

699 Jasper Place Royal Canadian Air Cadet Squadron



Parent/Guardian Information Handbook 2023/2024

PARENTS INFORMATION HANDBOOK

Welcome to 699 (Jasper Place) Royal Canadian Air Cadet Squadron and the Air Cadet Program. Your children have joined one of Canada's premier youth organizations. In Alberta, there are approximately 2,700 young people between the ages of 12 and 19 enrolled in 45 Squadrons and working with the Alberta Provincial Committee of the Air Cadet League of Canada.

THE PROGRAM

699 (Jasper Place) Squadron offers an educational and social program for youth in the community. Participants are required to meet specific standards in dress, appearance, behaviour and individual and group citizenship. Every cadet has the opportunity to participate in all aspects of the program. Your cadet will earn promotions and awards through training achievements and for services within the squadron and community.

Air Cadets meet weekly to participate in parade and training programs such as flying, gliding, marksmanship, effective speaking, leadership, physical fitness, military band, drill, first aid, citizenship, and survival training. Cadets aged between 16 and 19 have the opportunity to attain their glider pilot license and cadets between 17 and 19 have the opportunity to attain the private power pilot license. Also offered are a number of opportunities to participate in competitions such as: Biathlon, Band, Range, and Drill. There are also weekend Field Training Exercises (FTX) and summer training courses.

BACKGROUND

The Air Cadet program started in 1941 when a group of civilian volunteers set up a country-wide voluntary organization to help stimulate an interest in flying and aviation. Many cadets eventually entered wartime service with the RCAF.

Following the end of the war, the Air Cadet program remained in place. Its role changed to meet the changing needs of society and its young people. The aims of the Air Cadet program are as follows:

- To develop the attributes of good citizenship and leadership;
- To promote physical fitness; and
- To stimulate the interest of youth in aviation and aeronautics.

Many cadets chose to pursue their interest in aviation through a career in the Canadian Armed Forces or through post-secondary study leading to a position in Canada's aviation industry.

Everything we do in Air Cadets can be summed up in the motto of the program:

To Learn, To Serve, To Advance

We are pleased that your children have chosen to join 699 Squadron and Canada's premier youth program.

THE PARTNERSHIP

The Royal Canadian Air Cadet Program is a unique partnership between the Department of National Defence and the Air Cadet League of Canada. This partnership can be found at all levels of the program: at the national level, the provincial level and, most importantly, at the community / Squadron level.

699 Squadron is officially sponsored by branch 255 Royal Canadian Legion. The sponsors form a Squadron Sponsoring Committee that assists in the operation of the squadron. The Squadron Sponsoring Committee is responsible for, among other things, fundraising, securing facilities for the squadron to do its training and administration, assisting in finding suitable adults to enroll as officers and civilian instructors and to assist in recruiting cadets. The Sponsoring Committee's funds make possible supplemental optional activities and programs such as citizenship trips and bands that are not funded by the Canadian Forces.

The Squadron is staffed by a group of officers, civilian instructors and volunteers under the direction of the Commanding Officer. The CO is responsible for the safety, welfare, and training of the cadets and for supervising the operation of the squadron and the implementation of the training program. The CO and her team organize the training program according to nationally set standards and plan and implement various training activities during the week and on weekends.

At the provincial and national level, the Canadian Forces and the Air Cadet League work cooperatively to provide the necessary structure, guidance and resources to support the squadrons at the local level. This includes the provision of uniforms and training for officers and cadets, aircraft and gliders for the gliding program as well as administrative support for squadrons and sponsoring committees.

Without this unique partnership, the Air Cadet program would not be as successful as it is today.



Royal Canadian Air Cadets Badge



Royal Canadian Air Cadet Ensign

CADET RESPONSIBILITIES

There are no direct costs to parents or cadets when joining Air Cadets. However, there are expectations for all cadets. These include:

Attending all training nights, training activities and parades

It is important for cadets to attend all scheduled activities. Cadets who do not attend parade nights regularly will fall behind in their training and will not be as successful and this may impact their eligibility for training during the summer at one of the Cadet Summer Training Centres. The same applies for weekend training. Attendance at special parades such as Remembrance Day and the Annual Ceremonial Review is critical. If your son/daughter has a legitimate reason why he/she cannot attend a squadron activity, call the Cadet Flight Commander in advance.

Taking part in fundraising activities

Although there is no cost to join a squadron, cadets and parents are expected to take part in fundraising activities. These activities raise the necessary funds to help the squadron plan and implement various training activities.

Taking care of the uniform

Each cadet will be issued a uniform when she/he has completed the intake process. It costs the Department of National Defense (DND) approximately \$400 to outfit each cadet. The squadron has a fixed budget to purchase uniforms each year. It is critical that the cadet takes care of his/her uniform, keeps it cleaned and pressed and returns it when he/she leaves the squadron or outgrows the uniform. Each cadet is given training on how to look after the uniform. Ask your son/daughter to share this information.

Paperwork, paperwork, paperwork

There are permission forms for weekend training, summer camp applications, information bulletins, training schedules etc. This information and the forms are posted on the Squadron website (699squadron.org) and sent home for you as well as the cadet. Please ensure that forms are properly completed and returned in a timely manner. If you have any questions about each cadet's responsibilities and duties, please contact the squadron Commanding Officer



Air Cadet Level Badges

HOW PARENTS CAN HELP

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:

- a. Helping them organize their after-school time so that there will be time for Air Cadets and schoolwork;
- b. Reminding them to look after their uniforms (washing, drying, pressing, shining etc.);
- c. Including Air Cadet activities such as weekend training on the family Calendar;
- d. Try to avoid conflicts with major activities such as the Annual Ceremonial Review;
- e. Transporting your son/daughter (and maybe their friends) to parade nights and picking them up promptly at the end of the night; and
- f. Encouraging them to participate in squadron teams and activities. The more they put into the squadron, the more they will get out of the program.
- g. Have the cadet call the Squadron phone when they cannot attend a parade night or scheduled activity.

PROMOTIONS

Promotion in the Air Cadet Program is based on merit. In order to be considered for promotion, a cadet must first meet certain national standards (attendance and training levels successfully completed). These establish the minimum standards for promotion. 699 Squadron sets additional standards for promotion. These can include participation in weekend training, participation on squadron teams, dress, drill and deportment. The decision to promote a cadet is made by the Commanding Officer in consultation with other members of the Squadron staff and Squadron Sponsoring Committee. For more information about promotions, please contact the Commanding Officer.



Air Cadet Rank Badges

SUMMER TRAINING COURSES

Each year, hundreds of Air Cadets have the opportunity to attend courses at summer training centres throughout the country. Courses run two, three and six weeks and cover a wide range of subjects from basic training to music, athletics, leadership and flying. Senior cadets also have the opportunity for summer employment. There is no cost to attend summer courses however the available spaces are limited.

The Commanding Officer establishes a priority list for each summer course. A cadet's position on the priority list is determined by a number of factors including the cadet's age, interest and aptitude in the particular course, previous summer training and level of effective participation in local squadron activities. This information helps the DND Cadet Regional Headquarters to make the final decision on which cadets go on course.

Cadets need to fill out an application form for summer courses. These forms are usually sent home in January. Please take the time to complete the form fully and return it to the squadron promptly. If you have any questions about the information requested on the form, please contact the Administration Officer.

Six-week senior courses sponsored by the Air Cadet League are available for level three cadets and higher. Due to the limited number of positions have a more involved application process. The application package is sent home in November or December. Supporting documentation, including a narrative, a transcript from school and other items, must be included in the application package. You can assist your son/daughter in completing these forms. There is also a written test for flying and gliding scholarship candidates in January and an interview for all prospective candidates in February.

For more information about summer courses, including application procedures and timelines and possible summer course dates, contact the Squadron Administration Officer.



699 Jasper Place Royal Canadian Air Cadet Squadron Badge

Squadron Motto "Never Settle for Good Enough" or simply "Never Settle"

GETTING INVOLVED

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

Become a Volunteer

Ask the Commanding Officer if there is a need for volunteers.

Become a Civilian Instructor

If you can devote time on a regular basis to the Squadron, or if you have special skills (flying, first aid, photography, etc.) you could become a Civilian Instructor. Civilian Instructors are considered part of the staff complement of a squadron and receive some pay for their efforts.

Become a Cadet Instructor Cadre Officer

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

Join the Squadron Sponsoring Committee

Each Squadron has a Sponsoring Committee. The Squadron Sponsoring Committee (SSC) provides support for the squadron and is involved with fundraising, providing facilities and promoting the squadron activities. The committee has elections to named positions in May and usually meets monthly – parents are welcome to join monthly meetings throughout the year. If you have skills (accounting, fundraising, public relations, administrative or secretarial) you think might be useful to the Sponsoring Committee, please contact the Sponsoring Committee Chairperson.

Any adult who wishes to work with Air Cadets must be registered and screened by the Sponsoring Committee or the Canadian Forces. This process could include a reference check and a criminal record check.



Cadet Instructor Cadre Cap Badge

CONCLUSION

Joining the Air Cadets is a big step for a young person. As parents, you can do a lot to support your son/daughter as they proceed through the Air Cadet Program. If you have any questions about the information included in this publication, please contact the Commanding Officer or the Chair of the Squadron Sponsoring Committee. They 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. You can also visit the Squadron website at <http://699squadron.org>.

699 Jasper Place Royal Canadian Air Cadet Squadron Contact Information

Squadron Telephone Number: (780) 995-5415

Parade Night Location: West Edmonton Baptist Church located at located at 17821 - 98th Avenue NW Edmonton

Squadron Mailing Address: PO Box 48021, St Albert, Alberta T8N 5V9

Squadron Website: <http://699squadron.org/>

Squadron E-Mail Address: cadetnews699@yahoo.ca

Commanding Officer: Major Sean Garrett

Sponsoring Committee Chair: Mr. Shane Fraser

Sponsoring Committee E-Mail Address: 699wingsociety@gmail.com



Air Cadet League (Alberta) Contact Information

Postal Address:

Alberta Provincial Committee

Air Cadet League of Canada

P.O. Box 381210

#725, 500 Country Hills Blvd. NE

Calgary, AB T3K 5G9

E-Mail: chairman@aircadetleague.ab.ca