December 2014

DESPATCHES

From 4900

Air Cadet League of Canada

Ontario Provincial Committee

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OPC Mileage Rate – *Change*

Effective immediately, the OPC mileage rate will now be set at .45 / km. (45¢ per km.). This rate will apply corporate-wide for all claims and payments.

Additionally, there will only be one rate for all claims and payments, not a staggered rate that existed for certain levels of mileage that were accumulated. E.g. The separate rate of .55 / km for under 5,000 km. will no longer exist, being replaced by one standardized rate.

The Board of Governors will review this rate on an annual basis and any changes will now occur before the OPC new fiscal year (Sep 1 of each year). As a reminder, the policy on the maximum allowable expenses that can be claimed is still in effect, and all those who submit will still have the option of choosing a charitable tax receipt in lieu of payment.

The new mileage forms will be uploaded shortly and will reflect this change.

AGM Photo's

Prior to Christmas stand down, OPC will upload all of the AGM photo's to our members section.

Once you sign in with your username/password, you will see one of the main sections is Photo Gallery. The 2014 AGM photo's will be installed in this section under a new folder for 2014 AGM.

OPC HOLIDAY HOURS

Wishing everyone the joys of the Season and a rewarding 2015!

4900 Yonge Street and the OPC Office will be closed between th e end of the business day on 19 December, until 5 January.

During this period, if you require emergency assistance, please contact:

1-800-662-0602

Your call will be forwarded to the OPC staff member on duty.
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2015 National Courses

The 2015 National Courses Handbook has been sent by e-mail to all SSC Chairs, Commanding Officers and OPC Directors, and is available from the OPC website by registered members. In order to ensure the Cadets have the requirements for their application process, please share the *National Courses Handbook*.

By Mid-Dec 2014	Power Pilot and Glider Pilot Scholarship candidates without a valid Category 3 Transport Canada Medical Certificate should book a March appointment with a TC-certified Civil Aviation Medical
By 12 Dec 2014	**Deadline for applications to arrive at *Detachment Office*.**
11/12 Jan 2015	Qualifying examination for Pilot Scholarships written by candidates at times and locations
15 Jan 2015	Final submissions in FORTRESS. Ensure all applications have been 'completed' in FORTRESS! Squadrons to have submitted all outstanding documents. ***Incomplete applications may be***
16 Jan 2015	OPC to receive a spreadsheet created from FORTRESS information.
20 Jan 2015	Detachment to send National Course applications to OPC office.
By 30 Jan 2015	Interview schedules to be distributed via e-mail to COs, SSC Chairs, OPC Directors/Regional Team
13 Feb 2015	All Educational and Narrative scoring completed at OPC office. **VOLUNTEERS WANTED** to score education scores and narratives. The files will be available at the OPC office after January 20. If you are available to come to the OPC during business hours, please
14/15 Feb 2015	Interview Boards, arranged by OPC, are conducted throughout Ontario for **IACE, PPS, GPS, AAT-AO, AAT-AM** and **AASC** candidates. See Interview Board Locations – National Courses to confirm squadrons by ROC regions. The actual interview location to be confirmed. **VOLUNTEERS WANTED** to Interview Cadets or to assist with moving participants to their interview room locations are required. Please refer to the Interview Locations. If you are available, please contact Anne Kozich at anne.kozich@aircadetleague.on.ca and advise which interview
By 28 Feb 2015	GPS & PPS Narratives scoring completed by OPC and CRGS/RCSU. Date and location to be determined. **OPC DIRECTORS WANTED** preferably with aviation experience, but not mandatory. Narrative reviews are typically conducted on a Wednesday and Thursday. Dates to be confirmed. If you are
1 Mar 2015	Deadline for merit-listed application files for IACE to arrive at the National ACL office. Selections
Mid-Late Mar 2015	Merit-listed files are sent to RCSU(C) for final review and selection. OPC and RCSU(C) – the latter via Detachments – subsequently announce official selections available through FORTRESS via
1 Jun 2015	Last day for Category 3 Medical Certificates to be received at RCSU(C). Standby candidates with valid MCs will be chosen to replace those without. Height/weight of GPS candidates must be

Please Note: All documents for National Courses and IACE are printed directly through FORTRESS.

Certificates of CGL Insurance
Request on-line and Receive via email

The National Office of the Air Cadet League and its insurance broker have instituted a simpler and speedier process for obtaining a certificate of insurance, with or without a named third party.

Follow this link: http://fs19.formsite.com/AirCadetLeagueofCanada/Insurance-request/index.html

The web site will provide you with the necessary instructions to have the certificate emailed directly to the Squadron and the supporter / agency / corporation requesting proof of insurance; giving you the option of requesting a third party to be named on the document.

Please note that the insurance company strongly recommends that your request be received **10 days prior** to the first day of the event.

2015 Lottery Returns

Sponsoring Committees are reminded the OPC requests that the proceeds and tickets stubs of Lottery Books sold "to date" to be returned by November 30. Final return of all payments and ticket stubs / unsold Books must be made by March 31, 2015.

There is no "invoice" per se for Lottery tickets. Please use the customized Return Form for your Squadron, which is posted on the OPC website, under *Forms > Lottery > 2015 Lottery Returns.*

2014-15 Assessment Payments

Invoices were emailed to all squadrons in October.

First payment due: December 12, 2014 (40% of total)
Second payment due: April 30, 2015 (60% of total)

If for any reason you have not received a copy of this invoice please contact Nicky Grantham, Finance Officer and she will be happy to resend.

2013-14 ACC9 Submission

Please be reminded that all completed ACC9's were due to be submitted to the OPC office by October 31, 2014. ACC9's should be submitted in electronic version with bank / investment statements to confirm bank/investment balances etc. If you are having any difficulties please contact Nicky Grantham who will be happy to assist you.

Toronto Police Service
Police Records Check with Vulnerable Sector Screening

As of January 1, 2015, the fee for volunteers will increase to $20. Payment can be made with a money order, certified cheque or a cheque written from a business account (e.g., SSC bank account).

The application with payment can be mailed to Toronto Police Service, 40 College Street, Toronto, ON M5G 2J3, or placed in the Drop Box available at 40 College Street.

The Toronto Police Service now has an ***expedited service*** for volunteer vulnerable sector screening at a rate of $65 and the report will be generated within 72 hours. ***Expedited service*** only applies to applications who are CLEAR, which implies:

- Never fingerprinted
- Never charged with a criminal offence
- Never convicted of a criminal offence
- Never received a pardon for a sexual offence
- Gender / date of birth does not match to a pardoned sexual offender
- Never under investigation for a criminal offence.

Only requests for expedited service will be accepted in person at 40 College Street, Monday to Friday, 7:15 a.m. - 5:00 p.m. Applicants may pay by debit / credit card (not Amex), money order or certified cheque.

This fee is NON-REFUNDABLE in the event the applicant is not eligible for the expedited service. Applicants must sign a declaration acknowledging acceptance of the terms and conditions.

Accepting OPC Volunteers for Project Work

OPC is recruiting Directors, Members-at-Large, CV and SSC for Air Cadet League project work. Please email michael.hopkins@aircadetleague.on.ca, Squadron Operations Manager, if you are interested with your availability and expertise to work on projects such as volunteer and cadet recruiting, marketing material creation, helping with fundraising events, and developing the next Air Cadet Career Expo or propose your idea!

Non-Marking Outsoles & Heels
(Cadet Program Footwear)

The Logistics Warrant Officer (Supply) for the Toronto Detachment of RCSU(C) has provided the OPC Office with a copy of letter from the Technical Authority for CF Footwear, confirming that DND footwear issued to Cadet Program members have non-marking outsoles and heels.

This includes, but is not limited to the following footwear:

- Safety Ankle Boots, both 2000 and 2005 types, with non-marking rubber outsole / heel units;
- Non-Safety Ankle Boots, 2011 type, with non-marking polyurethane outsole / heel units;
- Non-Safety, Wet Weather Boots, 2003 type, with non-marking rubber outsole / heel units; and,
- Non-Safety, Wet Weather Boots, 2006 type, with non-marking Vibram Product #392 (Dri-ice Com-pound) rubber outsold / heel units.

Your Squadron Supply Officer can confirm the types of boots being worn by Cadets and CIC Staff members.

A copy of the letter is annexed to this issue of *Despatches*.

Note: *While the outsoles and heels themselves are non-marking, it is possible that zealous boot-polishers may occasionally leave shoe polish marks from contact between upper portions of their footwear or sides of the soles, and the floor! (More easily removed at the end of the Parade Night than scuff marks).*

Release and Indemnity Form
(Non-Cadet Sanctioned Activity)

A template form is available for Squadrons to utilize when a monetary award, scholarship or bursary is presented to a Cadet to pursue an activity 'outside' the Squadron, such a continuation flying award.

The form - signed by both the Cadet and his/her parents as "Responsible Parties" - makes it clear that the Training School or flight Centre is the "Responsible Party" and releases the League, DND and the Squadron

from any legal liability for damage to property, and injury or loss of life. The form clarifies that the Activity undertaken - for which the Squadron has paid or reimbursed the Cadet - is not organized, supervised or operated by the League, DND or the Squadron.

The Form is available in PDF-fillable format on the OPC website, in the Forms folder. It's use is highly recommended, and has been implemented for the OPC's own Hamilton Flying Club Legacy Awards!

Wearing of Cadet Uniforms
(Policy Update)

Given some recent directions from Director of Cadets regarding the wearing of uniforms by our Cadets, this is to provide an update of the current status. At present, there are no specific limitations on any location and the direction to all Squadrons and Cadets is as follows:

- May wear uniform to/from Cadet activities and during supervised events;
- Not allowed to stop while in uniform to partake in unrelated events;
- Not allowed to wear uniforms except for officially sanctioned activities;
- No Cadet has to participate in an event if they (or their parents/guardians) feel uncomfortable or unsafe;
- All parades must be supervised and officially sanctioned events;
- Remain vigilant and aware of surroundings.

The Squadron CO and Detachment Commanders consult with the Chain of Command and local police on various public events and decide whether to participate and conditions of participation (such as wearing of uniforms) with the safety of the cadets being the paramount consideration. It is possible that at any given time there may be restrictions placed on specific Corps / Sqns in specific location that does not apply throughout Ontario.

For any clarification should there be notice of a change in this policy, Cadets and parents are asked to consult directly with the Squadron CO.

Poster Contest for 75th Anniversary

A Poster Contest will be part of the Air Cadet League of Canada's 75th Anniversary celebration, and is meant to reflect the history of the Air Cadet League throughout Canada during the past 75 years.

Details concerning Eligibility, Judging, Prizes and Contest Rules are included on the last page of this issue *Despatches*, and can also be found on the National League website.

Provide Information for Out-of-Country Trips Promptly

OPC is providing this information to SSC's who are planning on trips that will take them outside of Canada, primarily on to USA destinations.

Below is a summary of the process that DND follows for securing authorization of Cadet officers and adult volunteers who are participating on trips.

For those who are SSC members or CV's, the responsibility is on your SSC to ensure that the individual is fully registered and approved with OPC before they can attend any trip: last-minute requests to approve registration and screening applications can often not be processed in time.

- *The deadline for out-of-country trip applications was 25 Nov 2014. The requests are ultimately sent to DCadets in Ottawa for approval. Once approved, they are returned to Regional HQ in Borden - and then back to Squadrons - with a small window to complete vital information.*
- *Squadrons must complete and submit a listing of all adults and cadets participating in the trip, with their Service Numbers (for CIC Officers and CI's) and passport numbers.*
- *DCadets requires this information 90 days in advance of the trip, although in practice, most of the forms are returned at least 60 days in advance. For March Break 2015, this means between Dec 12 and Jan 12!*
- *The information provided is transmitted to the Canadian Defence Liaison Service (for most trips, in either Washington DC or London, England). The CDLS enter the information into a database, so that they are able, if required, to respond to requests from US authorities about authorized Canadian travelers on DND-approved trips.*
- *This list is not a Clearance Request, but a Notification. Members on the trip must still meet all requirements at Border points and trip destinations where additional screening may be requested in advance or upon entry.*
- *DCadets **MUST** provide the list for your trip to CDLS **35 days in advance of entry into the USA.***
- *If Squadrons are making arrangements to visit organizations or facilities – e.g., the FBI or Pentagon – where additional screening may be required, they will be advised when they book their tour, and the deadline will vary from one institution to another. Which is why such tours are booked well in advance of the trip!*

There is some wiggle room built into this process, but it is vital that the initial list be returned to DCadets promptly.

In order to ensure that SSC / CV individuals are able to attend and meet the notice period to CDLS, the OPC suggests that SSC's may wish to add any 'extra' or potential names of members who may be attending on such trips.

If their name is on the list in advance, it can always be removed if the member is not able to attend. However, if they are not on the official list, there may not be sufficient time (e.g. 35 days in advance) to add another member.

Accepting OPC Director Applications

OPC is recruiting additional Squadron Directors and Regional Team Leaders as they are needed immediately. Please email michael.hopkins@aircadetleague.on.ca, Squadron Operations Manager, if you are a SSC member able step up into a fresh role or can you identify candidates, methods (i.e. websites etc.) and places (i.e. flight centres, colleges etc.) to recruit from and which region can be supported!

Helping your SSC to Help your Families with Financial Needs

Do you have Cadets interested in extra curricular cadet trips and activities who may face family financial challenges restricting their participation in such activities?

One solution that may help you to confidentially assist these families in such a way that they can be proud to be a part of a once in a lifetime trip or activity. We all want the best for our youth and here is a corporation that has assisted in the past with such fees upon request.

The company is Canadian Tire and it is through their Jump Start Program. Here are the details so give it a try. Please remember that due to certain individual circumstances not all applicants will receive funding but it is certainly a worthwhile opportunity to explore.

How to Apply

Applications for assistance can typically be submitted from Jan 15 to Nov 1, (varies by Chapter) with the goal to be equitably distributed over Spring/Summer and Fall/Winter activities. The funding is distributed with a focus on maximizing the cost and length of participation per activity per child.

- Call their toll free number, **1-877-616-6600** and based on your postal code a representative will provide a contact to the closest Canadian Tire Jumpstart Chapter.
- When calling your local Canadian Tire Jumpstart Chapter representative, be prepared to provide your contact information and the details of the sport or recreational activity your child would like to participate in. You may also be asked to provide financial information in order to prove eligibility for funding.
- All information will be kept confidential and you will be notified by the local Canadian Tire Jumpstart Chapter representative if you are approved or if further information is required. Please be patient as the local Chapter representatives respond to all submissions for the community.
- All information received is kept confidential.
- All approvals are at the sole discretion of local Jumpstart Chapters and designated Jumpstart personnel.

Good Luck and Best Wishes for ensuring no Cadet goes without!

Early and Exciting Announcement: 2015 OPC Golf Tournament

Once again we are pleased to confirm the date of **Thursday August 27, 2015** for our **3rd Annual OPC Golf Tournament** in Support of Ontario Air Cadets.

The venue will be the award winning Deer Creek Golf and Country Club in Ajax, offering a supreme course and wonderful clubhouse for a full dinner menu and awards ceremony, immediately following a fun afternoon of golf with friends.

Of course a cash bar, silent auction and special gift bags will be made available for all of our registrants and corporate supporters. We look forward to your early registration for best possible fee structure and naturally the challenge has been made to golfers from 2014 to bring a friend – or foursome! - so we can double the number of players. The more the merrier!

We are also looking to partner with an SSC and Squadron to help volunteering on the course and earn extra funds for running a 50/50 Cash Draw and Silent Auction on this amazing day.

We are also reaching out to everyone for more corporate sponsors, hole and contest sponsors, silent auction items and draw prizes. We will find a way to present even the smallest gift that you can offer in support. Thanks to all who have offered their support in the past and we welcome all new partners and participants!

If you have further questions or comments please email the writer directly at vince.mcgovern@aircadeleague.on.ca.

http://www.citizenship.gov.on.ca/english/citizenship/honours/vsa.shtml

Submitting Nominations Through the OPC

The Ontario Volunteer Service Awards are a way for the Ontario Government, through the Ministry of Citizenship and Culture, to recognize volunteers for their contributions. They are presented to volunteers who contribute consecutive years of service to a single group within Ontario, and whose work is characterized by the following:

- *Volunteer time given on an ongoing and active basis to the same group for which no payment has been received*
- *Membership alone is not a qualification for recognition*
- *Services performed during the normal course of professional or business duties are not eligible for recognition.*

Since 2007, the OPC has recommended its annual quota of six members at the provincial level, however, we can now also sponsor the nomination of up to six members at each of our "chapters" (Squadron Sponsoring Committees). Please read the information on the Ministry web site thoroughly. If you believe that you have SSC members who qualify for this recognition, the OPC will be pleased to endorse your nominations.

Note: *Civilian Volunteers are eligible; however, CIC Officers and Civilian Instructors do not meet the Ministry criteria.* ***The Deadline is January 25, 2015.***

When completing the HTML nomination form, please indicate the "XXX Squadron Sponsoring Committee, "Air Cadet League of Canada" as the "Nominating Group," and your SSC Chair as the "Head of Group." For "Contact" please use the following:

Mr. David Brown
Program Development Officer
david.brown@aircadetleague.on.ca
Tel: 416-635-4411 x5 | Fax: 416-635-2789

For "Brief Description of Objectives and Activities" you might consider something like:

> *The Sponsoring Committee is a partner with the Department of National Defence in offering the Air Cadet Program through XXX Air Cadet Squadron in [your municipality / community], to youth aged 12-18 years. Its civilian members provide hundreds of hours of unpaid service to support the program through administrative, event management and fundraising activities.*

If you require clarification or have any questions about the Awards, or the qualification of SSC members, please give David Brown a call or email at the OPC Office.

Key Dates and Sponsoring Committee Deadlines 2014 - 2015

November 30	1st payment of Lottery ticket revenue and submission of sold ticket stubs (Minimum payment is for the number of sold books returned to the OPC Office)
December 12	1st payment of Squadron Assessments (40%)
	NEW DATE: Deadline for submission of National Courses applications to Detachments.
January 10	Qualifying Examination for PPS and GPS candidates
February 14	**NEW DATE**: National Courses Interviews - including IACE - now 2nd weekend in February
February 28	CRA documents are due (T3010, GST66, RC7066) if you are a registered charitable organization
March 31	Final payment due for all Lottery books assigned to the Squadron
April 1	Liability insurance certificates available for new fiscal year by application to National League Office
April 17	2015 Lottery Draw (third Friday in April) at 1000 hrs.
April 25	Provincial Effective Speaking Competition (last Saturday in April)
April 26	Provincial Debating Competition (last Sunday in April)
April 30	Final payment of Squadron Assessments (60%)
May - June	Squadron Annual Ceremonial Reviews

Staff Email Addresses

Scott Lawson, Executive Director (scott.lawson@aircadetleague.on.ca)

Michael Hopkins, Squadron Operations Manager (michael.hopkins@aircadetleague.on.ca)

Vince McGovern, Fund Development Manager (vince.mcgovern@aircadetleague.on.ca)

David Brown, Program Development Officer (david.brown@aircadetleague.on.ca)
ROC 3 and ROC 4, NOA and balance of EOA

Anne Kozich, Program Development Officer (anne.kozich@aircadetleague.on.ca)
ROC 1 and ROC 2, and balance of COA (except for ROC 3)

Jackie Villanueva, Program Development Officer (jackie.villanueva@aircadetleague.on.ca)
ROC 7, 8 and 9 and balance of WOA

Nicky Grantham, Finance Officer (nicky.grantham@aircadetleague.on.ca)

Silva Chan, Administrative Assistant (silva.chan@aircadetleague.on.ca)

POSTER CONTEST FOR 75TH ANNIVERSARY

The Air Cadet League of Canada

The Poster Contest is to be part of the Air Cadet League of Canada's 75th Anniversary celebration and is meant to reflect the history of the Air Cadet League throughout Canada during the last 75 years.

Eligibility

The competition is open to any Air Cadet in Canada, providing that the Cadet does not age out before the ACL 75th Anniversary celebration in Ottawa. One entry permitted per Cadet.

Judging Procedure

Judging will be based on the following criteria:

⇒ Consistency with the specified theme;

⇒ Creativity, originality and artistic quality;

⇒ Visual appeal ("eye-catching"); and

⇒ Visual Clarity (easily read).

Judging Deadlines

⇒ **Squadron level judging:**
Annual Ceremonial Review in May/ June 2015.

⇒ **Provincial level judging:**
Provincial Committee Annual General Meeting in September/October 2015.

⇒ **National level judging:**
Semi Annual General Meeting in November 2015.

NATIONAL PRIZES

Prizes include:

1st Place: $500 and the poster will be used for the 75th Air Cadet League of Canada Anniversary advertising and will be displayed on the National Website and Newsletter.

2nd & 3rd Places: $300 and $200 respectively and posters will be displayed on the National Website and Newsletter.

Additional prizes may be awarded.

CONTEST RULES

- The competition is open to any Air Cadet in Canada, providing that the Cadet does not age out before the ACL 75th Anniversary celebration in Ottawa.
- Only one entry per Cadet
- The official 75th Anniversary Logo must be part of the poster.
- Each poster must be the individual Cadet's original design and creation. Duplications are not accepted.
- Size: 11 X 17 inches or 28 X 43 centimetres. No other size will be accepted.
- Hand-drawn or computer generated designs are permitted but must meet all requirements.
- Regarding the use of Canadian symbols (Provincial flags, Coat of Arms and representative flowers, birds or animals). If these are used, they should be pre-eminent and accurately reflect the original symbol (Example: No alteration of colours of the flag or symbols of the flag can be removed etc.)
- Any weight of paper is permitted.
- A bleed edge is required. That is; the outside ¼ inch or 0.5cm of the poster must be one consistent colour to enable trimming during the printing process.
- For privacy issues please do not place any information on the front of the poster. Cadets are to attach a registration form (available on ACL website) showing name, rank, contact information and squadron number and location.
- Participation in the Air Cadet League 75th Anniversary Poster Contest, constitutes an agreement by participants that their names and photographs may be used for promotional and publicity purposes.
- The Air Cadet League of Canada may cancel the contest without notice at any time. The contest is void where prohibited, taxed or restricted by law.