



878 Banff/Canmore Squadron  
Royal Canadian Air Cadets  
602 - 7<sup>TH</sup> Avenue  
Canmore, AB T1W 2H5  
Phone (403) 678-4772 Wednesday evenings

Email: [cadets@878squadron.ca](mailto:cadets@878squadron.ca) [www.878squadron.ca](http://www.878squadron.ca)

## **NEW CADET PACKAGE**

**PARENTS please keep this document as a resource.**

***Please return all other documents Signed and completed!***

Dear Parents,

21 May 2019

It is gratifying to know that your son/daughter/ward has shown an interest in the Air Cadet Movement, especially 878 Banff/Canmore Squadron. We feel confident that his/her stay with the Squadron will be challenging and rewarding as time progresses. The training that they receive will benefit the cadet in all facets of their future life.

The Air Cadet Movement promotes citizenship, leadership and physical fitness, as evidenced by the aims of the movement: to learn, to serve, to advance. 878 Squadron is sponsored in part by the three local branches of the Royal Canadian Legion in the form of a Civilian Sponsoring Committee.

***In order for your child to succeed in Cadets, it is imperative that he/she receives full support and active encouragement from you! Parents are asked to participate on the Squadron Sponsoring Committee helping in the fundraising part of the Squadron. It won't require a great deal of time but helping organize some of the fundraising activities and participation on your part throughout the year will help keep the registration in Air Cadets FREE and help the Squadron to continue its yearly training activities we have planned! There is a Sponsoring Committee form that we ask you to fill out and return with the other completed forms.***

If you have any questions, please feel free to call the Commanding Officer or any of the Squadron Officers.

- **COMMANDING OFFICER**
  - Captain Randy Van Dorsten, CD 403-762-8462
- **ADMINISTRATION OFFICER**
  - Lieutenant Gen Petty, CD 403-996-1025
  -
- **CHIEF TRAINING OFFICER**
  - Captain Brad Petty, CD 403-996-0771
    - **TRAINING OFFICERS**
    - Lieutenant Mark Walker 403-431-5323
- **SUPPLY OFFICER**
  - Lieutenant Ethan Crawley 403-707-8610
  -
- **BIATHLON OFFICERS**
  - Lieutenant Ethan Crawley 403-707-8610
- **CHAIRMAN, SPONSORING COMMITTEE**
  - Chris Thomson 403-497-6155  
mvthomson@gmail.com

### **SQUADRON HEADQUARTERS**

403-678-4772 Wednesday evenings between 1830 and 2130 hours or leave a message on the Headquarters answering machine and we will get back to you.



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Welcome to the world of Air Cadets! We are a very active Squadron and were named the Top Rural Squadron in Alberta in 1985, 1987, 1988, 1989, 1990 and the Top Squadron in all of Alberta in 1991, 1993, 1999, 2008. The Squadron has also been top in the Southern Alberta Wing in 2009, 2010 and we were honoured to be chosen as TOP SQUADRON in PRAIRIE REGION in 2011. Once again we were chosen as the top in the Southern Alberta Wing in 2012 and 2016,

Our training focuses on:

- a) Developing in youth the attributes of positive leadership;
- b) Developing in youth the attributes of constructive citizenship & physical fitness;
- c) Developing in youth an interest in Canada's Air Force; &
- d) Promoting and encouraging among young people a practical interest in aeronautics and assisting those intending to pursue careers in the field of aviation in Canada.

### **HOW OLD DO I HAVE TO BE?**

The age range for cadets is 12 to 18 years old. Both males and females are encouraged to enrol in our **free** program. A pre-teen may enrol in September at the age of twelve.

### **WHAT IS EXPECTED OF ME?**

The step you are considering, that of enrolling in Canada's best youth program, **MUST** be seriously weighed and thought out. We ask for a commitment of one year from all our applicants. The reason? You will probably experience a cultural shock to start with. You will be treated as a mature young adult and encouraged to set high individual standards and goals; however, you will also be part of a team and it is this team (whether it be the Squadron or a smaller sub-unit) that takes precedence. One of the most difficult parts of growing up is developing the skill of working and playing with others as a team while still retaining a proper balance with individualism. This process develops into leadership. But before you can lead, you have to learn to be led and develop all of the skills necessary to accomplish the objective. We guide you through these steps by:

- a) Discipline,
- b) Drill, and
- c) Leadership / Rank Structure.

a) **DISCIPLINE** - You will be expected to follow instructions given by the Officers and staff of the Squadron and by the cadet Non-Commissioned Officers (NCOs). You will address all staff members, whether Officer, parent or Civilian Instructor by "SIR", "MA'AM", title or "Mr., Mrs., Miss" and you will address all other cadets, LAC and above, by their rank. You will not question any instructions given by your superiors unless it is requested. When you do not understand, have difficulty accepting, or have any other problems, you may request an explanation from your superior. If, for example, you do not feel you have obtained a proper explanation from your Corporal, you may request that he/she go to his/her superior (the Sergeant) and so on right up to the Flight Commander. If the explanation is still insufficient or a problem still exists, you may, through the ranks, request an audience with the Commanding Officer. This is known as the "Chain of Command".

b) **DRILL** - This is the process of performing individual and group movements consistently and concisely. You will be taught how to perform these movements, and with practice, the exercise will prove very rewarding, satisfying and a lot of fun. It is said that any unit, which is proficient at drill, is well disciplined and motivated. Drill is also good exercise. The Squadron has a Junior Drill Team, a Flag Party and a band; these things require a high proficiency in drill.

c) **LEADERSHIP / RANK STRUCTURE** – In the Air Cadet Training program leadership is taught and the cadets given the opportunity throughout their cadet career to develop their own leadership skills by working with younger cadets and their peers in various teaching scenarios. Promotion and advancement of positions are based on performance, attendance and overall ability to work with the junior cadet, their peers and the staff. It is also based on setting a good example and leading by example.

### **WHAT TRAINING DO I RECEIVE?**

Our training program is extremely diversified. We teach a complete air/ground school (for interested senior cadets), first aid, ground search and survival techniques, range safety, radio operating procedures, orienteering, map and compass, citizenship, leadership, instructional techniques and much more. To augment these courses, we offer regular field exercises (camp-outs), familiarization flying in gliders and powered aircraft, local tours, and citizenship tours to various areas. (To be eligible, the cadet **MUST** have participated in Squadron activities, assisted in fund-raising activities and have obtained the minimum attendance requirements).

### **WHAT OBLIGATIONS DO I HAVE?**

As previously mentioned, you are expected to give cadets an honest try for one year! We also expect all of our cadets to be responsible young ladies and gentlemen both in and out of uniform. You represent the Squadron and the Royal Canadian Air Cadets everywhere you go. We do not tolerate the use of drugs (alcohol included) or theft. When you join the Air Cadets you ARE NOT a member of the Canadian Forces, nor are you expected to enrol in the Canadian Forces upon completion of cadets. The Officers are members of the Canadian Forces Reserves and the Civilian Instructors are under contract to the Commanding Officer.

### **DO I NEED A HAIRCUT?**

Not necessarily. The rule is "OFF" the ears, "OFF" the collar, and tapered. We expect **ALL** of our cadets to adhere to this rule. For the female cadets this means that long hair **MUST** be pinned up and for the male cadets it means an **acceptable** "business style haircut".

### **WHAT REWARDS CAN I EXPECT?**

Outside of self-satisfaction, the feeling of individual accomplishment and the knowledge that you are better adapted to handle the rigours of adult life than your counterpart on civilian street, there are many tangible benefits to our program. In competition with other cadets in the Province, you could obtain the following

(Cadets must pass qualifying exams for consideration on some scholarships and write personal essays for all).

- a) International Exchange scholarship - a trip to a foreign country (minimum age - 17 years old),
- b) Flying scholarship - obtain powered private pilots licence (17 years old),
- c) Gliding scholarship - obtain glider pilots licence (16 years old),
- c) Air Traffic Control scholarship - develop skills required for this field (17 years old),
- e) Senior Leaders Course - develop and use skills required to lead and instruct others,
- f) Ground Search Instructors Course - develop outdoor survival and ground navigation skills,
- g) Survival Instructors Course - develop outdoor survival skills and instructional techniques to teach junior cadets,
- h) Small Bore Rifle Coaches Course - become assistant instructor in range practice and safety,
- j) Athletic Instructors Course - become assistant instructor for Squadron sports program,
- k) Technical Training Scholarship - learn electronics, photography, aero-frames or aero-engines.
- l) Space Camp.

Other summer courses available (not scholarships) are Basic Training, Junior Leaders, Junior Instructor, Air Crew Survival, Air Studies, Lifeguard and various levels of Band instruction (both military brass and pipe bands). Summer training courses encompass two to seven weeks during the summer vacation. Camps and courses are a privilege and not a right. Summer Training Courses are allocated to each Cadet Squadron based on the number of cadets in the Squadron, which means usually about 30%-35% of the Squadron will take a Summer Training Course. Eligibility is based upon many factors and is subject to the recommendation of the Commanding Officer. Cadets are paid a training bonus to attend all courses over two weeks in length. Some scholarships involve payment by the cadet for certain publications and in the case of the International Exchange, special clothing.

Some other rewards are:

- a) Flying experiences at the Squadron level,
- b) Camping experiences at various locations in the province,
- c) Travel experiences on Squadron sponsored tours,
- d) Develop life-long friendships with fellow cadets,
- e) Develop skills not taught in school or home,
- f) Accelerated promotion if cadet wishes to enrol in the Canadian Forces,
- g) Summer employment as a staff cadet at Summer Courses is available for cadets who qualify and are over 16 years of age, and
- h) many more.

#### **HOW MUCH TIME IS EXPECTED OF ME?**

Cadets are required to attend Wednesday evenings between the hours of 18:15 and 21:30 hours (6:15 to 9:30 p.m.). Some activities are held on weekends and other evenings during the week, but attendance is not always mandatory **EXCEPT** when placed on **Weekly Routine Orders** by the Commanding Officer;

**There are four mandatory parades throughout the year.**

**#1 Poppy Days & Remembrance Day,**

**#2 Tag Days, (Victoria Day Weekend (Friday PM and Saturday))**

**#3 Annual Ceremonial Review (Friday PM and Saturday) (June) and**

**#4 the July 1<sup>st</sup> parades!**

**For the four highlighted events above ALL Cadets are required and expected to be present during these parades or event without exception.**

If school studies prohibit the attendance of the cadet, from normal cadet activities he/she will be excused. If the cadet is continually absent he/she will suffer from non-attendance and may be required to terminate his/her membership.

#### **DOES THE PROGRAM CONFLICT WITH SCHOOL?**

Quite the contrary. We find that the program enhances the curriculum as outlined by the Alberta educational system. For example, both Canmore and Banff Senior High Schools offer up to 15 credits for participation in Air Cadets. Most cadets experience an increase in their average marks at school attributable to better management of time resources and study habits. You will experience a great deal more than your "school-chums" which serves to expand your horizons and attitudes towards education. School comes first!! A good Air Cadet attempts to achieve excellence in everything he/she does.

## **WHO PAYS FOR ALL OF THIS?**

The Air Cadet League of Canada is divided into three levels; National, Provincial and Local. 878 Squadrons main sponsors are the three local branches of the Royal Canadian Legion (#3 Canmore, #26 Banff and #179 Exshaw). Our local Sponsoring Committee is made up of representatives from each Branch of the Legions and other prominent or interested citizens of Banff, Canmore and Exshaw. This Committee helps raise the majority of funds required to operate the Squadron. ***The cadets are required to assist*** in other fundraising activities such as bottle drives, ticket sales and Tag days; records are kept of all cadet participation. ***Cadet parents are asked to assist in our fundraising activities such as bottle drives or the Cadet Raffle ticket sales, it would be greatly appreciated and would help the cadet program as well as ensure it stays FREE.***

The Department of National Defence assists us by providing uniforms, training equipment, rations and occasional transport. They also provide trained Officers to operate the Squadron.

Following these instructions are sample copies of the Cadet Application Form and the Cadet Medical Form. Please be sure that you and your parents fill them out correctly and sign them.

***Don't forget*** these other important documents we require.

- ***Alberta Health Care number and,***
- ***Copy of your Birth Certificate!***

Also fill out and bring back the other forms in the package, including the Authorization for the collection of information, the photo release and the cadet parent information letter.

***REMEMBER, WHAT YOU GET OUT OF CADETS IS IN DIRECT PROPORTION TO WHAT EFFORT YOU PUT INTO IT.....***

For more information, contact the Commanding Officer at 403-678-4772, Wednesday evenings, September through June or email any time at [cadets@878squadron.ca](mailto:cadets@878squadron.ca)

VISIT OUR WEBSITE [www.878squadron.ca](http://www.878squadron.ca)

VISIT OUR FACEBOOK PAGE - Search [facebook](#) for [878 Squadron working group](#) or go to this link

<https://www.facebook.com/groups/2326074782/>

and **ask** to join the working group. This important so you can receive updates for timings and other important notices and changes for Squadron activities. Parents and cadets should both join to get updates when they happen. This is a closed group for cadets and family only!

***Please keep the preceding pages for your reference  
but***

***Return the following forms completed to the cadet Headquarters as soon as you can.***





## Collection, Use and Disclosure of Personal Information

### Collection of Personal Information

The Canadian Forces (CF) collect and use personal information on cadets (including medical and training related) to administer the Canadian Cadet Organizations (CCO). Providing this information is voluntary, however parents/legal guardian who refuse to do so will see their child's/ward's CCO membership application rejected.

### Disclosure of Personal Information

#### 1) Leagues and local sponsors

The CF may disclose personal information on cadets (excluding medical but including training related) to the Navy League, Army Cadet League and Air Cadet League of Canada (Leagues) and Local Sponsoring Committees (Local Sponsors).

#### 2) Parents/Legal guardians

The CF may disclose, upon request and if authorized to do so, a cadet's personal information to his/her parents/legal guardian.

#### 3) Public recognition and promotion

By initialling the "We consent" box below, the applicant and his/her parents/legal guardians, hereby consent to the use and publication by the CF, the Leagues and Local Sponsors of photographic images and video footage of the applicant, his/her name, age, hometown as well as training related information, at any time through print or electronic media including radio, television, the Internet, newspapers and magazines for purposes of publicly recognizing his/her accomplishments and promoting the CCO and their programmes.

We consent

Applicant initials \_\_\_\_\_

Parents/Legal guardian initials \_\_\_\_\_

### Consulting and Retention of Cadet Personal Files

Under the *Privacy Act*, a cadet and his/her parents/legal guardians have the right to access information collected by the CF on the cadet and request changes to incorrect information. This information is found in Personal Information Bank DND PPE 839.

In accordance with the application CF orders and directives, all information pertaining to a cadet (paper and electronic) collected by the CF may be destroyed when he/she reaches the age of twenty-five.

### Acknowledgement

By signing this form, we hereby acknowledge that the CF will collect, use and disclose personal information on the applicant as described above.

|  |  |   |      |      |
|--|--|---|------|------|
| Name of applicant – Nom du demandeur                           |  | Signature of applicant – Signature du demandeur                           |      | Date |
| Name of parent/legal guardian<br>Nom du parent ou tuteur légal | Relationship to the applicant<br>Lien de parenté avec le demandeur | Signature of parent/legal guardian<br>Signature du parent ou tuteur légal | Date |      |

**Distribution** - Original - Cadet Corps/Squadron – Original - Corps/Escadron de cadets  
- Copy - Applicant and Parents/Legal Guardian – Copie - Demandeur et parents/tuteurs

## Collecte, utilisation et divulgation de renseignements personnels

### Collecte de renseignements personnels

Les Forces canadiennes (FC) collectent et utilisent des renseignements personnels sur les cadets (y compris médicaux et sur l'instruction reçue) pour administrer les Organisations de cadets du Canada (OCC). Les parents ou le tuteur légal ne sont pas tenus de fournir ces renseignements, mais s'ils refusent de le faire, la demande d'adhésion dans les OCC de leur enfant ou pupille sera rejeté.

### Divulgation de renseignements personnels

#### 1) Ligues et répondants locaux

Les FC peuvent divulguer des renseignements personnels sur les cadets (excluant médicaux mais comprenant sur l'instruction reçue) à la Ligue navale, la Ligue des cadets de l'armée et la Ligue des cadets de l'air (Ligues) et les répondants locaux.

#### 2) Parents et tuteurs légaux

Les FC peuvent divulguer, sur demande et si elles y sont autorisées, des renseignements personnels sur un cadet à ses parents ou son tuteur légal.

#### 3) Reconnaissance publique et promotion

En paraphant la case «Nous consentons» ci-dessous, le demandeur et ses parents ou son tuteur légal consentent à l'utilisation et à la publication, en tout temps, par les FC, les Ligues et les répondants locaux, d'images photographiques et de vidéos du demandeur, de son nom, son âge, sa ville de résidence ainsi que des renseignements sur l'instruction qu'il a reçue, et ce dans les médias imprimés et électroniques, y compris à la radio, à la télévision et sur Internet ainsi que dans les journaux et magazines, afin de souligner publiquement ses réalisations et de faire la promotion des OCC et de leurs programmes.

Nous consentons

Initiales du demandeur \_\_\_\_\_

Initiales des parents/tuteur légal \_\_\_\_\_

### Consultation et conservation des dossiers personnels du cadet

En vertu de la *Loi sur la protection des renseignements personnels*, un cadet et ses parents ou son tuteur légal ont le droit de consulter les renseignements collectés par les FC sur le cadet et demander qu'on y apporte des modificatifs en cas d'erreur. Ces renseignements sont contenus dans le fichier de renseignements personnels MDN PPE 839.

En conformité avec les ordonnances et directives des FC pertinentes, tous les renseignements collectés par les FC sur un cadet (papier et électronique) peuvent être détruits dès qu'il a atteint l'âge de vingt-cinq ans.

### Reconnaissance

En signant le présent formulaire, nous reconnaissons que les FC collectent, utilisent et divulguent des renseignements personnels sur le demandeur conformément aux dispositions ci-dessus.



## PHOTO RELEASE, CONSENT AND WAIVER

### REGARDING THE USE OF LIKENESS OR WORKS

I, \_\_\_\_\_, consent to the publication of my child's [likeness, artwork, photography, writing--described in detail below] by 878 Squadron Royal Canadian Air Cadets [The Squadron]. I understand that publication may be accomplished electronically via the Internet/World Wide Web and that after publication the Squadron will be unable to prevent persons from gaining access to the Internet/World Wide Web, copying the [likeness, artwork, photography, writing] therefrom, and subsequently using, altering, or republishing it without our consent. We understand and voluntarily accept the possibility of unconsented-to third party use, alteration or republication; and waive any claim for damages against The Squadron arising from the publication of the [likeness, artwork, photography, writing] or from the unconsented-to use, alteration, or republication of the [likeness, artwork, photography, writing] by third parties accessing the Internet/World Wide Web. The Squadron, when publishing photographs, will refrain from publishing any identifying information including names, phone numbers, or addresses. In any circumstance where that information is required, specific permission will be garnered from the Parent/Guardian of those cadets.

It is understood that this waiver is in effect on a permanent basis, this includes after the cadet leaves the organization. The photographs may be used in future for recruiting or historical purposes.

Signed: \_\_\_\_\_

Parent/Guardian of: \_\_\_\_\_

Date: \_\_\_\_\_



## Cadet Parent Information Letter

### Volunteer Opportunity Information

Welcome to the world of Air Cadets! We are one of the most active Squadrons in Alberta and were named the Top Rural Squadron in Alberta in 1985, 1987, 1988, 1989, 1990 and the Top Squadron in all of Alberta in 1991, 1993, 1999, 2008, 2010, 2012 and 2016. The aims of the Air Cadet Movement are:

- To develop in youth the attributes of good citizenship and leadership; to promote physical fitness;
- To stimulate the interest of youth in the Canadian Forces, particularly the Air Force;
- 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.

#### HOW OLD DO I HAVE TO BE?

The age range for cadets is 12 to 18 years old. Both males and females are encouraged to enrol on our free program. A pre-teen may enrol in September at the age of twelve.

#### CONTACT INFORMATION:

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

Parent/Guardian Contact Name: \_\_\_\_\_

Phone Number(s) Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

**Parent Email Address:** \_\_\_\_\_

How would you like us to contact you? Phone \_\_\_\_\_ Email \_\_\_\_\_

How did you find out about the 878 Air Cadet Program? Community Newspaper \_\_\_\_\_

Radio \_\_\_\_\_ Personal Reference \_\_\_\_\_ Website/Phonebook \_\_\_\_\_

School Recruiting \_\_\_\_\_ Other \_\_\_\_\_

### **PARENT VOLUNTEER ASSISTANCE FOR FUND RAISING**

***While the Royal Canadian Air Cadets do not charge a user fee for weekly events, 878 Squadron does need your support.*** By volunteering your skills, talent and time to assist with the events listed below, and others that may be added throughout the year, you will be helping the Squadron Staff to provide the best possible cadet experience for you son or daughter.

**Bottle Drives provide a major fundraising opportunity for the Air Cadets and they are also the events that require the most parent assistance.** There are four bottle drives per year and they may include a Thursday and/or Friday evening and a full day on Saturday. Parents unable to assist due to work commitments on the specified days can assist with bottle drives by participating in the pre bottle drive phone arrangements. Please indicate how you would be able to assist with our fund raising bottle drives:

Bottle Drive Driver (with vehicle) most are needed Saturdays \_\_\_\_\_

Bottle Drive Sorter (no vehicle required) Saturdays all day \_\_\_\_\_

Pre Bottle Drive Phone Person \_\_\_\_\_

*During the training year (Sept 2018 to June 2019) there will be opportunities for parents to volunteer their time on many cadet fundraising activities and projects. Please fill out the form below volunteering for*

**OTHER ACTIVITIES FOR WHICH PARENT ASSISTANCE IS REQUIRED**

**878 Squadron Sponsoring Committee** (monthly meeting & committee work) many positions for Executive Committee are available; President, Vice President, Secretary, Treasurer and members at large. **We need at least 12 people to help co-ordinate the Committee.**

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Newsletter Coordinator / Volunteer \_\_\_\_\_

Telephone Committee \_\_\_\_\_

Other activities \_\_\_\_\_

By enrolling my son/daughter in 878 Banff/Canmore Air Cadet Squadron, I/we acknowledge and support they need for parent involvement and hereby agree to participate as much as I/we can in the activities of the squadron.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*If you would like further information regarding the cadet program, please contact Captain Randy Van Dorsten, Commanding Officer Wednesday evenings at the cadet office, by phone at 403-678-4772 or email us at [cadets@878squadron.ca](mailto:cadets@878squadron.ca)*

**Please note that the monthly training schedule(CALENDAR of EVENTS) is available from your cadet, so you can always check to see what events are upcoming, and for what events parental assistance is required.**

**Any questions regarding the volunteer opportunities can be directed to the Squadron Headquarters on Wednesday evenings at 403-678-4772 or (please leave a message)**

**PLEASE RETURN THIS DOCUMENT TO THE CADET OFFICE AT YOUR EARLIEST CONVIENIENCE.**