

CONCLUSION

Joining the Air Cadets is a big step for a young person. As Parents / Guardians, you can do a lot to support your Cadet(s), as they proceed through the Air Cadet Program. If you have any questions about the information included in this publication, please contact the Commanding Officer, the Chair of the Squadron Sponsoring Committee, or the Administration Officer. He/she will be able to answer your questions and provide you with additional information about Squadron procedures, the Air Cadet program and the Air Cadet League.

Squadron Designation / Name: 659 Brock Squadron
Squadron Contact Number: 647-224-7322

Parade Night & Location: Thursdays Sep-Jun 630-9pm
Pefferlaw Lion's Hall
Community Centre
38 Pete's Lane
Pefferlaw (Georgina)

Squadron Website: www.659aircadets.ca
Squadron E-Mail Address: 659squadron@gmail.com
Commanding Officer: Captain Rebecca Newhook
Sponsoring Committee Chair: Mrs. Monique Bonk

Air Cadet League (Ontario) Contact Numbers

Air Cadet League of Canada,
Ontario Provincial Committee
90c Centurian Drive, Suite 203
Markham, ON, L3R 8C5
(located on north side of Hwy. 7, just east of Hwy 404)
Phone: 1-800-513-0952
905-477-4411
Fax: 905-479-2789

ROYAL CANADIAN AIR CADETS



INFORMATION HANDBOOK
FOR PARENTS / GUARDIANS &
COMMUNITY MEMBERS

INFORMATION HANDBOOK

Welcome to the Royal Canadian Air Cadet Program. Your Cadet(s) has joined one of Canada's premier youth organizations.

In Ontario there are almost 8000 young people, between the ages of 12 and 19, enrolled in 119 Squadrons, of which some 7000 Cadets are in the 103 Squadrons under the Ontario Provincial Committee, of the Air Cadet League. The remainder are in Northwestern Ontario and the Ottawa Valley. On behalf of the Air Cadet League, the Department of National Defence, the Sponsors and Staff of the local Squadron, we would like to welcome you and your Cadet(s) to the Air Cadet program.

BACKGROUND

The Air Cadet program started in 1941 when a group of Civilian Volunteers set up a country-wide, voluntary organization, to help stimulate an interest in flying and aviation. Many Cadets eventually entered wartime service with the RCAF. Following the end of the war, the Air Cadet program remained in place. Its role changed to meet the changing needs of society and its young people. The aims of the Air Cadet program are as follows:

- *To develop, in youth, the attributes of good citizenship and leadership*
 - *To promote physical fitness*
- *To stimulate an interest in the Air element of the Canadian Forces*

Many Cadets choose to pursue their interest in aviation, through a career in the Armed Forces, or through post-secondary study, leading to a position in Canada's aviation industry. Everything we do in Air Cadets can be summed up in the motto of the program:

To Learn, To Serve, To Advance

We are pleased that your Cadet(s) has chosen to join Canada's premier youth program.

GETTING INVOLVED

There are many ways that Parents / Guardians / Community Members-at-Large can get involved.

Become a Volunteer

There is a need for volunteers. Squadrons require support, from Adults (Civilian Volunteers), for various activities, including: driving to/from Special Activities and Events, operating the Canteen, Fundraising and a variety of other roles / responsibilities.

Become a Civilian Instructor

If you can devote time, on a regular basis, to the Squadron, or if you have special skills (e.g. flying, first aid, photography, marksmanship), you may become a Civilian Instructor. CIs are considered part of the Squadron staff complement and receive some pay for their efforts.

Become a CIC Officer

The Officers, of the Cadet Instructor Cadre, are members of the Canadian Forces, whose duties are to instruct Cadets. Officers must be able to attend regularly (Parade Nights and Special Events, evenings / weekends), as well as take training courses offered, through the military. CIC Officers receive pay, uniforms and training, through the Canadian Forces and are eligible for promotion, after meeting national standards.

Join the Squadron Support / Sponsoring Committee

Each Squadron has a Support / Sponsoring Committee. This Committee provides support to the Squadron. Members are involved with Fundraising, promoting Squadron Activities / Events, liaising with the Air Cadet League and supporting the Commanding Officer. The committee usually meets monthly, although some committees meet more often. Any additional help, or special skills (e.g. creative, accounting, fundraising, public relations, communications, technical, administrative), would be useful. Please contact the SSC Chair, or Administration Officer.

Any adult, who wishes to work with Air Cadets, must be registered and screened by the Sponsoring Committee, or the Canadian Forces. This process could include a reference check and a criminal record check.

SUMMER TRAINING COURSES

Each year, hundreds of Air Cadets have the opportunity to attend courses, at Summer Training Centres, throughout the country. Courses run two, three and six / seven weeks, and they cover a wide range of subjects, from General Training, to Aviation, Music, Athletics, Leadership and Flying. Senior Cadets also have the opportunity for summer employment, as Staff Cadets. There is no cost to attend Summer Training Courses, however, spaces are limited.

The Commanding Officer establishes a priority list, for each Summer Training Course. A Cadet's position, on the priority list, is determined by a number of factors including: the Cadet's age, interest and aptitude in the particular course, previous summer training and level of effective participation in local Squadron training, activities, events, fundraising and community service. This information helps the DND Cadet Detachment to make the final decision, on which Cadets go on course.

Cadets need to fill out an application form for Summer Training Courses. These forms are usually sent home in January. Please take the time to complete the form fully and return it to the Squadron promptly. If you have any questions, about the information requested on the form, please contact the Commanding Officer.

Six / Seven-week National Courses, for Senior Cadets, have a more involved application process. The application package is sent home in November, or December. Supporting documentation, including a narrative, a school transcript and other items, must accompany the application. You can assist your Cadet(s) in completing these forms. There is also a written test required, as part of the qualification process, for Glider and Power Pilot Scholarships, in January. Interviews, for all prospective candidates, occur in February.

For more information about Summer Training Courses, including application procedures, timelines and potential course dates, contact your Commanding Officer.

THE PARTNERSHIP

The Royal Canadian Air Cadet Program is an unique partnership between the Royal Canadian Air Force and the Air Cadet League. This partnership can be found at all levels of the program: National, Provincial and, most importantly, at the Community / Squadron level.

Each Squadron is sponsored by a local organization(s). These may be Service Clubs, such as the Lions, a branch of the Royal Canadian Legion, a wing of the Air Force Association, a group of clubs, or a Parents' association. Sponsors' funds make possible supplemental / optional activities, programs and events such as Citizenship Trips and Bands, that are not funded by the Canadian Forces. As well, the Squadron Support Committee assists in the operation of the Squadron. The SSC is responsible for, among other things, fundraising, securing facilities for the Squadron to conduct its training and administration, assisting in finding suitable adults to enroll as Officers, Civilian Instructors and Civilian Volunteers, Cadet Recruitment and Squadron promotion.

Each squadron is staffed by a group of Officers, Civilian Instructors and Civilian Volunteers, under the direction of the Commanding Officer. The CO is responsible for the control, welfare and training of the cadets and for supervising the operation of the squadron and the implementation of the training program. The CO and his/her team organize the training program, according to nationally set standards and plan and implement various training activities, during the week and on weekends.

At the Provincial and National level, the Canadian Forces, the Air Cadet League and the Department of National Defence (DND) work cooperatively to provide the necessary structure, guidance and resources, to support the Squadrons, at the local level. This includes provision of uniforms and training for Officers and Cadets, aircraft and gliders, for the gliding program, as well as administrative support, for Squadrons and Sponsoring Committees.

Without this unique partnership, the Air Cadet program would not be as successful, as it is today.

CADET RESPONSIBILITIES

There are no direct costs to join, but there are expectations of all cadets:

- **Attending all Parade / Training Nights, Activities & Events**

It is important for Cadets to attend all scheduled activities. Cadets who do not attend Parade Nights, regularly, will fall behind in their training, will not be as successful and may be released from the Squadron. The same applies for Weekend Training. Attendance at Special Parades, such as the Annual Review, is critical. If your Cadet has a legitimate reason why he/she cannot attend a Squadron activity, please call the Commanding Officer, in advance.

- **Full Participation, in Fundraising & Community Service**

Fundraising & Community Service are expectations of the Cadet movement. Cadets are expected to take part in fundraising activities and events: Tagging, selling Air Cadet League Lottery Tickets and other initiatives, as they arise. These activities raise the necessary funds to help the Squadron plan / implement various training activities. In order to advance the success of the Squadron, provide equal opportunity to all Cadets, fairly balance the workload and instill a sense of Ownership, Responsibility, Citizenship, Leadership, Volunteerism and fairness, Cadets who do not fully participate will either not be eligible to attend some of the additional activities / events, funded / supported by the Squadron; or they may be required to pay fees, in order to participate. Some organizations, who request Volunteer support, financially Sponsor the Squadron. This participation also enables Cadets to acquire High School Community Service Hours, a graduation requirement.

- **Caring for the Uniform**

Each Cadet will be issued their uniform when they complete the intake program. It costs the DND, approximately, \$400 to outfit each Cadet. The Squadron has a fixed budget, to purchase uniforms, each year. It is critical that Cadets take care of their uniform, keep it cleaned and pressed, boots shined, badges attached and that they exchange it, as they grow, or return the uniform and boots to the Squadron, when they leave. Cadets are given training on how to look after the uniform. This information is also included in the Level 1 Handbook. Ask your Cadet to share this information.

- **Paperwork, Paperwork, Paperwork**

There are permission forms for Weekend Training, Summer Training Courses, Information Bulletins, Training Schedules, Excursions, etc. This information is sent home for you, as well as for the Cadet. Please ensure that forms are fully completed and returned in a timely manner. If you have any questions about each Cadet's duties and responsibilities, please contact the Squadron's Commanding Officer.

HOW CAN YOU HELP?

You can do a great deal to help your Cadet become successful in the Air Cadet Program. The most important thing is to take an interest in their training and success, to support them during the training year and throughout their Cadet Career. Support may include:

- helping them to organize their after school time so that there will be time both for schoolwork and Air Cadets
- reminding them to care for their uniforms (washing, drying, pressing, sewing on badges, shining boots, etc.)
- including Air Cadet activities, such as weekend training, on the family calendar
- avoiding scheduling conflicts with major activities, such as Annual Review
- transporting your Cadet and others, to/from Parade / Training Nights, Special Events and Activities, Fundraising and Community Service
- ensuring full participation; the more they contribute, the greater their personal satisfaction, pride and rewards will be

PROMOTIONS

In the Air Cadet Program, Promotion is based on merit.

Each squadron is allocated a specified number of Cadet Ranks (Corporal, Sergeant, Flight Sergeant, etc.), based on the size of the Squadron. In order to be considered for Promotion, a Cadet must first meet certain National Standards (e.g. Attendance, Training Level Completion, Summer Training Courses Attended, etc.). These criteria establish the minimum standards for Promotion.

Each Squadron usually sets additional requirements. These may include Drill, Dress / Deportment, participation in Weekend Training, on Squadron Teams and with Fundraising and Community Service.

The decision to promote a Cadet is made by the Commanding Officer, in consultation with other members of the Squadron Staff and Sponsoring / Support Committee. For more information about promotions, please contact the Commanding Officer