

**211 Ottawa Kiwanis
Royal Canadian Air Cadet Squadron**

New Cadet Guidebook



www.211aircadets.com

Table of Contents

<u>Subject</u>	<u>Page</u>
Commanding Officer's Foreword.....	3
General Information.....	4
1. What is the Royal Canadian Air Cadet program?	
2. When and where does the Squadron meet?	
3. Enrolment Process	
4. Attendance	
5. Staying Informed	
6. Uniform	
7. Training Night Schedule	
Air Cadet Levels and Ranks	8
Rights and Responsibilities of Cadets.....	10
Regular Training.....	11
Special Activities.....	13
Summer Training.....	17
Cadet Awards and Scholarships.....	19
Duke of Edinburgh's International Award – Canada.....	23
Squadron Staff Members.....	24
Squadron Sponsoring Committee (SSC).....	25
Kiwanis Club of Ottawa	26
The Royal Canadian Legion – Westboro Branch	26
How Parents Can Help	27

COMMANDING OFFICER'S FOREWORD

On behalf of the cadets, officers, staff members, and members of the Squadron Sponsoring Committee, welcome!

You are about to begin an exciting adventure. Since 1942, the 211 Ottawa Kiwanis Royal Canadian Air Cadet Squadron has organized challenging activities for teenagers like you who have wanted to expand their interests and develop new skills in survival, leadership, and aviation while becoming better citizens.

The Canadian Cadet Organizations help develop self-discipline through hard work and dedication. You have the opportunity to achieve many things from the Canadian Cadet Movement; the time you spend here is an investment in yourself for which the return will be rewarding.

I hope you enjoy your time with the 211 Ottawa Kiwanis Royal Canadian Air Cadet Squadron as much as I have enjoyed my years as both a cadet and an officer.

Again, Welcome!

Original Signed by

Captain Julie Fortin
211 Squadron Commanding Officer

GENERAL INFORMATION

1. **WHAT IS THE ROYAL CANADIAN AIR CADET PROGRAM?**

- The Royal Canadian Air Cadet program is a federally sponsored national youth program for young Canadians aged 12 to 18 who are interested in participating in a variety of fun, challenging, and rewarding activities while learning about the Air activities of the Canadian Armed Forces. For more information, click on this link: <http://www.cadets.ca/en/about-cadets.page>.

2. **WHEN AND WHERE DOES THE SQUADRON MEET?**

- Regular training nights are Wednesdays from 1815 (6:15 pm) to 2115 (9:15pm), September through June at **Notre Dame High School (NDHS)**, 710 Broadview Avenue, Ottawa, ON K2A 2M3. Please enter and exit through the main door, south of the cafeteria. Arrive by 1815 (6:15 pm), leave your coat in the cafeteria, and proceed to the gym. During the winter months or rainy days, no outside shoes or boots are permitted in the gym.
- There are also many optional training activities that occur on other weeknights and weekends throughout the year. Please refer to the *Event Calendar* found on the Squadron website.

3. **ENROLMENT PROCESS**

- If you are between the ages of 12 and 18 and interested in joining, please come by on one of our regular training nights and speak to the New Recruit Team.
- To enrol, there are a number of forms that need to be completed by your parents and/or guardian. The Squadron Administration Officer will provide you with more details about the forms.
- You will also require the following:
 - A Health Card (or proof of equivalent private insurance); **AND**
 - A birth certificate; OR
 - A valid Canadian Passport; OR
 - A valid residence card; OR
 - A valid identification card issued by a Canadian provincial or federal government agency.
- **Please ensure that all your forms are filled out completely, signed and returned promptly.**
- There are no dues or registration fees. However, because there is a significant cost to run the squadron, cadets are expected to participate in fundraising activities.

- ✈ If you are transferring from another Cadet Unit, please provide us with contact information of your former Commanding Officer so that we can request your files. All transferring cadets will meet with the Training Officer prior to starting regular training.

4. ATTENDANCE

- ✈ Attendance at all regular training nights and extra activities is encouraged and recognised. Attendance is tracked and is used as one of the evaluation criteria for summer training course selection, promotions and awards. Low attendance could also hold you back from progressing in training.
- ✈ If you cannot attend a training night, please inform your Flight Commander, leave a voice mail at the Squadron phone number, or email the Squadron. Give your rank, first name, last name, date of absence and the reason for your absence.
- ✈ Before you sign up for an activity, make sure you are available, and then show up for the activity. If an emergency arises, and you really cannot attend the activity, please inform the cadet in charge of the activity -- the Cadet of Primary Interest (CPI), leave a voice mail at the Squadron phone number, or email the Squadron as soon as possible. Give your rank, first name, last name, date of absence and the reason for your absence.
- ✈ Do not use Facebook to inform the squadron of your attendance to training nights or squadron activities, as it is not monitored for that purpose.
- ✈ **It is your responsibility to make sure you are marked as present for attendance. If you are late, you must inform the Admin Officer.**

5. STAYING INFORMED

- ✈ The Squadron website is: www.211aircadets.com.
- ✈ The Squadron Website and Weekly Emails are the main sources of communication for the Squadron. They will provide information about upcoming training and events. Receive emails by joining our mailing list; subscribe on the squadron website home page. Check for emails AT LEAST once per week.
- ✈ The Squadron email is: 211rcacs@gmail.com.
- ✈ If you are on Facebook, "Like" the 211 Ottawa Kiwanis Air Cadet Squadron Facebook page to receive the weekly and any last-minute updates and to see Squadron photos. At no time is it required that a cadet join Facebook to receive communications. As mentioned above, the Squadron website and emails will be the Squadron's primary source of information.
- ✈ The Squadron website *Event Calendar* will also provide information about upcoming training and events.

- From time to time, a senior cadet or Squadron officer may also contact you. This cadet will inform you of any special information that you will need to know.
- It is important that the Squadron always has your and your parent's current phone number or e-mail so we can reach you as needed and in the case of an emergency.
- **IT IS YOUR RESPONSIBILITY TO KEEP YOURSELF INFORMED!**
If you use these resources (Squadron website, weekly emails, and Facebook newsfeeds), you should always be aware of what activities are taking place and of any changes to activity particulars. If there is anything you are not sure of, ask a senior cadet.

Please note that there is zero tolerance for any inappropriate remarks or messages posted on any of our communication tools. Disciplinary actions will be taken.

6. **THE UNIFORM**

- The uniform is on loan to you for Cadet use, at no cost to you. You are expected to take good care of it and wear it proudly to all cadet functions as instructed. In case you decide to leave the program, the uniform must be returned so others may benefit from its use.
- The Supply Officer will take measurements and order a uniform as soon as all of your paperwork is completed and handed into Administration. (If a new uniform is required to be ordered, it may take from 2 to 6 weeks for it to arrive).
- The uniform is to be kept clean (wash or dry clean) and pressed.
- Boots must shine at all times! (The Kiwi brand polish and shining cloth is recommended and is available at your local grocery store or at the Squadron canteen during break on Regular Training Nights.)
- Hair cut / style must be worn to standard.
- Check the *Resources – Uniform* section on the Squadron website for helpful videos and tips on keeping your uniform and hair to standard.
- The C-2 Routine Training Dress worn during the "Winter Dress" period for regular training and other activities that require the wearing of the uniform consists of the following uniform articles:
 - Wedge
 - Tunic with name tag and ribbons (if awarded)
 - Dress shirt with rank slip-ons
 - Tie
 - Pants
 - Belt
 - Grey socks
 - Boots

- The C-2B Routine Training Dress worn during the "Summer Dress" period for regular training and other activities that require the wearing of the uniform consists of the following uniform articles:
 - Wedge
 - Dress shirt with rank slip-ons, name tag and ribbons (if awarded)
 - Pants
 - Belt
 - Grey socks
 - Boots

- **If you do not have a full uniform issued to you, the dress code on training nights is as follows:**
 - White dress shirt or white blouse for females
 - Dark pants
 - Dress shoes
 - Hair must be worn to standard

- At some activities, cadets are expected to wear "appropriate" civilian clothes; ripped clothing, clothes which are skin-tight or revealing and clothes which are marked with inappropriate messages are not permitted.

7. TRAINING NIGHT SCHEDULE:

1815 Cadets arrive and proceed to the gym

1825 Form up into Flights for opening parade in gym

1830 Opening parade in gym, announcements

1855 Dismissed for training by Level

1905 Period 1 of instruction

1935 Period 2 of instruction

2005 Break in cafeteria

Snacks, drinks, and shoe polish are available for purchase at the canteen. Note that snacks can only be eaten in the cafeteria.

2025 Break ends

2025 Period 3 of instruction

2100 Final parade* in gym, announcements, sign up for activities

2115 Dismissal

* Parents are welcome to come observe the final parade.

AIR CADET LEVELS AND RANKS

There are five training levels in air cadets. New cadets normally start in Level 1. Each level is normally completed in one training year that runs from September to June. Older cadets that join may be accelerated up to Level 3 with the approval of the Commanding Officer. Level 4 cadets learn to instruct. Level 5 cadets instruct other cadets.

Cadets begin with the rank of Air Cadet and may be promoted to higher ranks. Cadet rank promotions are governed by national standards ([CATO 13-02](#)) and local standards (Squadron Policy on Promotions). The Commanding Officer promotes deserving cadets at the recommendation of the Training Officer.

Refer to the *Resources – Cadet Level and Rank Progression* section on the Squadron website.

Everyone in cadets has a rank. To address another cadet, use the rank followed by the last name. On the next page are the different air cadet ranks.

Air Cadet Ranks



*Leading Air Cadet
(LAC)*



*Corporal
(Cpl)*



*Flight Corporal
(FCpl)*



*Sergeant
(Sgt)*



*Flight Sergeant
(FSgt)*



*Warrant Officer
Second Class
(WO2)*



*Warrant Officer
First Class
(WO1)*

RIGHTS & RESPONSIBILITIES OF CADETS

RIGHTS

As a Cadet, I have the right to:

- *Be treated fairly and with respect*
- *Belong*
- *Feel safe*
- *Be included*
- *Learn*
- *Seek help*
- *Be heard*
- *Make decisions*
- *Be protected from emotional, physical and sexual abuse and all forms of harassment*
- *Use the law*
- *Say “NO” to unwelcome behaviour*

RESPONSIBILITIES

As a Cadet, I have the responsibility to:

- *Treat others with respect*
- *Not exclude anyone*
- *Help protect others*
- *Not dominate others*
- *Tell the truth*
- *Get help if I need it*
- *Listen*
- *Not misuse my power*
- *Control my anger*
- *Not harass or abuse anyone*
- *Respect personal boundaries – honour “NO’s”*

(Fairholm, Hearing the Hurt, 1997)

Questions/Concerns regarding the content of this page should be directed to the Unit Cadet Conflict Management Advisor (UCCMA)

REGULAR TRAINING

The **mission** of the Cadet Program is to contribute to the development and preparation of youth for the transition to adulthood, enabling them to meet the challenges of modern society, through a dynamic community-based program.

The **aims** of the Royal Canadian Air Cadet program are as follows:

- 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 Armed Forces and in aviation in general

Many air 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

While meeting the aims of the Air Cadet program, the 211 Ottawa Kiwanis Squadron believes that well-trained cadets are able to accept the various roles and responsibilities within the squadron. As our cadets progress, they learn 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. Under the supervision of the Officers and Civilian Instructors, senior cadets instruct classes, conduct parades, organize activities, mentor younger cadets and many other important tasks that keep the squadron running smoothly.

First year air cadets (Level 1) will start on the program listed below.

- 101 – Participate in Citizenship Activities
- 102 – Perform Community Service
- 103 – Participate as a Member of a Team
- 104 – Develop a Personal Activity Plan
- 105 – Participate in Recreational Sports
- 106 – Fire the Cadet Air Rifle
- 107 – Serve in an Air Cadet Squadron
- 108 – Participate in an Annual Parade
- 120 – Participate in Canadian Forces (CF) Familiarization Activities
- 121 – Participate in Canadian Aviation Activities
- 129 – Communicate Using the Phonetic Alphabet
- 130 – Participate in Aviation Activities
- 140 – Participate in Aerospace Activities
- 160 – Participate in Aerodrome Ops Activities
- 190 – Participate in a Field exercise

Adult **Officers** and **Civilian Instructors (CIs)** supervise cadets during all training exercises and non-training activities. Squadron Officers are commissioned officers in a branch of the Canadian Armed Forces known as the Cadet Instructor Cadre (CIC). All Officers and volunteers undergo Vulnerable Sector Screening and Police Checks before they are authorized to work on a regular basis with cadets. The Squadron has a *Unit Cadet Conflict Management Advisor (UCCMA)* to handle more serious issues that may arise and to assist cadets that may be in need of guidance.

Older or more experienced cadets (senior cadets) are responsible for a group of cadets and implement activities planned by the adult staff. Cadets are given more responsibility as they gain experience, develop their leadership, and as they rise through the cadet ranks.

Refer to the *About/ Leadership Team* section on the Squadron website for this year's Leadership Team comprised of Officers, Civilian Instructors, and senior cadets.

SPECIAL ACTIVITIES

Before you sign up for an activity, please make sure that you are available, and then show up for the activity. A no-show has huge impact on the budget of the squadron when you consider the transportation, equipment, supplies, and food that are requested ahead of time. Every cadet should know that although the cadet organization is free, activities do cost the Squadron.

Air Studies (Ground School) -- Air studies takes place at NDHS on Monday evenings from 1830 to 2030. **Senior Air Studies** is offered from September to January on and is intended for cadets in Level 3 and up who wish to increase their knowledge of aviation and is required for those intending to apply for the Glider Pilot or Power Pilot Scholarship courses this year or next year. **Junior Air Studies** is offered from February to May and is intended for cadets in Levels 1 to 3 who wish to increase their knowledge of aviation. For more information about Air Studies, contact the Chief Ground School Instructor.

Annual Ceremonial Review (ACR) – This is the final parade of the cadet year where cadets are recognized for their achievements. Families are invited to attend this special event. See the Air Cadet Awards section for more information about possible awards.

Band – 211 Squadron has both a brass & reed and pipes & drums band. The Squadron is always looking for new band members. Training takes place from Sept to June on Friday evenings at Ottawa Technical Secondary School. Throughout the year, there are many opportunities for playing at community events (e.g., the Ottawa Help Santa Toy Parade, Italfest Ottawa, SoundWaves Ottawa at Andrew Haydon Park, Rapinese Association Parade, etc.), competing in a music festival, and earning high school community service hours. For more information, contact the Chief Band Officer.

Battle of Britain Parade – The Battle of Britain parade takes place in September of each year. This parade honors the sacrifice of the airmen who flew in the Battle of Britain (July to October 1940). Cadets may have an opportunity to participate in the parade with the veterans.

Battle of the Atlantic Parade – The Battle of Atlantic parade takes place at the Westboro Legion in May of each year. This parade honours the sacrifice of the men and women of the Royal Canadian Navy, the Canadian Merchant Navy and the Royal Canadian Air Force that fought in the Battle of the Atlantic (September 1939 to May 1945), the longest battle during the Second World War. Cadets may have an opportunity to participate in the parade with the veterans.

Biathlon – The Squadron has a Biathlon team for regional competition. Biathlon consists of skiing a set distance and then shooting at a target. The cadets train for this on Saturdays from October to February at Camp Fortune and other locations as communicated regularly through Squadron emails and the website calendar. Ski

equipment is available. For more information, contact one of the Biathlon Coaches or email 211squadronbiathlon@gmail.com.

Commanding Officer's (CO's) Parade – This formal parade takes place monthly, usually the first regular training night of the month in the gym around 9 pm. Parents are encouraged to attend as cadets are officially recognized for recent accomplishments (i.e. promotions) during this time.

Effective Speaking – This training enables cadets to improve both their public presentations and to deliver their message more effectively. Cadets also participate in public speaking competitions, which are held at the local, regional, provincial, and national levels. Cadets train for this on Tuesdays from October to February. For more information, contact the Training Officer or Assistant Training Officer.

Excalibur – Excalibur is an inter-squadron competition that takes place in January. The events include dodgeball, volleyball, kin-ball (a sport similar to dodge ball), first aid, and improvisation. Cadets train for this on Tuesdays from October to January. For more information, contact the Training Officer or Assistant Training Officer.

Field Training Exercise (FTX) (Bush Weekends) – Cadets are trained in various outdoor skills such as map reading, shelter building, team building and much more. These are full weekend events, requiring drop off at NDHS on Friday evening and pick up from NDHS on Sunday afternoon. They are offered once in the fall, winter, and spring. The Winter FTX is open to Level 3 and up. The Fall and Spring FTXs are open to all cadets. Cadets are required to attend at least one FTX each year to pass their Level. Consult the kit list, which lists what to bring and what not to bring. Military-issue sleeping bags are provided.

Fundraising – Cadets must earn at least two fundraising points to be eligible to join the Year End Trip. Fundraising participation is also a consideration for summer training course selection and cadet award selection. Cadets have the opportunity to contribute to Squadron fundraising in two main ways:

Bed Race for Kiwanis – The Squadron participates in the annual Bed Race for Kiwanis, which raises funds for various Kiwanis Club of Ottawa programs. This fundraiser is held during Winterlude in Ottawa. Teams of 4 runners and 1 rider compete with modified and decorated beds for honours and prizes as the fastest bed, the best decorated bed, and the best fund raisers. *All cadets*, whether or not they are part of the 211 Bed Race Team, are expected to collect cash or online donation pledges from family and friends. The minimum fundraising goal for each cadet is \$50. Cadets can also attend the Bed Race to cheer on the 211 Bed Race team. Cadets can earn one fundraising point for being part of the Kiwanis Bed Race team and/or collecting donation pledges.

Tag Day – This is a mandatory Squadron fundraising activity where cadets collect cash donations at various community/business locations promoting the Air Cadet program. Donors are given an “I Support Air Cadets” tag. The Squadron Support Committee organizes this event, but Squadron parent

volunteers are asked to help with driving. Tag Days are held twice a year. Cadets who participate for a half-day can earn one fundraising point. Cadets who can stay the full day can earn two fundraising points and will be given lunch.

Watch the weekly announcements for other fundraising opportunities such as the Air Cadet Walkathon. The cadet who raises the most funds for the Squadron during the training year will receive the **SSC Award for the Top Fundraising Cadet**.

Glider Familiarization Flights – This is a full-day activity offered once in the fall and once in the spring. Cadets are bused from NDHS to the Smith Falls Cadet Flying Site to go gliding. A glider is an aircraft without an engine. Cadets have the opportunity to ride in a glider, which is flown by experienced cadets and officers who have their glider's license. Cadets are involved in all aspects of preparing the glider for flight.

Marksmanship – Under the supervision of an Officer trained in range safety, cadets learn to shoot a Daisy Air Rifle. The 211 Squadron also has a marksmanship team that participates in various competitions throughout the year. Team training takes place on Friday evenings from 1900 to 2100 in Gatineau. For more information, contact the Marksmanship Coach.

Mess (Protocol) Dinner – This formal dinner is offered once annually where 211 cadets experience military tradition at the (Royal Canadian Air Force) RCAF Officer's Mess.

Pilot Scholarship – Cadets who are interested in obtaining their pilot's license must attend Senior Air Studies at the Squadron and apply for the Glider Pilot Scholarship (GPS) Course or the Power Pilot (PPS) Scholarship Course.

Cadets who are 16 or older by September 1st of the year of the course can apply for the GPS course. Cadets 17 or older by September 1st of the year of the course can apply for the PPS course. These Scholarships are highly competitive involving a rigorous application, exam and interview process; the successful candidates will train in the summer to get their Transport Canada license.

Poppy Sales – Cadets participate in the sale and distribution of poppies in support of local Legions. All funds raised through the sale of poppies aid our veterans and their families.

Power Familiarization Flights – Cadets have the opportunity to ride in a small aircraft (i.e. Cessna) at the Rockcliffe Airport. This is a scheduled event where cadets are assigned a timeslot.

Rapinese Association Parade – The Rapinese Association Parade is a mass band event featuring several local air cadet squadrons, which takes place in May and runs from St. Anthony's Church to St. Anthony's Soccer Club in Little Italy, Ottawa.

Remembrance Day Services – On November 11, cadets participate in services and parades at various locations in the community, such as schools, veteran’s homes and at the National War Memorial.

Summer Training – Attending a summer training course is a rewarding experience and each cadet is encouraged to apply.

Regional Summer Training – Each year the Squadron is allotted a number of spaces for summer training courses. Cadets are selected based on their Level and their attendance at mandatory and optional activities, fundraising events, and previous summer training. Examples of summer training include General Training, Basic Survival, Basic Ceremonial Drill and Leadership, and Basic Sports and Fitness. These courses are offered in the provinces of Quebec and Ontario as well as other regions of Canada.

Advanced Summer Training – These courses are open to senior cadets. In order to attend these courses, cadets are selected through a rigorous application and interview process. In addition, pilot scholarship applicants must write an exam.

For further details about Regional or Advanced Summer Training, see the Summer Training Section.

Year-End Trip – This exciting year-end weekend trip is offered to all cadets who have earned at least two fundraising points during the training year.

SUMMER TRAINING

Attending a summer training course is a rewarding experience, and each cadet is encouraged to apply. Each year, the Squadron receives an allotted number of spaces for various summer training courses. The number of spaces is based on the Squadron Strength (the number of cadets registered in the Squadron) and will fluctuate from year to year. Due to the limited amount of space and allocation for summer training, each cadet that applies for summer training will be reviewed thoroughly by the Officer Staff based on their attendance, ability, drill, dress, and general attitude. Please note that there is also a waitlist for all courses. If a cadet does not initially receive an offer of participation, the cadet will be placed on a waitlist pending any openings.

Cadets attending summer training courses may request a 24-hour leave of absence for special events like a prom or special family event by completing the necessary paperwork ahead of time.

Regional Summer Training

Each year the Squadron is allotted a designated number of spaces for regional summer training courses. There is an application and selection process as well as Level prerequisites. Cadets are selected based on their Level and their attendance at mandatory and optional activities, fundraising events, and previous summer training. The following are the regional summer training courses offered to Air Cadets:

Familiarization

General Training (2 weeks) for Level 1+

Leadership

Basic Leadership (3 weeks) for Level 2+

Basic Drill & Ceremonial (3 weeks) for Level 2+

Drill & Ceremonial Instructor (6 weeks) for Level 3+

Senior Leaders Course (6 weeks) for Level 4+

Fitness & Sports

Basic Fitness & Sports (3 weeks) for Level 2+

Fitness & Sports Instructor (6 weeks) for Level 3+

Survival

Basic Survival (3 weeks) for Level 2+

Survival Instructor (6 weeks) for Level 3+

Marksmanship

Air Rifle Marksmanship Instructor (6 weeks) for Level 3+

Music

Military Band – Basic Musician (3 weeks) for Level 2+

Military Band – Intermediate Musician (6 weeks) for Level 3+
Military Band – Advanced Musician (6 weeks) for Level 4+

Technology & Aerospace

Basic Aviation Technology & Aerospace (3 weeks) for Level 2+

Pilot Training

Basic Aviation (3 weeks) for Level 2+

Advanced Aviation (3 weeks) for Level 3+

For more information about Regional Summer Training, check the sections *For Air Cadets* and *Common to All Cadets* on this website:

<http://www.cadets.ca/en/summer-opportunities/training-courses.page>

Advanced Summer Training

Advanced summer training is open to senior cadets. Cadets are selected to attend these summer training courses through a rigorous application and interview process both at the Squadron and Regional level. Cadets applying for the pilot scholarship courses must also write an exam.

Cadets are ranked based on their cadet rank, cadet training level, previous summer training experiences, attendance at mandatory and optional activities, academic level and performance, their interview performance, and for pilot scholarship applicants, their written exam result.

The following are the Advanced Summer Training Courses offered to Air Cadets:

- Advanced Aviation Technology - Airport Operations (6 weeks) for Level 3+
- Advanced Aviation Technology - Aircraft Maintenance (6 weeks) for Level 3+
- Advanced Aerospace (6 weeks) for Level 3+
- Glider Pilot Scholarship (6 weeks)*
- Power Pilot Scholarship (7 weeks)**
- International Air Cadet Exchange for Level 5

* A prerequisite for the Glider Pilot Scholarship is that cadets must be 16 years old before September 1st of the year of the course and have completed Level 3 by the end of the current training year.

** A prerequisite for the Power Pilot Scholarship is that cadets must be 16 years old before September 1st of the year of the course and have completed Level 4 by the end of the current training year.

Advanced Training -- Staff Cadet

Cadets that are in Level 4 or 5 and are at least 16 years of age can apply to be summer training course staff cadets (6 or 7 weeks).

For more information about Advanced Summer Training, check the sections *For Air Cadets* and *Common to All Cadets* on this website:

<http://www.cadets.ca/en/summer-opportunities/training-advanced.page>

CADET AWARDS AND SCHOLARSHIPS

At the Annual Cadet Review (ACR), the following awards are given to deserving cadets *based on 211 Staff recommendations*:

Vic and Allan Castledine Trophy for Outstanding Level 1 Cadet

This award is presented to the Level 1 cadet showing the best bearing, deportment, attitude, conduct, attendance, and level exam marks during the training year. The name of the trophy commemorates the 75th anniversary of the 211 Squadron (1942-2017).

Command Officer's Award for Outstanding Level 2 Cadet

This award is presented to the Level 2 cadet showing the best bearing, deportment, attitude, conduct, attendance, and level exam marks during the training year.

Kenneth Miller Award for Outstanding Level 3 Cadet

Ken Miller has been serving as the Kiwanis Club of Ottawa's representative on the Squadron Sponsoring Committee since 1981. This award is presented to the Level 3 cadet showing the best bearing, deportment, attitude, conduct, attendance, and level exam marks during the training year.

Kiwanis Club of Ottawa Award for Outstanding Level 4 Cadet

This award is presented to the Level 4 cadet showing the best bearing, deportment, attitude, conduct, attendance, and level exam marks during the training year.

Allen Bourne Memorial Proficiency Award for Outstanding Level 5 Cadet

In 1957, Spartan Air Services Limited sponsored this award named after Allen Bourne, a former 211 cadet, who was a pilot with this company. This award is presented to the Level 5 cadet showing proficiency, leadership, and dedication in all undertakings and activities.

Healey Music Excellence Trophy

In May 1998, this trophy was presented by Major Bryan Healey, sons WO1 (ret) Michael Healey, Cadet Pipe Major WO1 (ret) Grant Healey, and daughter Sgt. (ret) Leslie Healey in appreciation of six years of great opportunities in the 211 Ottawa Kiwanis Air Cadet Squadron. This trophy is presented to the cadet band member deemed to have made the greatest effort and the most progress in becoming a serious musician during the training year.

Outstanding Cadet Instructor Award

This award is presented to the Level 5 cadet showing excellence in cadet training instruction.

Lou Ullrich Memorial Outstanding Marksmanship Trophy

Lou Ullrich was a former 211 Commanding Officer and police officer with the Ottawa Police Services as well as a well-respected member of the Kiwanis Club of Ottawa, who was extremely active in the community. This trophy is presented to the cadet achieving the best performance in marksmanship activities during the training year.

Outstanding Biathlon Award

This award is presented to the cadet achieving the best performance in biathlon activities during the training year.

Outstanding Air Studies Cadet

This award is presented to the cadet deemed to have shown the best attitude, participation, and exam performance in senior air studies.

Also at the ACR, the *Squadron Sponsoring Committee (SSC)* will present the following award to a deserving cadet:

SSC Award for the Top Fundraising Cadet

This award is presented to the cadet who has fundraised the most for the Squadron as determined by the Squadron Sponsoring Committee.

Below is a list of *The Air Cadet League (ACL) of Canada national and provincial awards and scholarships* that are available to 211 air cadets who qualify. Some of these require the cadets to submit an application. For a more detailed list and descriptions of ACL awards and scholarships, click on these links:

- <http://aircadetleague.com/for-cadets-squadrons/awards/>
- Section 5.8 of <http://aircadetleague.com/about-us/policy-procedure/>
- For SSC members, see also Section 16 and Annex B of the Sponsoring Committee Guide found in <http://211aircadets.com/Resources/Documents>

National Air Cadet League of Canada Awards and Scholarships

- Continuation Flying Training Awards such as the Civil Air Search and Rescue Association (CASRA) Foundation Bursary and the West Jet Pilots' Association Continuation Pilot Training Award
- Royal Canadian Legion Air Cadet of the Year Award (awarded annually by the Air Cadet League of Canada on behalf of the Royal Canadian Legion)
- The Colonel Robert Perron Fitness Award
- **Post-Secondary Education Scholarships such as the Young Citizens Foundation Scholarship, the Birchall Scholarship, and the Dale Scholarship (Click here for more info: <http://aircadetleague.com/for-cadets-squadrons/awards/scholarships/>; April 1st deadline)**
- Jazz Aviation Pathway Awards for cadets intending to enroll in a Jazz Aviation Pathway Program (June 30 of entrance year deadline; click here for more info: <http://aircadetleague.com/for-cadets-squadrons/awards/jazz-scholarships/>)
- Air Cadet League Annual Music Awards for Excellence
- Pilot Training Achievement Awards such as the Frank Kobe Award
- Cadet Award for Bravery
- Lord Strathcona Medal (This is the highest award that can be granted to a cadet in recognition of meritorious performance in local unit training activities. It is awarded by the Lord Strathcona Trust. Click here for more information: <http://aircadetleague.com/for-cadets-squadrons/awards/lord-strathcona-medal/>)
- Air Cadet Service Medal (This award is presented to cadets who have completed four years of honourable service to the squadron. There is a similar award for five or six years of honourable service.)

Provincial Air Cadet League of Canada Awards and Scholarships

- Chairman's Award (This is the highest award presented by the Air Cadet League Provincial Committee -- Quebec and Ottawa Valley. The recipient becomes the Cadet Ambassador for the Quebec and Ottawa Valley and will be called in their year of mandate to participate in various events including the ACL Provincial Committee's annual general meeting.)
- Bursary for Cadet Glider Pilot Qualified for Passenger Rating
- Effective Speaking Competition Award
- Cadet Study Bursary (for post-secondary education)

The Royal Canadian Legion Cadet Medal of Excellence

The Royal Canadian Legion sponsors and awards this medal to recognize individual endeavours in citizenship that meet or enhance the aims and objectives of the cadet movement. Each squadron may award one medal per training year. Cadets meeting the criteria of the medal are welcome to submit their candidature to the Squadron Commanding Officer.

Selection Criteria:

1. The cadet has met all requirements of the squadron annual mandatory and optional training programs.
2. The cadet has participated in a minimum of three community service events, in addition to those supported by the cadet squadron.
3. The cadet is regarded by peers and superiors as exemplifying the model cadet.
4. The cadet has enhanced the squadron through:
 - a) Co-operation with peers and subordinates
 - b) Comradeship
 - c) Promoting goodwill and morale within the squadron
 - d) Aiding in the development of group identity and cohesiveness
 - e) Supporting and assisting fellow unit members
 - f) His/her involvement in the local community

Click here for more information:

<http://aircadetleague.com/for-members/awards/royal-canadian-legion-cadet-medal-excellence/>

DUKE OF EDINBURGH'S INTERNATIONAL AWARD -- CANADA

The Duke of Edinburgh's International Award – Canada program is a youth development program described in more detail by this link: www.dukeofed.org

On September 11, 2017, The Duke of Edinburgh's International Award – Canada program signed a memorandum of understanding (an official partnership) with Cadets Canada. Both Cadets Canada and the Duke of Edinburgh's Award program share many of the same values and objectives. They have a long history of working together toward a common goal – the positive development of Canada's young people as good leaders and citizens in their communities. As a result of this partnership, they anticipate that more and more Cadets and Junior Canadian Rangers across the country will become involved with the Award.

With the Duke of Edinburgh's Award, there are four areas of development including service, skills, physical fitness, and adventurous journey within three award levels (bronze, silver, and gold). Air cadets that participate in this program find that they can count many of their cadet training year experiences towards their Duke of Edinburgh's Award level.

If you have general questions about the Duke of Edinburgh's Award program or how to register, you can contact Karen Gormley, the Ottawa Coordinator, at kgormley@dukeofed.org. If you wish to select the 211 Squadron as your Award Supervising Unit, contact your Squadron Commanding Officer. It is best to register with the award program at the start of new school year to take advantage of the full Cadet training year.

SQUADRON STAFF MEMBERS

To address a squadron staff member, use the rank followed by the last name. Here are the officer ranks of the Royal Canadian Air Force.



*Civilian Instructor
(CI)*



*Officer Cadet
(OCdt)*



*Second Lieutenant
(2Lt)*



*Lieutenant
(Lt)*



*Captain
(Capt)*



*Major
(Maj)*

SQUADRON SPONSORING COMMITTEE

The Squadron Sponsoring Committee (SSC) is the local representative of the Air Cadet League of Canada. The 211 SSC is composed of 5 to 11 interested parents (of current and former cadets) and other adult community members. SSC membership is decided on a yearly basis through an election held in May or June for the following training year. SSC roles include the Chair, two Vice Chairs, Treasurer, Secretary, and up to 6 Directors. The 211 SSC also includes a representative of the Kiwanis Club of Ottawa. Check the file "Squadron Sponsoring Committee Guide" in the *Resources -- Documents* section on the Squadron website for a description of SSC roles.

Refer to the Squadron website for this year's SSC members.

The SSC works in partnership with the Squadron staff (Officers and Civilian Instructors) to support the local training program in order to achieve the three goals of the Royal Canadian Air Cadets, which are to develop leadership and good citizens, to promote physical fitness, and to stimulate an interest in aviation. The SSC has monthly meetings, usually the first Wednesday of each month, in the cafeteria. Anyone is welcome to sit in on the meetings though only SSC members may vote on SSC meeting motions.

The SSC is responsible for:

- Providing suitable facilities for cadet training and activities
- Promoting the Cadet Program to the community
- Fundraising and managing the squadron's funds and bank account
- Ensuring that cadets are evaluated and treated fairly
- Providing input for major decisions and selections at the Squadron

To join the SSC, applicants must undergo a screening process, including a Vulnerable Sector Screening and Police Check, and must agree to comply with the League's regulations. For more information about the SSC, contact the SSC Chair at 211chair@gmail.com.

KIWANIS CLUB OF OTTAWA

The Kiwanis Club of Ottawa, founded in 1917, is one of the most active and dynamic service clubs in the world. With 170 members from the private, public, and voluntary sectors, the Club has focuses on community service projects for children and youth, including the Kiwanis Read-a-thon, the Kiwanis Music Festival, mentoring of our sponsored youth through the 211 Ottawa Kiwanis Royal Canadian Legion Air Cadet Squadron, the high school Key Clubs, University and College Circle K Clubs, as well as AKtion Clubs. These projects require thousands of volunteer hours from Club members, and the Club spearheads high-profile fund raising events to help fund these projects. The Kiwanis motto is “One Can Make a Difference”.

The 211 Ottawa Kiwanis Royal Canadian Air Cadet Squadron was founded on November 13, 1942. The Squadron's first Commanding Officer was Vic Castledine, and his son Allan Castledine was recruited as the first cadet. Both are honoured in the Kiwanis Hall of Fame. Since its inception, the Squadron has been privileged to have had the Kiwanis Club of Ottawa as its sponsor, which provides substantial financial support and volunteer hours to assist the Squadron in building tomorrow's leaders.

Read more about the Kiwanis Club of Ottawa at <http://www.ottawakiwanis.org/>

THE ROYAL CANADIAN LEGION – WESTBORO BRANCH

The Royal Canadian Legion – Branch 480 Westboro serves Canada's veterans as well as community seniors and youth. The Westboro Legion is a faithful patron of the 211 Squadron. In return, the Squadron cadets have the opportunity to participate in the Legion's annual fundraising Poppy Campaign, and at the Westboro Cenotaph, memorial parades and services for the Battle of the Atlantic, Remembrance Day, and the Battle of Britain.

Read more about the Westboro Legion at <http://www.rcl480.com/>

HOW CAN PARENTS HELP

Parents, you can do a great deal to help your son/daughter become successful in the Air Cadet Program. The most important thing is to show an interest in their success and training and to support them during the year. Here are some ways:

- Help them organize their after-school time so that there will be time for Air Cadets and schoolwork
- Remind them to look after their uniform (washing, drying, pressing, shining)
- Include Air Cadet activities such as weekend training on the family calendar
- Avoid schedule conflicts with major activities such as the Annual Cadet Review and squadron fundraising
- Transport your son/daughter (and maybe their friends) to parade nights and pick them up at the end of the night
- Encourage them to participate in squadron teams and activities. The more they put into the squadron, the more they will get out of the program.
- Encourage him/her to apply for Air Cadet League of Canada National or Provincial Awards and Scholarships or the Royal Canadian Legion Cadet Medal of Excellence. (See the Cadet Awards and Scholarships section.)

GETTING INVOLVED

There are many ways that adults can get involved with the Air Cadet Program.

- Become a **Volunteer**. There is always a need for volunteers. Adult volunteers are needed for driving on weekend activities and for operating the canteen during training nights or for special activities.
- Become a **Civilian Instructor (CI)**. If you can devote time on a regular basis to the squadron, or if you have special skills (flying, first aid, photography, etc.), you could become a CI. CIs are considered part of the staff complement of a squadron and may receive some pay for their efforts.
- Become a **Cadet Instructor Cadre Officer (CIC)**. CIC Officers are members of the Canadian Forces whose duties are to instruct cadets. Officers must be able to attend regularly (both regular parade nights and weekend activities) 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 DND standards.
- Join the **Squadron Sponsoring Committee (SSC)**. Each Squadron has a SSC. The SSC provides the support for the squadron and is involved with fundraising, providing facilities and promoting the squadron activities. The committee usually meets monthly although some committees meet more often. If you have skills you think might be useful to the SSC (for instance; accounting, fundraising, public relations, administrative or secretarial), please contact the SSC Chair.
- Any adult who wishes to work with Air Cadets must be registered and screened by the SSC or the Canadian Forces. This process includes a reference check and a criminal record check.

FUNDRAISING

Although there is no cost to join Air Cadets, there is a significant cost to running the Squadron, which is partially funded by the Department of National Defence; our sponsor, the Kiwanis Club of Ottawa; and our patron, the Royal Canadian Legion – Westboro Branch. However, Squadron fundraising activities are a very important source of revenue. If our cadet/family fundraising activities are not successful, the squadron suffers. If some cadets/families do not participate in fundraising activities, other cadets/families have to work twice as hard to make up the difference. **Fundraising participation is also an important consideration for cadet summer training course selection and cadet award selection.** The cadet who raises the most funds for the Squadron during the training year is eligible to receive the **SSC Award for the Top Fundraising Cadet.**

The Squadron is a registered charity.

Name: 211 Ottawa-Kiwanis Air Cadet Squadron Sponsoring Committee

Registration number: **123613523 RR0075**

Parents can help with Squadron fundraising in several ways:

1. **Contribute directly** to the Squadron. Make the cheque payable to **211 Ottawa Kiwanis SSC.**
2. Contribute via a **United Way payroll deduction** referencing the Squadron registered charity name above.
3. Assist your cadet to participate in the fall and spring **Tag Days** (See Special Activities - Fundraising)
4. Help your cadet meet his/her annual **Kiwanis Bed Race** fundraising goal by making a pledge yourself or helping him/her collect pledges or save money ahead of time to meet this goal. (See Special Activities - Fundraising)
5. Offer suggestions for fundraising activities or potential donors.

CONCLUSION

Joining Air Cadets is a big step for a young person. As parents, you can do a lot to support your son/daughter as they proceed through the Air Cadet Program. If you have any questions, please contact the Commanding Officer or the Chair of the Squadron Sponsoring Committee. 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 of Canada.