



## **638 Algonquin Squadron**

# **HANDBOOK**

Welcome to the Royal Canadian Air Cadet Program. By joining **638 Algonquin Royal Canadian Air Cadet Squadron**, you have joined one of Canada's truly premier youth organizations. In Ontario, there are about 8,000 young people between the ages of 12 and 18 enrolled in 114 Air Cadet Squadrons. In Canada there are 24,000 Air Cadets in some 452 squadrons.

On behalf of the Air Cadet League of Canada and its Ontario Provincial Committee, the Department of National Defence, the Squadron Sponsoring Committee and the Commanding Officer and staff of 638 Algonquin Squadron, we would like to say how pleased we are to have you in the Air Cadet program.

### **THE BEGINNING**

The Air Cadet program started in 1941, as part of the war effort, when a group of civilian volunteers set up a country-wide organization to help stimulate an interest in flying and aviation, with an eye to the requirements of the Royal Canadian Air Force. Many cadets eventually entered wartime service with the RCAF (Army and Sea Cadets were already in existence).

Following the end of the war, the Air Cadet program remained solidly in place. Its role changed to adjust to the changing needs of the Canadian society and its young people.

Today 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 toward the aviation and aerospace fields, including the air element of the Canadian Armed Forces

Some portions of the program assist in related career preparation, some very directly as in the case of pilot scholarships, aircraft maintenance and airport management.

Be completely assured that cadets are not military, nor is there any expectation for them to join the military. The Air Cadet program is focused on providing Canadian youth with the skills, knowledge and inclination to become effective leaders, good citizens and healthy, well-adjusted persons.

Although there are significant costs to run the Air Cadet Program, and fundraising is necessary, there are no costs to join the program and everything we do in Air Cadets can be summed up in the motto of the program:

**To Learn, To Serve, To Advance.**

## **THE PARTNERSHIP**

The Royal Canadian Air Cadet Program, part of the largest Federal Government youth program, is a unique **partnership** between the Federal Government's Department of National Defence and the Air Cadet League of Canada, the latter a civilian not-for-profit organization.

Each squadron is sponsored by a local organization, in our case a **Squadron Sponsoring Committee**. The Sponsoring Committee is responsible for: securing and paying for the squadron facilities for training, parades, office and storage; funding certain elements of the program such as a band, optional training and social events; attracting recruit cadets and adult leaders and supporters; ensuring registration and screening of volunteer adult leaders and supporters; public relations; fund raising; managing the squadron finances; and, for other functions in concert with the Commanding Officer.

Each **squadron** is staffed by a group of officers, civilian instructors and volunteers under the direction of the **Commanding Officer (CO)**. The CO is responsible for organizing and supervising the operation of the squadron, with the staff and for the cadets, and for the implementation of the training program. The squadron staff organize the training program according to nationally set standards. They plan and implement the various training activities throughout the year.

At the provincial and national level, the Department of National Defence/Canadian Armed Forces and the Air Cadet League work cooperatively to provide the necessary oversight and resources to support the squadrons. This includes provision of uniforms and training for officers and cadets, aircraft and gliders for the flying program, as well as administrative support for squadrons and sponsoring committees.

## **CADET RESPONSIBILITIES**

There is no cost involved with joining our Air Cadet Squadron. However, there are expectations for all cadets. These include:

**🚫 Attend all mandatory training activities and training nights and participating as often as possible in the optional activities.**

**🚫 Cadets must sign in on the attendance register when arriving at an activity. This is the record that will be used for entering attendance into our system and this record**

**will be used in case of an emergency to check who is in attendance (i.e. evacuation of the Armoury, etc...).**

It is important for cadets to attend all scheduled mandatory activities. Cadets who do not attend training nights regularly will fall behind in their training and will not be as successful. The same applies for weekend training. Attendance at special parades such as the Annual Review is critical and mandatory. If your child has a legitimate reason why they cannot attend a mandatory squadron activity, call the Squadron Office (613-732-4470 ext.227) or the designated squadron person in advance. NOTE that by attending all activities over the years, cadets will easily accumulate the **Community Service hours** required to graduate from high school. Cadets wanting to document their Community Service hours are to make a request to the Commanding Officer through their Flight Commander and must complete all fields on the form except for the signature block.

**🚫 Cadets must attend a minimum of 60% of mandatory training in order to pass their Proficiency Level. Cadets who do not meet this requirement will be required to repeat their Proficiency Level and will not be promoted.**

**🚫 Cadets or their parent/guardian must call the Squadron office at 613-732-4470 ext.227 or email the Administration Officer at [638air@cadets.gc.ca](mailto:638air@cadets.gc.ca) in order to be marked excused.**

**MESSAGES POSTED ON FACEBOOK**

**WILL NOT ACCEPTED!**

**🚫 Keeping informed on upcoming activities.**

The cadets are expected to keep informed on current and upcoming activities. They do this by remembering information passed on at training nights, reading/keeping various handouts, and reading the announcements that are posted weekly on the Squadron's Facebook page and Blog. They must share all that information with parents/guardians. In addition, parents/guardians are allowed and encouraged to attend the 'closing parade' at 9:00 PM on regular Wednesday training nights when much information is disseminated to the cadets. Some ongoing activities

include drill team orienteering, biathlon, marksmanship training, and ground school. Award. Many other special activities take place; don't miss them!

🚫 **Information is regularly updated on the Squadron's Facebook site located at <https://www.facebook.com/groups/638algonquinsquadron/>**  
**To join the Facebook group simply click on "Join Group."**

**The Squadron website is**

# **www.638aircadets.ca**

► **Taking care of the uniform.**

Upon completion of their recruit course each cadet will be issued a uniform that they must maintain throughout their cadet career. They will be taught how to shine their boots, iron their shirts, tunics and pants. The uniforms are supplied by the Department of National Defence, and are on loan to the cadet for the duration of their membership in the Squadron. Uniforms must be returned promptly to Supply when a cadet ceases to be a member of the Squadron.

New cadets will receive a blue T-shirt upon joining the squadron. It shall be worn, tucked into the trousers, during regular training and parades. It will be considered their uniform until one is issued.

While in uniform in public, cadets must wear the **complete** uniform at all times, (including wedge), and behave as good citizens and good ambassadors for the cadet program and for 638 Algonquin Squadron. (A cadet should never be seen on the street or in a public place wearing only part of a uniform and/or behaving in an inappropriate manner). **Cadets in uniform are representing the best youth program Canada has to offer and should wear that uniform with pride!**

**Where can I find information about regulations?**

Many regulations come in the form of Cadet Administration Training Orders, more commonly referred to CATOs.

Important CATOs:

- ◆ 55-04 Air Cadet Dress Instructions  
(Includes hair standards)
- ◆ 13-02 Cadet Rank Promotions

**❗ To access various reference documents such as the CATOs you'll need to:**

**-go to <https://portal-portail.cadets.gc.ca>**

**-click on English or French**

**-click on “Login” under “Are you a cadet, parent, etc...”**

**-click on “Sign Up” and then follow the instructions from there**

**❗ Taking part in fund raising activities.**

Although there is no cost to join the squadron, cadets are fully expected to take part in fund raising activities such as **Tag Days** and selling/buying Air Cadet League **Lottery Tickets**. These activities raise some of the necessary funds that make it possible for the squadron to plan and conduct various training, citizenship and social activities.

Cadets are expected to participate in at least one tagging shift during our tagging weekend in the Spring (unusually the end of April).

**❗ Cadets are also expected to sell at least one book of lottery tickets each year.**

**What Happens to the Lottery Money Every Year?**

The Air Cadet Lottery is administered by the Ontario Provincial Committee of the Air Cadet League of Canada (the OPC), under a license issued by the Ontario Lottery & Gaming Commission. Each Squadron is required to sell a minimum number of books of tickets (quota), based on the previous year's squadron average effective strength of cadets. Squadrons receive a portion of the Lottery proceeds based on the number of books they sell.

The portion of proceeds retained by the OPC is used to:

1. Pay all direct Lottery costs (e.g., ticket printing, letter of credit, license fees, prizes, publishing names of winners in a newspaper, etc.).
2. Support the OPC gliding program, by paying for fleet procurement, and maintenance costs associated with the tow planes and gliders it owns and provide to the Air Cadet Program.

**► Paperwork, paperwork, paperwork! And Documents!**

There are permission forms for weekend training and other approved activities such as the year-end or other trips; there are also summer camp applications, information bulletins, training schedules, etc. This information is sent home for the benefit of the cadet and parent/guardian(s). Please insure that forms are properly completed and returned in a timely manner.

**⚠ There is a requirement for the cadet to have his/her Health Card on his/her person during all cadet activities. Cadets will NOT be able to board a bus leaving on an activity without their health card. This includes for summer training.**

**⚠ At the beginning of the training year the Squadron must verify the information we have on each cadet. Validation forms are printed from our system (i.e. Fortress) and distributed to cadets. These forms must be reviewed and returned to the Squadron no later than the last Wednesday of October. Cadets who do not hand in their validation form by the deadline will not be allowed to participate in training until the form is completed and returned.**

► Following all rules and regulations

At all times the dress and deportment of cadets reflects upon the squadron and the Royal Canadian Air Cadets. Upon enrolment all cadets sign a code of conduct agreeing to obey these rules. The cadets thus becomes aware of their responsibilities, the expectations and rules they must obey and the consequences should they not be followed.

### **Here are a few rules specific to our squadron:**

**⚠ Energy drinks are not permitted at any cadet activity.**

**⚠ Along with their health card cadets must also have a water bottle in order to participate in all Squadron activities that take place away from the Armoury.**

**⚠ Cadets should label all their issued and personal items (i.e. water bottle, notebook, etc...) with their first and last name.**

**⚠ Cadets requiring an EpiPen and/or another lifesaving medication must have it on their person at all times. This will be checked and cadets not adhering to this policy will not be allowed to participate in training.**

**⚠ Cadets may not use cell phones, mp3 players, ipods, etc. during cadet training. These devices may be used on free time only. A phone will be made available to your cadet should it be required (ie. illness, homesick, etc.).**

**⚠ Theft, unfortunately, is a fact of life. Please ensure that your cadet leaves their valuable items at home. The Squadron does not take any responsibility for lost money or personal belongings.**

**⚠ The tentative date for this training year's Year End Trip (YET) to Quebec City is 16-18 May 2020. The cost of this year's trip for cadets wishing to attend will be no more than \$150.00. The cost of the year end trip covers transportation, all meals, accommodations, and entrance fees. Cadets may wish to bring a small amount of spending money. It is important to note that no funding from the Department of National Defense is provided for the cost of the year end trip, all funding for the trip is the responsibility of the Squadron. In order to participate in the year end trip cadets must:**

- sell at least one book of lottery tickets or pay an additional \$60.00 on top of the cost for the trip**
- participate in at least three of the following activities throughout the training year: Fall Tagging, Spring Tagging, Poppy Sales, First Aid Kit Sales, Legion Kids' Christmas Party, and/or other Legion events requiring cadet support. Cadets who participate in at least three of these activities will be credited \$25.00 off the cost of the YET**
- cadets wishing to pay for the YET by installments (beginning as early as Sept) must speak to the Squadron Sponsoring Committee Chair to setup an arrangement**
- cadets wishing to participate in the YET but cannot afford the cost of the year end trip must speak with the Squadron Sponsoring Committee Chair as early in the year as possible to come up with a plan**
- please note that no refunds for the year end trip will be issued if the Squadron is charged for your spot and you do not attend.**

**⚠ Cadets must pay proper compliments to officers, staff, and senior cadets.**

**Salute when:**

- approaching an officer**
- being approached by an officer**
- entering an office or classroom where an officer is present**



**Come to attention:**

- approaching/being approached by a staff member that is not an officer (i.e. officer cadet, non-commissioned member, or civilian)
- approaching/being approached by a senior cadet (FSgt, WO2, or WO1)
- entering an office or classroom where a staff member or senior cadet is present

**CADET CODE OF CONDUCT**

I hereby agree to carry out my duties to the best of my ability and to conform to these rules:

- a. I agree to respect the people around me, my environment, and the belongings of others;
- b. I agree to not purchase, sell, consume or distribute alcohol, narcotics, prohibited substances, drug related paraphernalia, or pornographic material and to not take part in illegal gambling activities;
- c. I agree to not purchase, sell, or distribute tobacco products, including vaping paraphernalia;
- d. I agree to not consume any prescription or non-prescription medications not specifically prescribed to me for a current health condition;
- e. I agree to not commit theft or to borrow the belongings of others without having been authorized to do so by the owners of the belongings in question;
- f. I agree to not sell, barter, or steal any items belonging to the Department of National Defence or the government or a Cadet League or sponsor;
- g. I agree to respect my peers and supervisors and to conduct myself toward others following the values and regulations of the Positive Social Relations for Youth Program;
- h. I agree to not fight with, shout at, or bully anyone;
- i. I agree to be loyal, honest, courageous, diligent, fair, and responsible;
- j. I agree to respect all rules and regulations and to report to my supervisors any breach of the rules of which I may be aware;
- k. I agree to conform to the approved cadet dress regulations;
- l. I agree to obey proper orders, directives, and instructions issued by persons in positions of authority; and I agree to do nothing that might endanger the immediate safety of other persons; and
- m. I agree to do nothing that might endanger the immediate safety of other persons.

**HOW CAN PARENTS HELP THEIR CADETS?**

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. There are many other ways that you can help your son/daughter be successful.

These include:

- ▶ Helping them organize and manage their after-school time so that there will be time for both Air Cadets and schoolwork.
- ▶ Helping them look after their uniform
- ▶ Ensuring they sell/buy their lottery tickets promptly, securing the tickets, stubs and monies at all times. Be familiar with the instructions supplied with the tickets.
- ▶ Including Air Cadet activities such as weekend training on the family calendar. Trying to avoid family scheduling conflicts with major activities such as Annual Reviews.
- ▶ Ensuring that valuables are not brought to any cadet activity as the squadron is not responsible for lost or stolen items.
- ▶ Transporting your son/daughter (and maybe their friends) to training nights and picking them up promptly at the end. The 9:15pm timing for the end of closing parade is flexible. The squadron staff make an effort to meet all scheduled timings but occasionally things do run late. Please be understanding. Please arrive on time for pickups so that the staff can leave promptly after events as well.
- ▶ Encourage them to participate in squadron activities. The more they put in to the squadron, the more they will get out of it.

### **WEARING THE UNIFORM**

The uniform shall be worn in a clean, neat, professional manner at all times:

- Replacement of lost or too small articles of clothing is the responsibility of the individual cadet. To replace an item your cadet must see the supply officer.
- Cadets are to wear the issued overcoat/toque/gloves as applicable to the weather conditions. The wearing of suitable civilian heavy winter coats and black gloves over the uniform is authorized if a cadet has not been issued the uniform equivalent.
- All issued clothing is to be clearly marked with the cadet's name.
- Cadets require the permission of the CO to wear any order of dress on any occasion other than an authorized cadet function. This includes events such as weddings, baptisms, funerals, and Remembrance Day services at the cadet's school.
- Uniform parts are not to be worn in combination with civilian clothing (eg. The cadet parka cannot be worn with civilian clothing).

**❗ Cadets who show up to an activity out of uniform will be required to go home. The only exception to this rule is if they have a uniform piece on order with supply and wearing their uniform without the missing uniform piece would not be appropriate. For example if a cadet is missing his tunic he could still attend the activity in summer dress, but a cadet who is missing a pair of pants could not be expected to wear their uniform.**

#### **SQUADRON T-SHIRT**

**❗ Cadets are required to purchase a Squadron t-shirt. The t-shirt costs \$15.00 and can be purchased from the Squadron's canteen. The t-shirt is worn to team competitions, certain activities, and must be worn on all Squadron sport nights.**

**❗ It is mandatory for all cadets participating in a Regionally Directed Activity (i.e. Orienteering, Marksmanship, Biathlon, Drill Team, etc...) when not in uniform to wear Squadron clothing (i.e. red t-shirt, jacket, hoodie, etc...) to properly identify them as members of 638 Squadron. This is especially important during the awards ceremony.**

#### **CIVILIAN CLOTHING**

Cadets often wear civilian dress for optional activities.

- Clothing worn will be appropriate to the cadet activity
- Clothing is to be clean, and in good repair
- Pyjamas are not to be worn to cadet activities

**❗ No revealing clothing or inappropriate slogans or graphics are tolerated.**

#### **PIERCINGS**

The national regulations state that female cadets in uniform may wear a single pair of plain gold, silver stud or white pearl earrings in pierced ears. The single stud earring, worn in the centre of each earlobe, shall be spherical in shape and not exceed 0.6 cm in diameter. No other type of earring shall be worn except for a gold or silver-healing device of similar shape and size, which may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each ear lobe, may be worn at a time. Male cadets are not authorized to wear an earring or earrings.

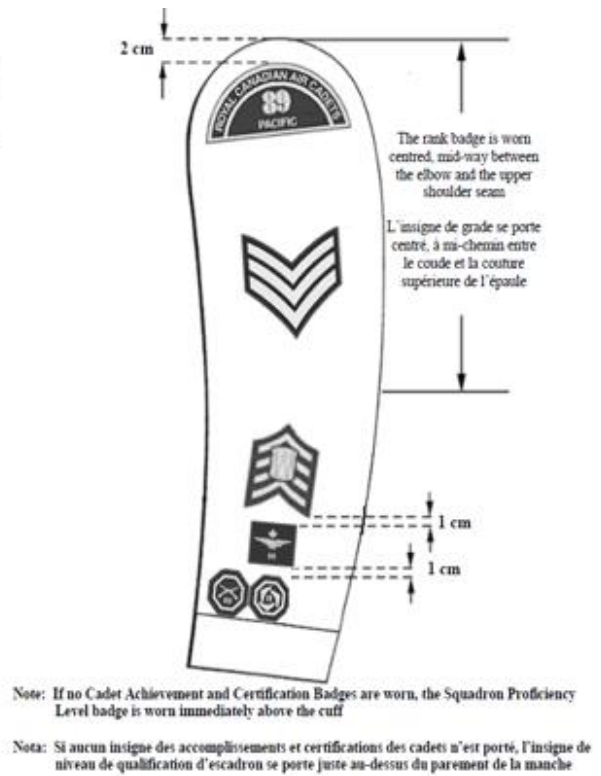
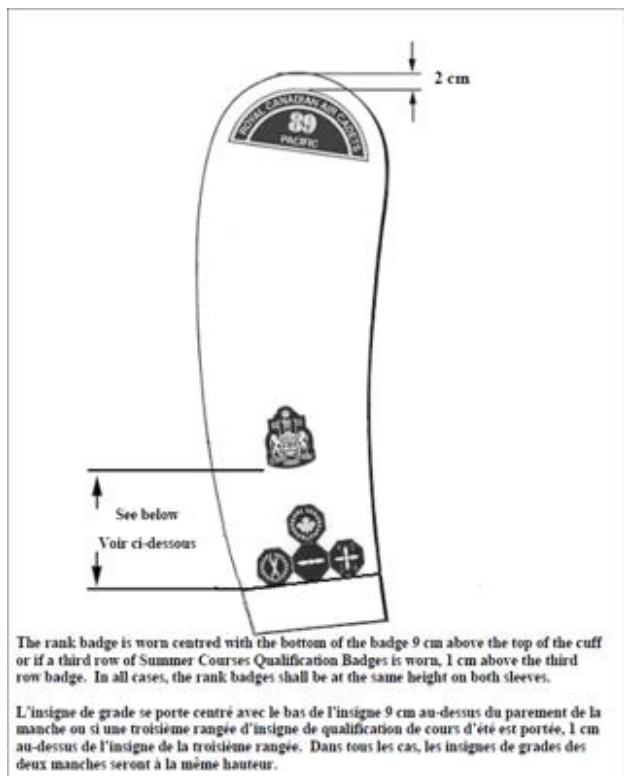
**❗ No deviation from this policy will be accepted (i.e. wearing a Band Aid over the piercing, etc...). Cadets who do not adhere to this policy will not be allowed to**

**participate in the program. These regulations apply to cadets in uniform and in civilian attire.**

### **CADET BADGES**

We frequently receive questions from parents about badge placement (especially after promotions). We encourage the cadets to sew on their own badges but occasionally they could use some assistance.

The following images are taken from CATO 55-04.



### **PROMOTIONS**

Promotion in the Air Cadet Program is based on strict criteria. Up to the rank of Flight Sergeant, promotion is based mainly on regular attendance, good participation and attitude and successful completion of each proficiency level of training. Cadet must also have participated in fitness testing in order to be promoted.

A cadet must first meet certain basic standards such as attendance, time as a cadet and in rank, training levels completed and summer courses attended. The squadron sets additional standards for those senior promotions. These include participation in weekend training,

participation on squadron activities, dress, drill and deportment and a willingness and availability to take on leadership and administrative roles.

The decision to promote a cadet is made by the Commanding Officer in consultation with other members of the squadron staff and sponsoring committee. For more information about promotions, please refer to CATO 13-02 or contact the Standards Officer.

Rank	Abbreviation
Warrant Officer First Class	WO1
Warrant Officer Second Class	WO2
Flight Sergeant	FSgt
Sergeant	Sgt
Flight Corporal	FCpl
Corporal	Cpl
Leading Air Cadet	LAC
Air Cadet	AC

### **POSITIVE SOCIAL RELATIONS FOR YOUTH (PSRY)**

The Positive Social Relations for Youth training is directly linked to the aim of the Cadet Program which includes developing in youth the attributes of good citizenship and leadership. Attending PSRY training is mandatory for every cadet.

The objectives of the PSRY program are to prepare cadets to:

- Interact comfortably within the cadet community
- Interact positively with others
- Exercise sound judgment and accept personal accountability for actions and choices
- Deal with interpersonal conflict
- Seek assistance from available resources when needed

It should be noted that if a cadet has a situation they are free to talk to whomever they feel comfortable with, be it an officer, another cadet, parent...should they choose to do so.

**⚠ 638 Squadron has adopted a “hands off policy.” Cadets should never have their hands on another cadet without the permission of the other cadet and for good reason.**

## **CADET TEAMS**

### **Drill Teams (Drill without Arms and Drill with Arms)**

The 638 Squadron drill team practices yearlong for the area cadet drill team competition held in North Bay in May.

Any member of the squadron may apply for membership on the Team, but only those who display dedication and competence will remain. In addition to learning the movements and performing the drill, this team has a lot of fun and creates close bonds with friends.

### **Flag Party**

The Flag Party is a hard working team that does many special events. To be a part of the Flag Party it takes a dedicated team player that has a desire to hone their self-discipline, confidence, stamina, drill and leadership potential. A solid understanding of basic drill movements, dress and deportment are required to try out.

### **Marksmanship Team**

Marksmanship is one of the most popular cadet training activities. Cadet marksmanship had its roots in familiarization training with the Canadian Forces. Its current focus, however, is on teaching cadets the proper use and safe handling of firearms for recreational purposes only. The marksmanship program has been specifically designed for youth and is based on Olympic-style competition.

### **Orienteering Team**

Orienteering is a sport that combines physical fitness with the ability to navigate through wilderness using a map and compass. It can be both an individual or team challenge. As such, it touches on several aspects of cadet training - physical fitness, the ability to make decisions, navigation skill, map reading ability, travelling in the outdoors, confidence and discipline.

The Orienteering Competition is held in late September or early October.

### **Biathlon Team**

The Squadron Biathlon program is an introduction to the two sports of rifle shooting and skate skiing.

638 Algonquin Squadron trains on weekends. The physical training is to build upon an individual's endurance and strength. Range training will teach the cadet proper handling, basic knowledge of the Daisy Air Rifle, the Anschutz rifle and range safety. Safety is of the utmost importance throughout all training.

Biathlon is a sport that offers a true test of individual stamina and endurance as well as the disciplined art of rifle handling and skiing.

## **AWARDS**

There are quite a few awards that may be presented to recognize the efforts put forth by our cadets. The award descriptions are included in this handbook so that parents can further motivate their child to put forth their best effort.

### **Major G.F. Ireland Award**

This award is presented to the two cadets, one male and one female, that show the most promise in drill, deportment, and attitude during their first year with the Squadron.

### **Junior NCO Award**

This award is presented to the cadet who is of a junior rank and who is presently completing the junior levels of training as prescribed by the Air Cadet Training Standard. Deportment, attitude, and bearing all play a part in selecting this candidate for this award.

### **Senior NCO Award**

This award is presented to the cadet who is of a senior rank and who is presently completing the Senior levels of training as prescribed by the Air Cadet Training Standard. The recipient exemplifies a cadet who has worked diligently with their superiors and subordinates to ensure that a high degree of efficiency and standards are upheld in the Squadron. The recipient portrays superior skills as a senior cadet and always sets a good example.

### **Outstanding Sportsmanship Award**

This award is open to cadets of all ranks. The recipient best represents the cadet who excels in sports activities within the Squadron and who excels in inter-Squadron competitions (i.e. Exertion, etc...). The cadet's deportment during all sporting events is an integral part in consideration for this award.

### **Marksmanship Trophy**

This award is presented to the cadet who scored the highest mark at the Zone 21 Marksmanship Competition in North Bay.

### **Citizenship Award**

This award is presented to a cadet who best demonstrates the attributes of good citizenship by being involved in the Squadron and in the community. As well, the recipient is involved in extra-curricular activities with the Squadron and their school. This award is open to cadets of all ranks in the Squadron.

**Best Dressed Award**

This award is presented to the cadet who has shown the highest level of dress during the past training year

**Outstanding Cadet Award**

Usually presented to a higher rank, the award recognizes outstanding cadet performance in all aspects of internal Squadron operation. Outstanding leadership abilities, as well as dress and deportment of excellent calibre are prerequisites in order to be considered for this award.

**Most Improved Cadet Award**

Presented on behalf of the 638 Squadron staff, this trophy acknowledges the cadet who through hard work and self-determination shows a great degree of improvement in overall dress, deportment, and attitude. This award is open to all ranks. Improvement of self through discipline is stressed in the Squadron's training.

**Highest Mark on the Flying Exam**

This award is presented to the cadet who has attained the highest mark on the flying or gliding examination given by the Regional Cadet Air Operations office each year. Cadets participate in many hours of ground school instruction with various subjects being taught such as principles of flight, air navigation, and meteorology. As part of the selection process, this select group of cadets must pass written exams to determine which of them will be selected for the Power Pilot Scholarship Course or the Glider Pilot Scholarship Course.

**W.E. Parr Memorial Trophy**

This award is presented to the cadet who has demonstrated a similar conviction in support of the evolution of the Squadron for a common good. Normally given to a senior NCO, the recipient of this award is someone who devotes a great deal of time and energy on the "behind the scenes" work which is often unnoticed by the cadets. The recipient of this award is considered by his or her peers as a mature and reliable individual who can be counted on to provide the necessary guidance and direction to those under their care. This, in turn, is balanced by the staff's faith in the recipient's ability to foster a safe environment in all Squadron activities.

**Lord Strathcona Medal**

The recipient must have a complete knowledge of the activities of the cadet movement and must meet the following requirements: have a high level of physical fitness, have qualified to a training level not below Level 3, have met all requirements of their squadron's mandatory training program, attended at least 75 per cent of the scheduled training parades in the year of nomination, have met all requirements of their squadron's optional/support training program and participated in at least 50 per cent of scheduled activities in the year of nomination, have completed three years as a cadet, and be regarded by peers and supervisors as exemplifying the model cadet.



### **Royal Canadian Legion Medal of Excellence**

The main objective in awarding the RCL Cadet Medal of Excellence is to emphasize the citizenship aspects of the cadet program. To be eligible for consideration, a cadet must meet the following conditions: met all requirements of the squadron's annual mandatory and optional training programs; participated in a minimum of three community service events, in addition to those supported by the cadet squadron; regarded by peers and superiors as exemplifying the model cadet; and enhanced the cadet squadron through: co-operation with peers and subordinates, comradeship, promoting goodwill and morale within the squadron, aiding in the development of group identity and cohesiveness, supporting and assisting fellow unit members, and his/her involvement in the local community.

### **Drill Team Award (In Honour of Amanda and David John)**

Presented annually to the single most deserving member of competition drill team. The criteria for the award includes; attendance, teamwork, commitment and achievement. This award is chosen by the members of the drill team and presented by the primary coach of the team.

### **Perfect Attendance Pins**

Cadets with perfect attendance (i.e. no absences and/or evenings where they are excused) during mandatory parade nights will be recognized at the Cadet/Parent Annual Dinner and Awards Ceremony.

## **SUMMER TRAINING**

Each year, some ten thousand Air Cadets have the opportunity to attend summer training throughout Ontario and Canada. Courses run two, three, six and seven weeks and cover a wide range of subjects from basic training to music, athletics, leadership, aviation and gliding/power flying.

There is no cost to attend summer training however the available spaces are finite. There are more Air Cadets who want to attend summer training than there are spaces. Nevertheless, our squadron has done very well in sending most applicants to training.

*It is important that cadets who apply to go to summer training be committed to go if and when their selection is announced. Cadets should apply with commitment and declare right away if circumstances dictate a change.*

A priority list is prepared for each summer training course. A cadet's position on the priority list is determined by a number of qualifying factors variously including the cadet's age, interest and aptitude in the particular course, previous summer training for more advanced cadets and level of participation in local squadron activities. The final decisions as to which cadets go to a particular course are not made by the squadron staff but by are made at the regional and national levels.

In order to apply for summer training, each cadet needs to fill out an application form indicating their selections. This is typically done in October for National Courses and in January for Regional Courses.

**⚠ Cadets wishing to be considered for the Glider Pilot Scholarship (GPS) or the Power Pilot Scholarship (PPS) are highly encouraged to participate in the Squadron's ground school program, but it is not a requirement to do so. ALL cadets wishing to be considered for the GPS and PPS must complete the same quizzes as prescribed by the Chief Ground School Instructor and/or the Commanding Officer and the cadets with the highest overall average will be selected over other cadets who scored lower. Cadets who fail to complete a quiz and do not make reasonable arrangements to rewrite will receive an overall score of zero for that specific quiz.**

For more information about summer camps, including application procedures and timelines and summer camp dates, contact the summer contact officer.

**⚠ Please note that just because you apply for summer training doesn't guarantee that you will be selected for a summer training course. Approximately one third of cadets are selected for summer training each year.**

#### **OTHER WAYS ADULTS/ PARENTS CAN HELP**

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

##### **Become an occasional volunteer.**

Ask the Commanding Officer if there is a need for more occasional volunteers. Some events require adult volunteers to drive for weekend activities, or help in some way with special activities.

##### **Become a Volunteer Staff Instructor.**

If you can devote time on a regular basis to the squadron, or if you have special skills (flying, first aid, photography, music, etc) you could become a Volunteer Staff Instructor, or in some circumstances a paid Civilian Instructor.

### **Become a CIC Officer.**

The Cadet Instructor Cadre officers are members of a special component of the Canadian Forces whose sole duties are as youth development leaders. Officers must be able to attend regularly (both regular parade nights and weekend activities) as well as take training courses offered. CIC officers receive pay, uniforms and training through the Canadian Forces and are eligible for promotion after meeting national standards.

### **Join the Squadron Sponsoring Committee.**

The Sponsoring Committee provides support for the squadron and has many functions, including fund raising, providing facilities and promoting the squadron activities. If you have particular skills (event organizer, fundraising, public relations, etc) you think might be useful to the Sponsoring Committee or simply want to help, please contact the Sponsoring Committee Chairperson or the CO.

Any adult who wishes to work (volunteer) with an Air Cadet squadron must be registered and screened by the Sponsoring Committee and the Air Cadet League. This process includes an interview, a reference check, and a police/criminal records check with vulnerable sector screening.

### **MORE WAYS PARENTS/ FRIENDS CAN HELP 638 ALGONQUIN SQUADRON SPECIFICALLY**

We know from experience, that some parents/ guardians/ friends can sometimes tap into companies/ work place/ clubs/ associations/ etc. for **items that the squadron needs**. This could be donations (money, or goods, including for the canteen, or products to be used or raffled, etc.), the use of facilities for squadron activities, and perhaps other 'goodies'. If you can help in that regard, please speak to a member of the Sponsoring Committee or the Commanding Officer.

The Squadron Sponsoring Committee is a **Registered Charity** with Canada Revenue Agency. As such, if you or someone you know wishes to make a donation, we can issue an official **income tax receipt**.

In addition, if you regularly **donate through your work place** each pay, you may wish to direct your contribution in whole or in part to our charity. This could also apply to one of your relatives, a friend, neighbour, ex-air cadet you know, etc. For details on the name and number of our Registered Charity, contact a member of the Sponsoring Committee or the staff.

**When donating to the United Way please consider directing your donation to a local charity.**

## **#638 Algonquin Squadron**

**Charity Registration Number 130387665 RR 0036**

**Simply identify #638 Algonquin Squadron and our charity number when making your donation.**

### **SQUADRON SPORT NIGHTS**

The Squadron holds a sports night the first Wednesday of each month. This is a mandatory training night and all cadets are expected to attend.

**🚫 Dress for the event will be appropriate civilian sports gear, running shoes, and your Squadron t-shirt. Cadets are not required to arrive in PT gear. They may change at the Armoury.**

### **COMMANDING OFFICER'S PARADE**

CO's Parades are held every second month. Refer to the TEAMUP calendar to confirm dates and times. The parade provides an opportunity for the CO and invited guests to inspect the Squadron, recognize special achievements, and for the CO to address the Squadron. Cadets are required to be in full uniform (i.e. tunic, dress shirt, tie, etc...). Parent/guardian(s) are encouraged to attend and seating will be available.

### **42 FIELD REGIMENT (LANARK AND RENFREW SCOTTISH), ROYAL CANADIAN ARTILLERY**

We are fortunate to be a lodger unit in the Pembroke Armoury which is home to 42 Field Regiment. The unit provides office and storage space for the Squadron.

It is important to note that as an artillery regiment their "colours" are their guns (i.e. 105mm Howitzer). A regiment or independent battery of artillery on a ceremonial parade with its guns, "is equivalent to a battalion with its Colours, and is to be saluted accordingly." We ask cadets and parents not to lean on the guns inside the Armoury or to put items on them.

## **638 SQUADRON HISTORY AND TRADITIONS**

*(Please note: this section is under construction and more will follow year to year)*

The Squadron was formed on January 15, 1957 and had their first Annual Ceremonial Review (ACR) (then called an Annual Inspection) in June 1957.

638 Squadron's affiliated unit is 450 Tactical Helicopter Squadron.

The Squadron's mascot is Woodstock. Woodstock is a fictional character in Charles M. Schulz's comic strip Peanuts.



## **CONCLUSION**

Making the decision to join the Air Cadets is a big step for a young person. The demands of the program are significant but the rewards are absolutely worth it. As parents, you can indeed do a lot to support your child as they proceed through the Air Cadet Program or the Squadron in general.

If you have any questions about the information included in this publication, please contact the Squadron Office. Squadron Staff 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.

## CONTACT INFORMATION

638 Algonquin Squadron  
613-732-4470 ext.227

Regular training:  
Wednesdays, 6:30-9:15pm  
Pembroke Armoury  
177 Victoria St.  
Pembroke, ON

Squadron Mailing Address:  
638 RC(Air)C Squadron  
P.O. Box 1201  
Pembroke, Ontario  
K8A 6Y6

Squadron e-mail Address: [638air@cadets.gc.ca](mailto:638air@cadets.gc.ca)  
Facebook Group: <https://www.facebook.com/groups/638algonquinsquadron/>  
Website: [638aircadets.ca](http://638aircadets.ca)



For upcoming dates check out the Squadron's calendar at:  
<https://teamup.com/ksbdbda58dbf8c2db4>

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# ACKNOWLEDGEMENT

**This must be signed by the cadet and parent/guardian(s) and returned to the Squadron.**

I acknowledge that I have read and understood the contents of this handbook and agree to abide by the direction provided within.

I also acknowledge that I have paid specific attention to the Code of Conduct and that I fully understand what is required of me as a cadet.

\_\_\_\_\_  
Cadet's Name (PLEASE PRINT)

\_\_\_\_\_  
Cadet's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
1<sup>ST</sup> Parent/Guardian's Name (PLEASE PRINT)

\_\_\_\_\_  
1<sup>ST</sup> Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>ND</sup> Parent/Guardian's Name (PLEASE PRINT)

\_\_\_\_\_  
2<sup>ND</sup> Parent/Guardian's Signature

\_\_\_\_\_  
Date