporal / Caporal



Leading Air Cadet  
Cadet de l'Air Première Classe

Appendix 4

## Scholarships and Selection Boards

This is a brief explanation of some of the concerns that parents have raised in the past regarding the preparation and selection in the scholarship process.

Scholarships are not regular summer training. They are advanced training courses that involve a selection process in order to choose the most deserving cadets.

As the cadets are preparing for selection, please understand that one of the reasons for the school transcripts is to offer another means of selection grading. While it is very important to have a grade average that is good, it is as important to have a good attitude. Cadets need to understand that they must prepare to sell themselves to the selection board, and they will only get one chance to do that. Some of the selected cadets from previous years' scholarships will tell you that they did not have very good school marks but they had the determination and will to succeed!

Try and prepare by taking as many cadet training summer courses of interest to you as you qualify for. The classic stepping stone progression might be: at year one - take a *General Training* two-week summer course; at year two - take *Basic Leadership* course; at year three - take another advanced summer course (or depending on cadet's age - apply for the scholarships process); year four - apply for *gliding* scholarship; at year five apply for *flying* scholarship; if there is another year - apply for *foreign exchange* scholarship. The more courses taken, the better are the chances of selection in the scholarships.

It is imperative that cadets, being instructed by squadron staff about scholarships, pay very close attention to all the details, take notes, study, and ask questions if they do not understand the material.

Squadrons will usually hold a "pre-interview" to give the cadets a feel for the real thing; this is also the place and time for cadets to be corrected on their uniform and general knowledge.

Dress and deportment must be of the highest standard. Body language and ability to speak well as young leaders are important factors in the selection process. With each course cadets take after a *General Training* course, they will begin to develop the necessary skills and confidence they require. Appearing before a selection board is a privilege that cadets must earn. Wearing a neat and tidy uniform is a great way to start the process (including the pre-interview process).

Preparation is one of the keys to success in the scholarship program. Prepare by keeping up on the media reports of the day about world, national, provincial, and civic affairs.

Understand the command structure of the *Air Cadet League* and the *Canadian Armed Forces*. It is important to know who the key individuals in these organizations are and their functions.

As members of the *Squadron Sponsoring Committee*, our primary objective is to *support* the officers and staff of the unit so that they can offer the best possible training to our cadets. It is NOT our function to tell them what to do.

Please feel free to discuss your questions or concerns regarding the above with squadron staff, members of the *SSC Executive*, or our *Air Cadet League* representative.

Appendix 5

## SQUADRON SPONSORING COMMITTEE INFORMATION SHEET

Parent/Guardian Name(s): \_\_\_\_\_

Cadet Full Name: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_

Occupation(s): \_\_\_\_\_

Email Address(s) (for both parent/guardian) **Please print** \_\_\_\_\_

(This is used to pass information and keep parents/guardians updated electronically)

Note to parents/guardians: the Squadron Sponsoring Committee of 351 Silver Star Royal Canadian Air Cadet Squadron asks that you help with at least one fundraiser or cadet activity during the cadet year. We realize that not everyone can assist all the time. However, it is important to understand that if no one assists, the squadron risks closure due to lack of funds. The SSC does not actively canvass parents/guardians for money; however, a parent/guardian may wish to make a financial contribution in lieu of assisting with any of the items indicated below. All donations are gratefully appreciated and tax receipts are available for amounts over \$25.

**Registered Charity Number: Made available when requested**

Interests/areas where you would be willing to help:

Committees	Volunteer
Interviewer (Selection Boards)	
Transportation*	
Fundraiser Team	
Technology	

\* Please indicate your:

Vehicle insurance company: \_\_\_\_\_

Insurance policy number: \_\_\_\_\_

Insurance expiry date: \_\_\_\_\_

We are always looking for new and innovative fund-raising ideas. Do you have any suggestions?

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Would you be willing to assist setting up and operating a fund-raiser? YES | NO |

All information collected on this form is kept solely for the purpose of contacting parents of cadets in 351 Silver Star Royal Canadian Air Cadet Squadron. We do not provide this information to any other organization, including the Air Cadet League Ontario Provincial Committee, without your expressed, written permission. Completion of this form is voluntary.

**Once completed, please hand in these information sheets to the Administration Officer in order to bring our records up to date.**



Appendix 6

## Annual Assessment


**AIR CADET LEAGUE OF CANADA  
ONTARIO PROVINCIAL COMMITTEE**

25 July 2013

A NOTE TO PARENTS &amp; CADETS - The OPC Assessment

As part of the Air Cadet programme, there is a civilian component called the Air Cadet League (ACL). It is the primary body of non-military volunteers that supports the overall cadet program; especially at the community level.

The Ontario Provincial Committee of the Air Cadet League is not government funded; it relies on community donations and fundraising to provide Air Cadets with additional resources including but not limited to:

- Guidance, oversight & training to the adult volunteers (including registration & screening);
- Administrative & other support to the local Squadron Sponsoring Committee;
- Optional training activities within the community and across the province;
- Scholarships, bursaries & awards for the cadets, adults and DND members; and
- Infrastructure and activities far beyond the mandatory basic cadet program.

Each Squadron Sponsoring Committee (made up of the local ACL volunteers) is assessed a fee by the Provincial body that covers the financial requirements of both the Provincial and National levels of the Air Cadet League. **In Ontario, the OPC Assessment for this year is \$50,00 per cadet.**

Individual Squadrons may choose to cover this OPC assessment in their local fundraising, or may choose to pass this cost on to the parents. In your community, 351 Squadron has elected to do the following:

Purchase/sell 1 book of Air Cadet Lottery Tickets:	\$50.00
Pay annual membership fee	<u>\$25.00</u>
Total payable	\$75.00

If you have any questions regarding this process, please contact your SSC Chairperson Godfred Wong by email at [ssc-chair@351silverstar.com](mailto:ssc-chair@351silverstar.com)

**The Air Cadet League of Canada - Ontario Provincial Committee is dedicated to ensuring every young person has the opportunity to be an Air Cadet.**

***351 Silver Star Royal Canadian Air Cadet Squadron***