



**11 Lethbridge Royal Canadian Air Cadet Squadron
Parent Handbook**

September 2019

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CONTACT INFORMATION

This booklet is intended to provide prospective cadets and parents with general information about this cadet Squadron. If you do not find the answers to your questions in this booklet, please do not hesitate to contact us.

Squadron Staff:

Commanding Officer – Capt. Evert Foster
Administrative Officer - Capt. Bruce. Look
Assistant Administrative Officer - 2nd Lieutenant Nathaniel Quinn
Training Officer - Capt. Florence Look
Supply Officer - Capt. Alastair Furtado

Squadron Phone: (403) 327-7083

Squadron Website: www.lethbridgeaircadets.com

Parent Committee Email: 11.cadet.parents@gmail.com

Air Cadet League of Canada: www.aircadetleague.com

- **If you have any questions, comments or concerns regarding the cadet program, please contact the staff through the phone number above.**
- **If you have any questions regarding Parent Association sponsored events, fundraising, the parent association or volunteering, please contact the Chairperson at the email address 11.cadet.parents@gmail.com**

There is a "Parent or Guardian - Contact Information" sheet for you as a parent or guardian to complete and return to the Parent Committee as soon as possible. This provides important contact information for the committee and allows us to inform you of upcoming events. If you have any changes to your contact information throughout the cadet year, please let us know.

HOW 11 SQUADRON WAS FORMED

11 (Lethbridge) Air Cadet Squadron was formed in September 1941. Since then, many young people have been trained to become better individuals and have enjoyed the many benefits associated with being a part of our dynamic team of dedicated Air Cadets.

Air Cadets has proven to be a very valuable program for many young Canadians. The skills that are learned in the program are some of the essential ones used throughout life. The Air Cadet organization prides itself on its ability to train young people to accept responsibility as they develop leadership skills in the various tasks that they perform. Opportunities open to Air Cadets are numerous. Few organizations offer training to their members as extensive as that offered to Air Cadets. The chance to become a pilot, learn about airport operations, train as a leader, learn valuable bush survival skills, or travel to foreign countries - these are only a sampling of the opportunities. It is up to the cadet to choose which programs will be pursued and a cadet's career will develop around individual interests. In short, the Air Cadet movement has a lot to offer those who are ready to dedicate themselves to gaining the valuable experiences offered in the many programs. We provide a balanced training program for our cadets, allowing plenty of room to develop personal strengths within a team environment. The Squadron has something to offer everyone, so we welcome you to **COME FLY WITH US!**

WHAT ARE AIR CADETS?

The aims of the Royal Canadian Air Cadets are to develop in youth the attributes of good citizenship and leadership, to promote physical fitness, and to stimulate an interest in the Royal Canadian Air Force and the Canadian Armed Forces. The cadets form new friendships, have fun, and build confidence.

The motto for the Air Cadet program is **“To Learn - To Serve - To Advance”**

WHAT DO AIR CADETS DO?

Cadets are youth, aged 12 to 18, who take part in activities at a Cadet Squadron within their local community. These activities are designed to help them to become more self-confident, develop their leadership skills, improve their physical fitness, communication skills, and teach self-discipline through challenging training. During the training year, the cadets participate in both theoretical and practical classes.

Some of these classes include:

Community Service	Leadership	Personal Fitness & Healthy Living
Recreational Sports	Air Rifle Marksmanship	General Cadet Knowledge 1 st year
Drill	CAF Familiarization	Radio Communication
Aviation Activities	Aerospace Activities	Aerodrome Operations Activities
Aircrew Survival	Biathlon	Aviation History
Principles of Flight	Propulsion	Aerospace
Aircraft Manufacturing & Maintenance	Positive Social Relations for Youth	

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

Optional activities are held on weekends and other weekday evenings. In order to attend some activities your cadet must sign up; these activities can include: gliding, familiarization flying, range and weekend exercises. Cadets will also participate in community service and fundraising activities that will happen on weekends. Besides the regular weekly parades there are other mandatory events as well; Poppy Day, Remembrance Day, and the Annual Ceremonial Review in May/June. Your cadet will be advised of these activities well in advance of the date.

WHAT ARE THE REQUIREMENTS TO JOIN AIR CADETS?

Air Cadets is open to both males and females. You must have reached your 12th birthday, but not be older than 18 in order to become an Air Cadet. You must also be a Canadian citizen or a landed immigrant. You will be required to fill out some paperwork, which must be signed by your parent/guardian. We will need a photocopy of your Alberta Health Care card and your birth certificate.

At the end of each evening (approximately 9:10 pm) the cadets meet on the parade square for the final evening parade. Please note that all parents are welcome and encouraged to come in to the armory to watch the final parade. Many announcements are made at this time and it is a good opportunity to find out what is happening with your cadet

Weekly parades are mandatory for all cadets. If a cadet cannot attend a parade night or special activity, it is imperative that the parents or guardian contact the Squadron Admin office at (403) 327-7083 and leave a message indicating their cadet's name, rank, what flight they are in, and the reason for not attending before the evening training commences. This assists Squadron staff in maintaining accurate records for excused absences. The cadets have the opportunity to earn a perfect attendance award at the end of the year, and this is how the Squadron keeps track of cadet absences.

During weekly training, the cadets participate in a variety of activities. As a cadet progresses through the program, new and different classes are introduced-such as leadership and instructional techniques to help the cadet develop the various skills necessary to advance through the Air Cadet program. All classes are designed to enhance a cadet's knowledge in accordance with the aims of the Air Cadet program.

HOW LONG MUST I STAY IN AIR CADETS ONCE I JOIN?

A cadet is free to leave the Air Cadet program at any time; however, you are encouraged to try the program for at least three months before you make your decision. The Air Cadet program is probably different than anything you've ever done before, and while many cadets feel quite comfortable with things right from the beginning, others take a few weeks or months to get a true feeling of everything. Once you have been involved for a few months, get used to the program, and make a few friends, we are sure you will find that you really enjoy being an Air Cadet.

IS THERE ANY CHARGE FOR AIR CADETS?

There is no charge to enroll in Air Cadets. Air Cadets is free! Although there are no fees, the program is not free. The cost for each cadet is their commitment to the Squadron, to their training, and to their fellow cadets. The cost to you as a parent or guardian of a cadet is your commitment to supporting your cadet and their Squadron through your interest and active involvement. Volunteers are needed to assist with activities and fundraising.

WHAT ABOUT THE UNIFORM?

The Canadian Armed Forces loans complete uniforms (worth about \$600) to each cadet. New cadets will receive their uniforms approximately 5 weeks after enrolment, depending on availability of uniform pieces in appropriate sizes. In return, cadets are expected to take good care of their uniform. It must be returned in its entirety when you leave cadets. The uniform may only be worn to and from parade nights or for special cadet functions. It may not be worn at non-cadet activities without authorization of the Commanding Officer.

DO I HAVE TO DO LOTS OF MARCHING?

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

HOW DO I BECOME INVOLVED IN SQUADRON ACTIVITIES?

For every activity, we have a sign-up sheet for cadets who are interested in attending. If you want to attend an activity, you must put your name on the sign-up sheet. It is important that you sign up as we base our quotas for food, accommodation, and transportation on this sign-up. Also, if you cannot make it to an activity, you should either take your name off the sign-up list or call the Squadron to cancel, as there is usually a waiting list of other cadets who would like to go if you cannot.

WHO DO I TALK TO IF I HAVE A QUESTION OR A PROBLEM?

Every new cadet is assigned a corporal who is responsible for that cadet. Your corporal should be able to answer your questions or find the answers to your questions. This person will be a big help to you in becoming familiar with the Squadron. If your corporal cannot answer your question, he/she will ask the next highest cadet in the chain of command. This way, cadets can feel comfortable talking to other cadets that are approximately the same age. Uniformed officers and civilian instructors are available at all times to help cadets with any problems.

DO I HAVE TO JOIN THE CANADIAN ARMED FORCES AFTER I AM DONE CADETS?

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

WHAT ABOUT SUMMER TRAINING CAMPS?

There are several summer training courses for cadets. A first-year cadet may only apply to attend the Basic Training course (2-week training course). All cadets are provided with application forms in mid-January. Not all cadets who apply for training courses will receive this privilege. Each Squadron has a quota of training course spaces allotted to them by the Department of National Defense (DND). There will be times when the number of applications will outnumber the training course slots to be awarded.

Decisions on which cadets are to attend summer camps are based on the cadet's efforts and attendance during the training year. A cadet must be enrolled in the Squadron by December 31st to be eligible for a summer camp. The cadets living and transportation expenses to and from summer camp are paid for by DND.

The current categories of summer camps offered to Air Cadets are:

Category	Camp Name	Duration
General	General Training-Level 1	2 weeks
Leadership	Basic Leadership	3 weeks
Leadership	Leadership & Ceremonial Leader	6 weeks
Sports/Fitness	Basic Sports	3 weeks
Sports/Fitness	Fitness & Sports Instructor	6 weeks
Survival/Camping	Basic Survival	3 weeks
Survival/Camping	Survival Instructor	6 weeks
Marksmanship	Air Rifle Marksmanship	6 weeks
Music	Military Band-Basic Musician	3 weeks
Music	Military Band-Intermediate Musician	6 weeks
Music	Music Course-Levels 4 and 5	6 weeks
Music	Pipes and Drums-Basic Musician	3 weeks
Music	Pipes and Drums-Intermediate	6 weeks
Music	Pipes and Drums-Levels 4 and 5	6 weeks
Aviation	Basic Aviation	3 weeks
Aviation	Basic Aviation Technology and Aerospace	3 weeks
Aviation	Advanced Aviation	3 weeks
Other	Basic Drill & Ceremonial Dress	3 weeks

In addition to summer camps, several advanced training (scholarship) courses are available to Air Cadets. The Air Cadet League assists with the selection of qualified cadets through a detailed application and interview process. The most deserving cadets are privileged to attend these courses.

The current advanced training (Scholarship) courses are:

Category	Camp Name	Duration
Aviation	Glider Pilot	6 weeks
Aviation	Power Pilot (Private Pilot)	7 weeks
Aviation	Advanced Aerospace	6 weeks
Technical	Advanced Operations Aviation Technology Course-Airport	6 weeks
Technical	Advanced Maintenance Aviation Technology Course-Aircraft	6 weeks
Exchange	International Air Cadet Exchange (Countries may include Australia, Belgium, France, Hong Kong, Netherlands, New Zealand, Singapore, Sweden, Turkey, U.K or U.S.A.)	2-3 weeks

Senior cadets can also apply for on-the-job training as a staff cadet at a summer training center. They may be involved in training junior cadets or in a training support role. These cadets are paid a daily rate.

FLYING AND GLIDING

The Squadron attempts to take all cadets flying in powered aircraft and gliders. Since only three cadets can fly at one time and only one as a passenger in a glider, this takes time to complete.

Cadets who are 16 years old and have completed one training course can apply for gliding or power scholarships and obtain their glider pilot or private pilot's license. Ground school is offered on Thursday evenings to Level 3 cadets who are candidates for those scholarships. In order to receive their glider pilot's license, the cadet must be 16 by September 1 of that year.

DRILL TEAM AND FLAG PARTY

The 11 Lethbridge Squadron also has a competition drill team and ceremonial flag party. Cadets wanting to participate must try out for their teams. Flag party practices are usually Tuesday evenings at the armory from 6:00 pm to 6:45 pm and are mandatory for team members. Drill Team practices are typically Thursday evenings from approx. 7:00 – 9:00 pm. Our drill team has won many medals at the Regional/Provincial level.

SPORTS ACTIVITIES

Physical fitness is a part of the cadet program. The Squadron holds an optional sports night on Monday evenings starting in mid-October. The sports in which we currently compete are volleyball and basketball. There are several regional competitions held between the Cadet units in Southern Alberta. No prior experience is required, and all cadets are encouraged to attend.

CITIZENSHIP TOURS AND LEADERSHIP EXERCISES

Our Squadron organizes educational travel events known as citizenship tours. We attempt to take as many cadets as we can on these extended trips. Tour participants are chosen mainly from 2nd year cadets and higher, based upon the cadet's performance throughout the training year. In the past, we have toured Victoria, Edmonton, 4 Wing Cold Lake, and McCord Air Force Base. We generally offer citizenship tours every other year depending on fundraising efforts by the parents committee. The Air Cadet program offers optional effective speaking training workshops and competitions. Our Squadron also supports candidates in the Duke of Edinburgh Youth Citizenship Program. Cadets have the opportunity to receive the Legion Cadet Medal of Excellence and the Lord Strathcona Medal.

SURVIVAL EXERCISES

In addition, the Squadron goes on at least two weekend, overnight exercises each year to various campsites in Alberta. Survival training is intense wilderness training unlike what you may be familiar with from the Boy Scouts and Girl Guides. Survival gear is provided, and cadets learn: shelter building, fires, knots and lashings, first aid, signals and other survival techniques.

HOW CAN PARENTS HELP?

The tremendous success achieved by the Canadian cadet organizations over the years is the result of great co-operation between the Canadian Armed Forces and various civilian partners. To run a successful cadet Squadron, the Commanding Officer requires the support of a dynamic and resourceful sponsoring committee along with the active involvement of many parent/guardian volunteers willing to spend a few hours each year lending a hand in support of the Squadron activities. There are many ways in which you can help.

The following are a few examples of activities where parents/guardians will make a difference:

- Help during fundraising activities and propose new, innovative ways to raise funds.
- Volunteer professional support in your field of expertise
- Highway cleanup
- Lobster fest (in support of 702 Wing)
- Casino (every 2-3 years)
- Welcome Back and End of Year BBQs
- Sports Tournaments
- Attending Parent Association meetings
- Practice Selection Boards for Scholarships
- Effective Speaking Instruction/Coaching and Competition

Also - and this is very important - you can help by supporting the Squadron staff in their decisions and by ensuring your cadet attends weekly training parades and additional training events. Parents can easily make the difference between a good training year and an extraordinary training year for the cadets and officers.

Although the efforts of the Parents Association seem large, many volunteer parents share it. We strive to make most fundraisers into fun events for parents and cadets alike. Considering the opportunities provided free to your cadet, the effort is a small one. Please come out and see what you can do to help make it a successful training year!

REQUIREMENTS OF ALL PARENTS AND/OR VOLUNTEERS

Any persons (parents or members of the public) wishing to volunteer to work directly with air cadets will be required to complete the Air Cadet League of Canada Volunteer Registration and Screening program. The Air Cadet League of Canada requires a current (within six months) Police Information Check (PIG or CPIC) with Vulnerable Sector Screening and does not recognize any other security screening that may have been done in the past - e.g. Transport Canada aircrew cards or previous military/civil security screening. The Air Cadet League of Canada screens all volunteers to ensure that all persons working with/or on behalf of cadets have work histories that are consistent and acceptable. Persons wishing more information regarding this policy should consult the Air Cadet League Representative or an Executive member/Director of the Parents Association. Contact the Parents Association Chair for the forms and information to start the screening process.

Please take the time to fill out the parent information form and start the volunteer screening process. Once completed the screening is valid for 5 years.

11 LETHBRIDGE AIR CADET SQUADRON PARENTS COMMITTEE

This non-profit charity was established to raise money for cadet activities of 11 Squadron. The committee was made up of 702 Wing RCAFA members at first, and then the Parents Association was formed in the late 1980's to assist the wing. It is made up of all the parents/guardians of cadets enrolled in our Squadron. At present, the annual cost to run the Squadron is approximately \$25,000 per year. This is over and above the financial support that the Department of National Defense provides. These monies are raised through donations and fundraising events throughout the year.

Air Cadets is a NOT-FOR-PROFIT, FREE-TO-JOIN, NO-FEES-ATTACHED organization that can only survive if each cadet and YOU their parent(s)/guardians volunteer with time and effort when required.

The #11 Lethbridge Air Cadet program receives funding from several sources:

- Department of National Defense (DND): they provide funding for the basic Cadet program (parade nights), summer camps plus some extras such as sports tournaments. DND also provides the Cadet and officers uniforms.
- Air Cadet League of Canada: partners with DND to make the Cadet program a success. They provide support for the Provincial Effective Speaking program and support the local gliding program.
- 702 Wing is part of the national Royal Canadian Air Force Association. The Wing is composed of current and retired military members as well as aviation- minded citizens. They are advocates for the Royal Canadian Air Force and to remind Canadians of their country's rich aeronautical tradition and history. In addition to financial support, the Wing sponsors the Squadron's effective speaking program, providing their quarters for practice sessions. As well they provide judges and staff for our local competition. Wing members also assist with Merit Boards (for promotions), Mock Selection Boards (Scholarship Board prep), and at the Welcome Back BBQ. They are also referred to as one of our sponsoring committees.

The Parents Association is the last source of funding for our cadets. Like 702 Wing, we too are referred to as a sponsoring committee. Our goal is to ensure that funds are raised for our cadets to enjoy all the activities and events NOT covered by DND. This includes some items such as: Sports Nights, Tournaments, Biathlon, new equipment for survival exercises, Citizenship tours, plus much, much more.

With recent cutbacks at the National Level, our resources have been heavily taxed.

PARENTS COMMITTEE - YOU ARE A MEMBER!

As the parent or guardian of an Air Cadet in 11 Lethbridge Squadron, you are automatically a member of the Parents Association. As such, you have a right to speak, ask questions, and vote at the monthly meetings and the Annual General Meeting. You may also serve as a member of the Executive if you choose. Monthly meetings are normally held at 7:00 p.m. on the second Tuesday of each month at 702 Wing. The exceptions are September (1st Tuesday) and May (1st and last Tuesday). We encourage you to attend and use the opportunity to voice your opinion and/or concerns, and be involved in your cadet's activities, and to hear first-hand from the Commanding Officer about the cadets' activities and opportunities. On all other Tuesday evenings, in addition to Squadron staff, there are usually a few Executive members of the Parents Association in attendance who can answer questions and respond to concerns.

We invite you to resist the urge to just drop your cadet off or wait in the parking lot for your cadet to emerge each Tuesday night - come on in and find out how you can help your cadet by participating in the Parents Association. Remember to attend the Annual Ceremonial Review in June of each year!

The Executive of the Parents Association look forward to meeting and speaking with you as the year progresses. Welcome to 11 Lethbridge Squadron!

PARENTS COMMITTEE - FUNDRAISING

Below you will find a schedule of our proposed fundraising for the 2017/2018 Cadet training year along with a few tips on selling/promoting our various events. Don't be intimidated! Unlike

some sports clubs, who not only have hefty fees to join but also have mandatory fundraising objectives, we simply ask that you and your cadet do the best that you are able.

Fundraising Schedule & Description:

Event	Date	Description
Monthly Bottle Drive	TBD	We are again only asking each cadet to bring in their own bag of refundable bottles but feel free to collect more from neighbors or family if you wish. This is considered a soft drive as we are not asking for active solicitation.
Coco Brooks	TBD	Our first attempt at fundraising with this organization was a HUGE success with many families asking when we would do this again. Full details will be made well in advance. This is considered a hard drive as active solicitation is encouraged - but believe me, the product sells itself! Just ask any cadet, or family who ordered last year.
Bag Fundraiser	Ongoing – Order forms available at the end of every parade night from Lauren Stone	In Partnership with My Apparel Lethbridge & Coaldale, custom made backpacks, boot bags, and garment bags will be offered for sale to cadets. 15% of sales will go back to the Parent Association for fundraising. The bags are made of high quality waterproof Denier Cordura, and the boot bag is lined with satin to protect the boots. They are adorned with the 11 LAC Crest and personalized with the Cadet Last Name.
Purdy's Chocolates	TBD	This event is a hard drive too as active solicitation is appreciated. More info forthcoming.
Wine Survivor	TBD	By far our most successful fundraiser to date, we are looking at combining this event with an evening of hors d'oeuvres, silent auction and of course, wine!
Highway Clean Up	May - either the first or second Saturday in May - depending on the weather.	This is a MANDATORY Cadet event as it goes toward your community participation. Parents and siblings over 12 are strongly encouraged to participate. This is one of our largest fundraisers of the year so PLEASE MARK YOUR CALENDARS NOW.

Casino		No Casino this year.
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Make it fun - set a goal for yourself- LET'S DO THIS TOGETHER!

SQUADRON COMMUNICATION

Any concerns a parent or guardian may have regarding Squadron operation should be addressed to the Commanding Officer.

Staying in touch, stay informed - e-mail is the way to go for the Parents Association!

The quickest and most effective way to send information and requests is definitely by e-mail. We use e-mail to send reminders of upcoming cadet events, requests for volunteers for specific activities, and we send out agendas and minutes of the monthly meetings (you must be able to receive attachments). We ask that you provide us with a valid e-mail address so that you can receive all of these items. Be sure to let us know if your e-mail address changes. The fastest way to get on the 11 Lethbridge Parents Association email list is to send an e-mail to the Secretary at 11_cadet.parents@gmail.com

You can also find some information on the squadron website. www.lethbridgeaircadets.com

HELPFUL INFORMATION

- Sports Night - Mondays @ 6 p.m. Gilbert Patterson School (2109 12 Ave South)
- Ground School - Thursdays @ 7 p.m. Children of St. Martha's Elementary School (206 McMaster Blvd West)
- Drill Team - Thursdays @ 7p.m. Children of St Martha's Elementary School (206 McMaster Blvd West)
- Range - Held at the Armories, 337 Stubb Ross Road
- Effective Speaking - 702 Wing, 174 Stubb Ross Road
- Parents Association Meetings - 702 Wing, 174 Stubb Ross Road
- Parents Association Annual General Meeting - 702 Wing, 174 Stubb Ross Road
- Welcome Back BBQ - 702 Wing, 174 Stubb Ross Road
- Year End BBQ - To be announced
- Familiarization Flying- Flight training center at airport. Cadets to wear full uniform.
- Gliding - Meet at armories for transport to Vulcan.

