



**AIR CADET LEAGUE OF CANADA
ONTARIO PROVINCIAL COMMITTEE**

**Squadron Sponsor & Sponsoring Committee
Annual Commitment Form – OPC 4900 (Rev 2010)**

PART ONE – To be completed by one Authorized Officer of each official Squadron Sponsor

1. We confirm ourselves as the **Sponsor(s)**, as defined in Para 2, for the purpose of supporting No. _____ Squadron, Royal Canadian Air Cadets, for the current Training Year in accordance and in agreement with The Air Cadet League and OPC Bylaws, Handbooks, and applicable and appropriate rules and procedures (National and Provincial).
2. Squadron **Sponsor(s)**: An organization, Service Club, Corporation or other group that pledges to support a particular Air Cadet Squadron with one or more of personnel, money, facilities/accommodation, and other resources/supplies.

First Sponsor:

_____ (e.g.: AFAC Wing, RCL Branch, Kiwanis Club, Group of Individuals, etc)

Authorized Officer:

_____ Print name

_____ Signature

_____ Date

Second Sponsor:

(If Applicable)

_____ (e.g.: AFAC Wing, RCL Branch, Kiwanis Club, Group of Individuals, etc)

Authorized Officer:

_____ Print Name

_____ Signature

_____ Date

Third Sponsor:

(If applicable)

_____ (e.g.: AFAC Wing, RCL Branch, Kiwanis Club, Group of Individuals, etc)

Authorized Officer:

_____ Print name

_____ Signature

_____ Date

PART TWO – Including Annex A, to be completed by all members of the Squadron Sponsoring Committee (SSC)

Due by 31 October. A minimum of five SSC members is required.

1. Full/formal name of Committee as registered with the bank:

2. Official registered charity name of Committee as registered with the Canadian Revenue Agency (if different from above):

3. Registered Charity #: _____

4. SSC Mailing Address:

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5. As the Executive members, we agree to be responsible as an element of The Air Cadet League of Canada (OPC) and in partnership and cooperation with the Squadron Commanding Officer (CO) and Staff, in that:
- a. The SSC and the Squadron will comply with and be a credit to all applicable aims and regulations as extant and issued by The Air Cadet League of Canada, including the OPC, and be in concert with those of the Canadian Forces.
 - b. Squadron finances will be segregated from those of the Sponsor(s) and handled solely In Trust for the Squadron and its Cadets in the manner prescribed by the ACL and OPC Handbooks. Standard bookkeeping practices and supporting documents will be kept throughout the year in order to prepare the end of Fiscal Year ACC9 and support later review. By 31 October each year a certified ACC9 – SSC Financial Report (Statement of Receipts and Disbursements and Statement of Assets and Liabilities) – for the SSC shall be sent to the OPC office for the year ending 31 August. Bank Signatories document(s) and Statements will be attached to the ACC9 for each bank account.
 - c. The SSC (and Squadron) will be self-supporting and shall at no time pledge or attempt to pledge the credit of the National or Provincial elements of The Air Cadet League of Canada. The SSC agrees to fund the Squadron needs and activities, including with Sponsor(s)' funds, for all SSC and League approved expenses not paid by the Department of National Defence. A sensible plan of Squadron activities will form the basis of the budget. Prudence will be used when drawing on the reserves.
 - d. The SSC and the Squadron, when requested by the OPC's Executive Committee, will make its financial and administrative records available for review and/or audit.
 - e. All funds, monies and investment/safekeeping instruments and assets raised by, on behalf of and kept in the name of the Squadron, its SSC, and their Cadets remain solely their property, In Trust for the Cadets. Sponsors or individuals have no claims to those monies and instruments. Further, financial management is the responsibility of the SSC.
 - f. It is understood that the Squadron, through the SSC, should be a Registered Charity. If the SSC is a Registered Charity, the SSC will submit the required annual return(s) to Canada Revenue Agency and keep a copy on records. If not a Registered Charity, the Squadron and the SSC cannot expect equivalent privileges and services from the OPC as would be available to them as a Registered Charity.
 - g. The SSC will comply with The Air Cadet League of Canada and OPC Member Registration & Screening policies and procedures. SSC Chairs and all other members are honour bound to immediately report relevant changes in status of Members / selves from that in effect at the time of their Registration & Screening and which could affect acceptability. Further, by signing in Annex A you solemnly verify and reconfirm that to the best of your knowledge, and since the last declaration, there have been no charges, files or actions taken against you or other members that would adversely affect your/their approved status with the ACL/OPC.
 - h. If at any time, The Air Cadet League of Canada and/or the Canadian Forces should loan firearms, accoutrements or equipment to the Squadron, they will be used only for approved and proper drill and training of the Squadron. When not in such use, they shall be kept secured and in good order. Duly authorized officials of the League or of the Canadian Forces shall at all reasonable times be given access to examine them; and they shall be delivered back to The Air Cadet League of Canada and/or the Canadian Forces whenever required or requested.
 - i. SSC Slate Approval through this OPC 4900 remains valid until a subsequent form or amending correspondence is received by the OPC Office.
6. All current members of the Sponsoring Committee must complete Annex A to the 4900. Their signature on Annex A signifies that they comply with and abide by all the foregoing responsibilities and obligations.
7. SSC members, Squadron officers and Civilian Volunteers listed on Annexes A, B and C respectively, must sign the Annex before submission. Their signature (further) signifies:
- a. In completing this form and affixing my signature, I understand and agree that my personal information is being collected, used and disclosed by the Air Cadet League of Canada Ontario Provincial Committee according to the Privacy Policy available at:
<http://www.aircadetleague.on.ca/Page.asp?PageID=325>
 - b. I understand and agree that this personal information may be used for purposes of:
 - The effective management and administration of the Air Cadets program;
 - Determining my suitability for positions related to Air Cadets, which includes conducting appropriate background checks;
 - Communication with me regarding my role(s) with the OPC and any other aspect of the Air Cadet program;
 - Ensuring that the OPC meets its duty of care to Air Cadets.
 - c. In addition to the disclosures detailed in the Privacy Policy, I understand and agree that my personal information will be shared with the Air Cadet League of Canada National Office, and may be selectively disclosed for the same purposes stated above to employees of

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the Department of National Defence. I also understand and agree that my name and contact information may be disclosed to Air Cadets and their families.

- d. I understand and agree that the OPC is required to conduct police background checks on me, and I agree that the OPC may disclose my personal information to law enforcement authorities for this purpose, and that the OPC will retain the result of such checks in its files. (CIC officers are employed and screened by the Department of National Defence and are exempt from section 7d.)
- e. I additionally agree to maintain the standards of collection, use and distribution described in the Privacy Policy in respect to personal information belonging to others which I am granted permission to access. I will not make personal use of this information or otherwise use my position for personal purposes. I will maintain complete confidentiality of any additional personal information which may be informally shared with me in my capacity with the OPC, with the exception that I will follow my legal obligation to report information indicative of abuse of a minor to the Children's Aid Society, and additionally, if that minor is enrolled as a Cadet or is otherwise present at or involved with cadet activities, to notify the Unit Human Rights Advisor (UHRA) or Commanding Officer of that minor's respective unit that a report has been filed.

Annexes A, B and C must be completed and attached. Information Correct as of: _____
dd/mm/yy

PART THREE – Approval

Recommended: Squadron Director Regional Director

Approved: _____
OPC Chairperson Date

**MAIL A COPY WITH ORIGINAL SIGNATURES TO: THE AIR CADET LEAGUE OF CANADA – OPC.
THE OPC OFFICE WILL SCAN AND FORWARD COPIES TO THE SD AND RD FOR REVIEW.
AN APPROVED COPY WILL BE RETURNED FOR SQUADRON RECORDS.**

PLEASE PRINT CLEARLY

Your signature on this Annex signifies that you have read, understood and accepted your responsibilities and obligations, that you agree with the collection and use of your personal information, and that you accept your responsibilities and obligations regarding access to the personal information of others, as defined in Parts One and Two of this form.

Chairperson: _____

Address: _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____ Bank Signing Officer

Signature: _____ Registered & Screened

Vice-Chair: _____

Address: _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____ Bank Signing Officer

Signature: _____ Registered & Screened

Secretary: _____

Address: _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____ Bank Signing Officer

Signature: _____ Registered & Screened

Treasurer: _____

Address: _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____ Bank Signing Officer

Signature: _____ Registered & Screened

Member: _____

Address: _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____ Bank Signing Officer

Signature: _____ Registered & Screened

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Member: _____
Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Bank Signing Officer
Signature: _____ Registered & Screened

Member: _____
Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Bank Signing Officer
Signature: _____ Registered & Screened

Member: _____
Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Bank Signing Officer
Signature: _____ Registered & Screened

Member: _____
Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Bank Signing Officer
Signature: _____ Registered & Screened

Member: _____
Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Bank Signing Officer
Signature: _____ Registered & Screened

List those individuals who were Registered/Screened but are no longer on the SSC since the last report:

PLEASE CONTINUE ON A SEPARATE PAGE IF NECESSARY

PLEASE PRINT CLEARLY

Your signature on this Annex signifies that you agree with the collection and use of your personal information and accept your responsibilities and obligations regarding access to the personal information of others, as defined in Part Two, Section 7a, b, c & e of this form.

Squadron: Number: _____ Name: _____

Parade Night: _____ Time: _____ Location: _____

LHQ Address: _____

Mailing Address: _____

Phone: LHQ: _____ Emergency: _____

E-mail: _____

Web Site: _____

Cadet Numbers: LSA Quota: _____ Eff Strength: _____

Commanding Officer: _____ Appointed: dd/mm/yy _____

Address: _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____

Signature: _____

Deputy CO or Equivalent: _____

Address: _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____

Signature: _____

Nat'l Courses Contact: CO or _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____

Signature: _____

OPC Lottery Contact: SSC Chair or _____

Phone: Home: _____ Cell/Bus: _____

E-mail: _____

Signature: _____

PLEASE PRINT CLEARLY

Your signature on this Annex signifies that you agree with the collection and use of your personal information and accept your responsibilities and obligations regarding access to the personal information of others, as defined in Part Two, Section 7 of this form.

**Civilian
Volunteer:**

Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Expiry: dd/mm/yy _____
Signature: _____

**Civilian
Volunteer:**

Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Expiry: dd/mm/yy _____
Signature: _____

**Civilian
Volunteer:**

Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Expiry: dd/mm/yy _____
Signature: _____

**Civilian
Volunteer:**

Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Expiry: dd/mm/yy _____
Signature: _____

**Civilian
Volunteer:**

Address: _____
Phone: Home: _____ Cell/Bus: _____
E-mail: _____ Expiry: dd/mm/yy _____
Signature: _____

PLEASE CONTINUE ON A SEPARATE PAGE IF NECESSARY