

Recognition and Scholarships Handbook

Air Cadet League of Canada

Alberta Provincial Committee



Alberta Provincial Committee



Supporting Air Cadets In Alberta

ABSTRACT

Recognition awards are a crucial means by which we recognize the volunteer contributions of our Officers, Air Cadets and League Members at all levels. The Alberta Provincial Committee Air Cadet League of Canada is pleased to offer several post-secondary education scholarship awards to Royal Canadian Air Cadets.

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This handbook was originally published in December 2019.
Any suggestions or errors found in this publication can be directed
to any APC Board member.

Preamble

Honours and awards are a crucial means by which we recognize the volunteer contributions of our Officers, Air Cadets and League Members at all levels. We strongly encourage everyone to support and put forward names and suggestions of those individuals and Committees who you deem worthy of special recognition for their contributions to the Air Cadet movement.

ALBERTA AWARDS

CADET AWARDS

NOMINATION DUE DATE: JUNE 30th. To ensure proper consideration is given as soon after the training year as possible, nominations must be in the hands of Wing Directors by no later than **June 30th**.

NOMINATION FORMS AND ADDITIONAL INFORMATION are available on Alberta Air Cadet League site at: <https://aircadetleague.ab.ca>

Tab: Honours and Awards

Outstanding Alberta Air Cadet

Use Nomination Form available in this Handbook

Nominations may be made by any interested party or parties including squadron staff, League Representatives or Zone Training Officer using the enclosed Honours and Award Nomination form. One Nomination per squadron.

Annual award will be presented to an outstanding Air Cadet from each Wing. This award recognizes an outstanding young Albertan who is also an Air Cadet, a person who is making a positive contribution in their community. This award recognizes a cadet who, in addition to participating in all cadet activities, has devoted significant energy and/or made a positive contribution to their Squadron and their community (i.e. through assisting other cadets or through their involvement with school or church related activities or charitable groups outside the normal realm of cadet activities.

Evaluations are conducted on a Wing basis with each Wing soliciting nominations and choosing one outstanding Air Cadet who will go on to compete at the Provincial Level. Cadets nominated for the Royal Canadian Legion Medal of Excellence or the Lord Strathcona Medal should be considered for this award.



ACLC, Alberta Provincial Committee

Outstanding Alberta Air Cadet

DEADLINE: **JUNE 30th**



Nominator:

Name of Member or Committee _____

Address: _____

Squadron/APC: _____ Ph: _____ Email: _____

Nominator Signature: _____

Air Cadet Nominee:

Full Name: _____

Address: _____

Squadron: _____

Squadron/APC: _____ Ph: _____ Email: _____

Please complete the Outstanding Air Cadet Criteria form along with the required attachments. Commanding Officer's Letter of Recommendation, Squadron Advisor OR Sponsor Chair Letter of Recommendation, and the Cadet Information Card and send to your Wing Director. Application(s) must reach the Wing Director by June 30th of the year of application.

Wing Directors will score the application in accordance with the criteria on page 5 of this handbook and forward the complete package to the Chair of the Honours and Awards Committee (Past Chair of the APC) before July 15th of the year of application. The Honours and Awards Committee will validate the scores for Outstanding Alberta Air Cadet for each Wing and determine the Outstanding Alberta Air Cadet. Commanding Officers of successful applicants will be informed prior to September 15th. Awards will be presented at the APC Annual General Meeting.

Forward completed form to: Your Wing Director who will in turn form a committee to choose one Air Cadet for each Wing. Each Wing Director will forward their selected Air Cadet to the Alberta Provincial Committee Vice-Chairman. The Vice-Chairman will form a committee to choose the Outstanding Alberta Air Cadet. The chosen Outstanding Air Cadet from each Wing will attend the Alberta Annual AGM and will be recognized as the Outstanding Wing Air Cadet from each of the Wings. The Outstanding Alberta Air Cadet will be chosen from the four Air Cadets representing their Wing.



**Alberta Outstanding Air Cadet
Selection Criteria**



Name _____

Item	Details	Score
Air Cadet's Rank At time of nomination Maximum 5 points	See section 4 of attached Cadet Information Card	_____/5
Participation in Squadron Activities During the current training year 2 points for each activity Maximum 10 points	See section 6 of attached Cadet Information Card Other _____ (specify) Other _____ (specify) Other _____ (specify)	_____/10
Awards Received During Cadet Career 2 points each for Lord Strathcona Trust Medal, Royal Canadian Legion Medal of Excellence, Royal Canadian Air Force Association Medal, Army Navy Air Force Veteran's (ANAVETS) Medal, Provincial, Regional or National recognition (i.e. Effective Speaking, Biathlon, Marksmanship), and Duke of Edinburgh Award. 4 points for Air Cadet Service Medal plus 1 point for each bar to the Air Cadet Service Medal Maximum 12 points	See section 7 of attached Cadet Information Card	_____/12
Fitness Level Maximum 5 points	See section 8 Miscellaneous portion of attached Cadet Information Card	_____/5
Local Training Results Maximum 42 points	See section 10 of attached Cadet Information Card	_____/42
Participation in Non-Cadet Community Activities 1 point for each activity between 10 and 20 hours/year 2 points for each activity between 21 and 40 hours/year 3 points for each activity greater than 40 hours/year Maximum 15 points	Non-cadet community activities with hours volunteered 1. _____ 2. _____ 3. _____ 4. _____	_____/15
Commanding Officer's Recommendation Maximum 6 points		_____/6
Squadron Advisor OR Sponsor Chair Recommendation Maximum 5 points		_____/5
Total		_____/100

Awards for Sponsor & Volunteers - Nomination Form available in this Handbook.

Deadline for nomination is June 30th.

**Squadron Sponsoring
Committee (SSC)
Recognition Award**

In an effort to ensure the Sponsoring Committees who have performed in an outstanding manner are recognized appropriately for this award, squadron sizes are broken down into the following four categories:

- Category 1: 30 Cadets or less
- Category 2: 31 – 50 Cadets
- Category 3: 50 - 119 Cadets
- Category 4: 120+ Cadets

The primary source of evaluation will be the completed Squadron Year End Report available on the Alberta Provincial Committee web site:

<https://aircadetleague.ab.ca/list-alberta-squadrons/>

Year End Report information is collected by the Chairman of the Honours and Awards Committee. Top Squadron Annual Award Selection Criteria can be found in the APC Policy and Procedures Manual Annex B (APC Form 5a) and is found in this document as Annex A.

**Squadron Sponsor
Recognition Award**

To recognize Sponsors who have performed in an outstanding manner. Nominations may be made by any interested party or parties using the enclosed Honors and Award Nomination form.

**Provincial Distinguished
Service Medal**

The Provincial Distinguished Service Medal (PDSM) is the premier award for service to the Air Cadet League of Canada Alberta Provincial Committee or the Air Cadet Program generally, within the jurisdiction of the APC.

There is no limit to the number of PDSMs that may be awarded annually to APC Members or civilian stakeholders. This visible and tangible expression of the League's appreciation will be presented in conjunction with the AGM & Conference.

Notwithstanding, Additional Awards may be considered at any time based upon the merits of the proposed recipients, or the need/desirability for an interim presentation. No awards may be made, if qualified and deserving recipients cannot be identified in any given year.

The APC Honours & Awards Committee will use its best efforts to promote the prestige of the PDSM and ensure that recipients are suitably recognized.

**Honourary
Life Membership**

One of the highest awards that can be presented by the Alberta Provincial Committee. Recipients will have had many years of dedicated service to the Air Cadet movement in Alberta. The recipient will have held many positions at the Squadron level, Wing Level, and/or Executive Committee level.

Detailed information must accompany the Life Membership nomination form validating and substantiating the nomination. Nominations will be received directly by the Honours and Awards chair and evaluated by the committee.

Certificate of Honour Recognizes the outstanding contribution of League Members at any level of the organization. The recipient will have been previously recognized with awards and/or certificates at the Provincial and/or national Level. This certificate recognizes volunteers who have contributed numerous years at one or multiple levels. Use the enclosed Honours and Nomination form.

Certificate of Merit Recognizes the contribution of the volunteer for service of League members over an extended period of time. The recipient will have been involved with numerous activities at any level of the organization. Use the enclosed Honours and Nomination form.

Volunteer Recognition Award Our organization is full of unsung heroes who contribute their time and talent in support of our cadets, and we believe it is essential that they be recognized. Any individual connected with the movement may be nominated and submissions should detail the nominee’s history with our movement, and any of the nominee’s special activities and supporting data.

Nominations may be made by any interested party or parties including squadron staff, League Representatives or Zone Training Officers using the enclosed Honours and Award Nomination form.

Certificate of Appreciation Recognizes the contribution of the volunteer for service for a short period of time normally for one specific duty or responsibility. Use Honours and Nomination form APC-01.

Provincial Distinguished Service Medal (PDSM) of the Air Cadet League of Canada, Alberta Provincial Committee

Eligibility:

The PDSM may be awarded to any individual who is or has been:

- a. A provincial Member of the APC: including Governors, Life and Honourary Members, Directors, and Members-at-Large; or
 - b. A local Member of the APC: including Sponsoring Committee Chairs, Treasurers and SSC Members;
- Extraordinary Awards may be approved for individuals who are affiliated with but not Members of the League, on a case-by-case basis.
 - The PDSM is intended for award to League members, and civilian volunteers and stakeholders. CAF Members and paid (generalist) Civilian Instructors are not eligible.

Criteria:

- a. Recipients must have rendered exceptional and valued service to the APC or the Air Cadet Program generally, normally over a period of at least ten years.
- b. Service is not to be determined by the length of membership or tenure in appointments alone, but by proactive and effective efforts with demonstrable contributions.
- c. Notwithstanding, the PDSM may also be awarded to recognize a notable and significant one-time achievement.
- d. Normally, recipients should have been previously recognized by the APC or the National level of the League, except in the case of Extraordinary Awards.
- e. Each Provincial Chairperson shall receive the PDSM upon the successful conclusion of their term of office.

Nomination and Approval Process:

- a. The APC Board of Directors is the approving authority for awards of the PDSM. The Committee shall forward the names and credentials of recommended recipients to the Board or Executive Committee for confirmation, before publication.
- b. Any two members of the APC may nominate qualified and deserving individuals on the official form (APC-01), with all supporting information required.
- c. The APC Honours & Awards Committee may also nominate recipients upon its own motion.

Regulations:

- The PDSM may not be approved posthumously.
- The PDSM may only be earned and presented once (i.e., no “Bars” for multiple awards).
- The PDSM takes precedence after the *ACL Medal of Honour* and before the *ACL Volunteer Long Service Medal*. [Approved at the 2018 National AGM].

Description:

- The PDSM is round, 36mm in diameter, with a ring suspender and polished, bronze finish.
- The obverse bears the crest of the Air Cadet League of Canada, flanked by a laurel.
- The reverse has the words Distinguished/Service/Distingué in raised letters on three lines, providing room to engrave the recipient’s name and year of the award.
- The ribbon is a plain Aegean Blue (*close to Pantone 302c*).

A miniature of the PDSM is presented with the full-size Medal.

[Other Awards provided by the Alberta Provincial Committee](#)

As well as the previously described awards, the Honours and Awards committee awards a number of certificates to worthy recipients. The description of each follows and the Honours and Awards Nomination Form must accompany the nomination.

Nominations may be made by any interested party or parties including squadron staff, League Representatives or Zone Training Officers using APC Form 1.

All nominees are evaluated on a Provincial Basis, and the recipients are announced and presented at the Wing Level. Use APC Form 1.

Officer Recognition Award	Evaluation is conducted on a Wing basis with each Wing soliciting nominations and choosing one outstanding Officer who will go on to compete at the Provincial Level for the APC Officer of the Year. The APC Officer of the Years will be Alberta’s nomination for the National Officer of the Year Award. Use APC Form 1.
Certificate of Recognition	Recognizes the contributions of non-League members such as Officers, Air Cadets, Supporters and Corporate Donors. Use APC Form 1.
Alberta Provincial Committee Commendation	<p>The Alberta Provincial Committee (APC) Commendation is awarded to recognize deeds or activities beyond the demand of normal volunteer activity. This may include meritorious achievement, service or performance of duty, or an act of courage or heroism which may involve the voluntary risk of life. The degree of merit must be distinctive, though it need not be unique.</p> <p><u>Eligibility</u></p> <p>The APC Commendation may be awarded to:</p> <ul style="list-style-type: none"> • Members of the Air Cadet League for a significant contribution affecting or reflecting well on the Canadian Cadet Organization (CCO); • Members of the Canadian Armed Forces (CAF) including members of the Regular Force, Primary Reserve, Cadet Organizations Administration and Training Service (COATS) Canadian Rangers and holders of Honourary appointments, for a significant contribution affecting or reflecting well on the CCO; and • Individuals who are not members of the CAF or the APC for a deed or activity beyond the demands of normal duty that is of benefit to the APC, CCO or the CAF. <p>Recommendation for this award should be sent to the Alberta Provincial Committee using APC Form 1 found in the Honours and Awards Handbook. The APC Chairperson will approve this award. Nominations are accepted year-round and presented at a suitable event as close in time as possible to the act being recognized.</p>



ACLC, Alberta Provincial Committee

Honours and Awards Nomination

Originating Squadron _____ or

Organization (e.g. APC) _____

Deadline: **JUNE 30th.**



Nominee

Full Name:

Address:

Phone:

Cell Phone:

(Squadron if applicable)

Email:

Nominator

Name of Member or Committee

Address:

Phone:

Cell Phone:

Position:

Email:

Award being requested (Please check one)

League Members

APC Commendation

Honorary Life Membership

Volunteer Recognition Award

APC Distinguished Service Medal

5 Year Volunteer Service Pin

Certificate of Appreciation

Certificate of Merit

Certificate of Honour

Non-League Members

APC Commendation

Sponsor Recognition Award

Officer Recognition Award

Certificate of Recognition

Cadets (Deadline June 30th)

APC Commendation

Holly Jones Memorial PR Award

The Provincial Honours and Awards Committee reserves the right to recommend nominations for other awards.

FOR OFFICE USE

- AC for APC Commendation,
- Provincial Distinguished Service Medal,
- CH for Certificate of Honour,
- CM for Certificate of Merit,
- Certificate of Recognition,

- CA for Certificate of Appreciation, DM for
- VR for Volunteer Recognition Award,
- 5Y for Five Year Pin,
- OR for Officer Recognition Award, CR for
- SR for Sponsor Recognition Award

AWARD

UNIT AWARD YEAR NOMINEE NAME

e.g. 123_HA_VR_20XX_John_Doe



ALCL, Alberta Provincial Committee
Honours and Awards Nomination
Use this Nomination Form for Provincial Awards
Deadline: **JUNE 30th**.



Qualifying Information about Nominee

Member		
<input type="checkbox"/> ACL National <input type="checkbox"/> Provincial Committee <input type="checkbox"/> Sponsoring Committee		
Squadron Staff or Volunteer		
<input type="checkbox"/> CIC Officer <input type="checkbox"/> Volunteer <input type="checkbox"/> Parent Committee <input type="checkbox"/> Cadet <input type="checkbox"/> Sponsor		
Date of First Affiliation with Air Cadet League		
Offices or positions held in the Air Cadet Program:		
Honours, Awards or Certificates received:		
Substantiation for Award: attached documentation if necessary		
Proposed Citation (50 - 100 words)		
Nominator		
Name (Print)	Signature	Date (yyyy/mm/dd)
Recommendation by Wing Director		
Wing Director Name (print): _____		Signature _____
		(yyyy/mm/dd)
Phone: _____	E-Mail _____	Date: ____ / ____ ____

Submissions must be received in digital form (ideally one PDF file including nomination form and supporting documentation) no later than **June 30th** by the Alberta Provincial Committee Immediate Past Chair at pastchair@apcacl.ca.

Holly Jones Memorial Public Relations Award of Excellence

Mrs. Holly Jones was a very supportive volunteer with 699 Squadron in Edmonton where her daughter, Elisabeth Jones was an Air Cadet. Holly was very encouraging to the Air Cadets of Alberta and to the League members. Mrs. Jones was extremely supportive of the Alberta Provincial Committee and was instrumental in the production of the Welcome Video for the 2015 National AGM to Edmonton and the scholarship instructional video. She dedicated a substantial amount of time and work to produce a most professional video which was acclaimed at the national AGM as one of the best Welcome videos seen in many years. She sadly passed away in 2015 and she will be missed by all who knew her.

To honour her memory, the Alberta Provincial Committee has created a new award for Alberta Air Cadets to strive for. That is the HOLLY JONES MEMORIAL PUBLIC RELATIONS AWARD OF EXCELLENCE. This award will be awarded annually to one Alberta Air Cadet and presented at the Alberta AGM in October of each year.

The requirements for this award are as follows:

1. This Award is open to any Alberta Royal Canadian Air Cadet who is currently enrolled within an Alberta Squadron. A letter detailing the Air Cadet's accomplishments regarding Public Relations is required to be submitted to the Alberta Provincial Committee Honours and Awards Committee, no later than June 30th.
2. The cadet should take an active part in the squadron's Social Media such as the Squadron's website, Face Book, and photography or video of squadron activities under the guidance of the Squadron officers or the Squadron Sponsoring Committee.
3. The cadet should strive to ensure that the material is of a mature, interesting, and professional nature.
4. The cadet should regularly promote their Squadron in Social Media.
5. The cadet should actively seek opportunities to provide a photographic or video record of the Squadron's activities and special events.
6. A sample of the Air Cadet's work shall be submitted with the application.
7. A letter of recommendation will be required from the Commanding Officer of the Squadron detailing the Public Relations role the cadet has performed for the Squadron.
8. A letter of recommendation will be required from the SSC Chairman of the Squadron.
9. Any letters of recommendation within the community or school as to the Air Cadet's participation in Public Relations outside of the Squadron would be welcome.
10. Submissions will be judged by the APC Executive Committee or a committee struck by the APC.

Bob Barraclough Leadership Scholarship

This Scholarship is named for our friend in Cadets, Robert (Bob) Barraclough who passed away in December 2013. He started his career as a cadet at 24 Red Deer Squadron in 1973. He became the WOI and was awarded gliding, power, and International Exchange scholarships. Bob then joined the Cadet Instructor Cadre and was an officer with 24 Red Deer, 524 Sturgeon, Penhold and Gimli Summer Training Centres, and the Regional Cadet Instructors School. He worked full time as an instructor at the RCIS until he suffered a Spinal Cord injury in a motor vehicle accident which ended his career as an officer. In 2008 Bob became involved with the Alberta Air Cadet League and served 810 SSC, was the NE Wing Director and Alberta Provincial Committee Vice Chairman. Bob was an avid believer in the cadet program and would encourage all cadets to strive to do their best. This scholarship is dedicated to his time in the organization as an officer and a League member and is offered by his family to support a cadet in their post-secondary endeavours.

This Scholarship has a gift of \$1,000. Nominations for this Scholarship are meant to further a cadet's post-secondary education.

Nominations should include the cadet's Fortress record, Education marks, and any letters of Recommendation that the nominator deems appropriate. Note should be taken of the cadet's contributions to the squadron, school and to their community and should note leadership skills. A cadet narrative is NOT required. At a minimum a letter of recommendation from the Commanding Officer is required.

K.C Lett Scholarships (Academic and Continuation Flying)

Description

In the summer of 2021, the Air Cadet League of Canada (ACL) proudly announced an historical donation of \$1.02 Million from Major-General (Ret'd) Ken C. Lett. This donation represents the largest sum ever donated to the ACL in the history of the League. The purpose of the gift is to support the creation of an academic scholarship fund for Air cadets. Specifically, scholarships will be named the “K.C. Lett Scholarships” and will be awarded for postsecondary enrolment in an aviation related program at an accredited educational institution or for continuation flying at a certified flight school. The selection criteria for these awards will include individual performance in the cadet program, secondary school academic performance, and community involvement. Annual disbursements will be based on the annual investment income derived from the fund. Fifty percent (50%) of disbursements will be awarded to Air Cadets resident in Alberta.

In 2023 there will be two (2) academic scholarships of \$3500.00 each and two (2) continuation flying scholarships of \$3500.00 each

Scholarships are awarded based on scholastic achievement, combined with outstanding performance as an Air Cadet, community involvement, and donor’s requirements. For continuation flying scholarships, the funds will be sent to the flying school of the recipients choice.

The Alberta Provincial Committee Honours and Awards Committee will consider all eligible candidates. The decisions of the committee will be considered final. The Chair of the Alberta Provincial Committee will announce the names of the recipients at the Annual General Meeting of the Air Cadet League of Canada, Alberta Provincial Committee.

Eligibility

Scholarships are open to students who are entering or pursuing their post-secondary education, and who are members of the Royal Canadian Air Cadets on June 30th or who age out during the training year prior to June 30th of the year of application.

Applicants must be graduating from the secondary school system (or equivalent), or already be registered at a university, college, technical institute or vocational program, of any Province or Territory, in the training year of application. Applicants must be entering directly or continuing into a full program of studies at a fully accredited post-secondary education facility (university, college, technical institute or vocational program), where the program undertaken leads to a degree, diploma, or professional or technical qualification.

For the continuation flying scholarships, the cadet must have a flying license and will use the funds to continue their flying ability. Please apply letting the committee know where you would like the funds to be directed.

Gordon Welling Air Cadet Fellowship Scholarship - Alberta

The Gordon Welling Air Cadet Fellowship Scholarship recognizes two Grade 12 students who have engaged in meaningful fellowship and servant leadership activities throughout their time as an Air Cadet.

Two \$1000.00 scholarships are available to Alberta Air Cadets completing grade 12 and accepted to attend post-secondary studies at any recognized post-secondary institution (academic or technical) or trades training program.

About Gordon

Gordon joined 527 (Simonds) Squadron in Saint John, NB in 1972. He progressed to WO2 and served as the Squadron Warrant Officer in his final year. He was awarded the Senior Leaders Course in CFB Cold Lake, the Ground Search & Survival course in CFB Namao, an Exchange Visit, and is a recipient of the Gold Duke of Edinburgh Award. Gordon served with the Canadian Forces Army Reserve for 14 years completing his service as a Captain in 1994 after having served as a Commanding Officer of 728 (St. John's) Communication Squadron and Commandant of the Reserve Communication School Debert for four summers. Gordon has served as a Civilian Volunteer with 533 (Sabre) Squadron in St. Albert since 2016 and has been mentoring cadets as a Level Officer and coach in Effective Speaking, Air Rifle Shooting, Cadet Band, and the Duke of Edinburgh Award program.

Gordon has been an avid volunteer with youth activities for the past 25+ years having served with local Optimist International 'Friends of Youth' clubs in St. Albert, and as a Scouter with Scouts Canada. He continues to coach Scouting youth in Archery and Air Rifle Shooting and assists as an instructor with their Range Master courses.

In recognition of 25 years of community service and 25 years of employment with his current employer (Riva International, Inc in Edmonton), they offered to co-sponsor a scholarship program for Air Cadet youth in Alberta.

Selection Criteria

Application assessment will be based on the following criteria:

- Extent to which the cadet continually demonstrates fellowship, comradeship, mentorship, and servant leadership in their squadron. Their efforts significantly contribute to an enjoyable and positive experience for fellow cadets in their squadron;
- Extent to which the cadet demonstrated good citizenship;
- Extent to which the cadet demonstrated community service in their squadron, school and/or local community.

Eligibility

- Applicants must be registered in Grade 12, be eligible to graduate and be accepted to attend as a full-time student in a post-secondary institution or trade training program.
- Applicants must be a current serving air cadet in Alberta.

- Applicants must have conditional or full acceptance to a post-secondary institution or trades training program. (Proof of acceptance must be received before the candidate is awarded the scholarship).

Descriptors

Fellowship. Youth fellowship is active participation in a group of people that join together for a common purpose or intent, and who use teamwork and collaboration to positively contribute to the success of the cadet program.

Comradeship. Youth comradeship is fostering feelings of friendship between cadets who actively participate to make their squadron and cadet activities a welcoming, fun, and inclusive environment.

Mentorship. Youth mentorship is a relationship between an experienced cadet and a less experienced cadet to pass along experience, knowledge, and emotional support allowing the less experienced cadet to experience a more fulfilling time within the cadet program in their squadron.

Servant Leadership. Servant leaders put the needs, growth, and well-being of followers first. In other words, these types of cadets adopt a serve-first mentality and prioritize their fellow cadets, their squadron, and their community above themselves. The four elements of servant leadership include:

- Encourage diversity of thought and be open to different opinions.
- Create a culture of trust.
- Have an unselfish mindset.
- Foster leadership in others.

Citizenship. Youth citizenship activities are activities that involve youth volunteering in their school, squadron, and/or community by developing good relations with others, working in cooperative ways toward achieving common goals, and by collaborating with others for the well-being of their communities.

Community Service. Youth community service is doing something for someone else without the intention of getting recognition, reward, or money. This service benefits someone other than yourself and should be done because you like to help, not because you are required to.

How to Apply

To apply for this scholarship, write a short (no longer than 3 typed pages) narrative outlining what squadron you attend, what your post-secondary education and future career aspirations are, where you will be attending school, and describe how you meet the selection criteria.

Include with your application two letters of reference (one from your Commanding Officer or other Squadron Officer and one from your current school). Additional letters from organizations or groups that you volunteer with can be included.

Application to be sent to Past Chairman by June 30, 2023 – pastchair@apcacl.ca

Application Process and Supporting Documentation

Application form (APC Form 03) and supporting documents for all Provincial Education Scholarships must be received by the Chair of the APC Honours and Awards Committee (pastchair@apcacl.ca) no later than June 30th.

A one-page narrative (approximately 300 words) outlining the applicant's career goals and objectives. Explain why the applicant wishes to attend the institution chosen, and what benefits will be gained from post-secondary education.

A copy of applicant's Cadet Information Card.

A copy of the most recently available Transcript of Marks from either the High School, or from the Ministry of Education. For those applicants attending a post-secondary institution transcript are not required.

A letter of recommendation from applicant's Commanding Officer.

A letter of support from the Chair of your Squadron's Sponsoring Committee.

Up to two additional letters of recommendation or support (from School Principal, employer, School Counselor, etc.)

Evaluation

The educational portion of the evaluation will be based on latest High School marks even if the applicant is already attending a post-secondary institution. The latest marks in the core subjects (Languages, Mathematics, Science, and Social Science) must be included on the transcript.

The information contained in the cadet Information Card will be evaluated using the Alberta Outstanding Air Cadet Selection Criteria scoring in the APC Honours and Awards Handbook.

Notes:

- a. Payment to the Education Institution towards tuition will be sent as soon as all requirements have been satisfied.
- b. Following selection, the recipient may be required to provide a photograph or digital image (in uniform) for publicity purposes.
- c. The Provincial Honours and Awards Committee reserves the right to withhold the award of any of the scholarships where the academic standing of candidates is not sufficiently high.
- d. Cadets will receive a T4A income tax form.
- e. In any given training year, a cadet will be limited to one Provincial Post-Secondary Scholarship.
- f. A scholarship will not be awarded until that such confirmation of proof of acceptance and registration at the selected post-secondary education facility has been received. In this regard, it should be noted that such proof is not required at the time of application but will be required from the selected recipients as soon as possible after that determination has been made.

Alberta Aviation Council - AME/Avionics



This scholarship has a value of \$1,000.00/year and is awarded through the Alberta Provincial Committee of the Air Cadets for a cadet who is pursuing a career as an Aircraft Maintenance Engineer (AME) or Avionics. In the province of Alberta SAIT offers AME/Avionics programs offering the Transport Canada of the 'E', 'S' and 'M' licenses. Once the APC awards the scholarship to the cadet and the cadet shows confirmation of enrolment at SAIT, a cheque will be sent to the SAIT Registrar on behalf of the cadet.

Criteria

- Strong leadership - the ability to motivate others to achieve group or individual goals through positive instruction, encouragement, and personal example.
- Inclusiveness - the practice of accepting people of different backgrounds and skill levels, making them feel that they are a welcomed and valuable part of a team.
- Proven dedication to the Air Cadet Program.

Eligibility

- Applicants must be attending grade 12 and graduating in the year of applying for the scholarship.
- Applicants must be an Air Cadet in the province of Alberta.
- Applicant must provide proof of acceptance at a university prior to being awarded the scholarship.
- You can self-nominate.

Application Process

- Please ensure the nomination application includes all the following and direct your application information to the APC Awards Committee. Use Form APC-01.
- Applications must be received no later than June 30th.

Evaluation

- All applications will be reviewed by the Awards committee and announced at the Air Cadet League of Alberta AGM in October of each year.
- Nominator must attach a signed, detailed narrative summary of the achievements and qualifications of the nominee (200 – 400 words). Narrative should include why they should receive the award, outlining scholastic and personal achievements, goals, reasoning for financial assistance, and signed by nominator as well.
- Letter of the Squadron Commanding Officer of the unit.
- Application may include two letters of recommendation from personal contacts.

Donor

- Alberta Aviation Council



Air Cadet League of Canada
Alberta Provincial Committee



Alberta
Provincial Committee



Supporting Air Cadets In Alberta

Alberta Provincial Committee Scholarship Application Form

Applications and all supporting documents must be received no later than **June 30th**.

Personal Information		
Last Name:		
First Name(s):		
Rank:		
Squadron Number and Name:		
Date of Birth:		
Date of Enrollment:		
Mailing Address:		
Phone:	Cell Phone:	Email:
Scholarship (select one or more)		
<input type="checkbox"/> Bob Barraclough Leadership Scholarship		
<input type="checkbox"/> Alberta Aviation Council - AME/Avionics Award Scholarship		
<input type="checkbox"/> K.C. Lett Scholarship		
Gordon Welling Air Cadet Fellowship Scholarship - Alberta		



Post Secondary Institution (not required for Let continuation flying award)

Name of Institution:

Program Website:

Field of Study/Education (select one)

Institution Student Identification Number (if available)

- | | | |
|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Aerospace | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Nursing | <input type="checkbox"/> Pilot/Continuation Flying | <input type="checkbox"/> Science |
| <input type="checkbox"/> Vocational | <input type="checkbox"/> Other (specify) | |

Supporting Document Checklist

One-Page Narrative (not required for Bob Barraclough Leadership Scholarship)

Transcript

Cadet Information Card

CO letter of recommendation

SSC Chair letter of support/recommendation

Additional letter of support/recommendation (specify)

Additional letter of support/ recommendation (specify)

Declaration

I declare that the statements made in this application are true.

I acknowledge I will receive a T4A for income tax.

If selected, I agree to provide a photograph of myself for publicity purposes. I also understand and accept that my application may be shared with the donors of the scholarship.

Name (print)	Signature (if over 18)	
Parent/Guardian Name (print)	Parent/Guardian Signature (if under 18)	
		Date (yyyy/mm/dd)



FOR OFFICE USE

UNIT SCHOLARSHIP YEAR NOMINEE NAME

Submissions must be received in digital form (ideally one PDF file including nomination form and supporting documentation) by the Chair of the APC Honours and Awards Committee at past.chairman@aircadetleague.ab.ca no later than June 30th.

LONG SERVICE AWARDS

Alberta Provincial Committee 5 Years of Volunteer Service Pin

All registered and screened volunteers are eligible after 5 years of continuous service with a Squadron Sponsoring Committee and/or with the Alberta Provincial Committee. Effective date starts when the membership card is issued. Complete Nomination Form **APC-01** and forward to APC Honours and Awards Committee Chairman for action.

Air Cadet League of Canada Volunteer Long Service Medal

The Air Cadet League of Canada Volunteer Long Service Medal is available to individuals who have provided ten years or more of service to the Air Cadet League. This service can be at the local level (Squadron Sponsoring Committee), provincial level, National level or any combined of the three. The 10 years of volunteer service do not have to be consecutive or with the same Squadron / Provincial Committee.

Nomination for this medal is made using League ACC63 Form available at www.aircadetleague.com. The application can be completed by the individual or by another individual on behalf of the applicant. The completed application is submitted to the **Provincial Committee** in the jurisdiction where the recipient is currently living. The Chair of the Provincial Honours and Awards Committee (or designate) is the approving and issuing authority for the medal.

Application for volunteers who work only at the National level will be submitted to the National Honours and Awards Committee through the National Office. Applications for the Air Cadet League of Canada Volunteer Long Service Medal can be made at any time.

NATIONAL Administered by the Alberta Provincial Committee

Air Cadet Service Medal

All Air Cadets are eligible for the Air Cadet Service Medal after four years of continuous Service based on date of enrollment.

Currently serving Air Cadets – Complete an ACC56 application and submit to the Commanding Officer of the Cadet squadron for recommendation, it will then be approved by the cadet Squadron Sponsoring Committee and a copy forwarded to the Provincial Committee of the Air Cadet League of Canada for presentation.

Former qualified Air Cadets – complete the ACC57 application and forward it to the National Headquarters – Suite 201; 1505 Laperriere Avenue, Ottawa, ON K1Z 7T1. The application will be reviewed by the Executive Director and the medal will be mailed to the address provided. *(This process also applies for replacement medals.)*

NATIONAL AWARDS

National - Air Cadet League of Canada Members Awards

Forms and Information on National Awards can be found on the National website at
<http://aircadetleague.com/for-cadets-squadrons/awards>

Air Cadet League of Canada Medal of Honour
Air Cadet League of Canada Honourary Life Membership
President's Citation
Air Cadet League of Canada Certificate of Honour
Air Cadet League of Canada Certificate of Merit
Air Cadet League of Canada Director of the Year

National Air Cadet Awards

Please refer to Part 5 Section 5.8 of Air Cadet League of Canada Policy and Procedure Manual for Award details and deadlines. Accessible at the link below.

<https://aircadetleague.com/about-us/policy-procedure/>

(Control Click on each underlined award below for information)

[CONTINUATION FLYING TRAINING AWARD](#)
[ROYAL CANADIAN LEGION AIR CADET OF THE YEAR AWARD](#)
[PERRON AWARD \(FITNESS\)](#)
[NATIONAL EDUCATION SCHOLARSHIPS](#)
[DUKE OF EDINBURGH AWARD IN CANADA](#)
[AIR CADET LEAGUE ANNUAL MUSIC AWARDS FOR EXCELLENCE](#)
[PILOT TRAINING ACHIEVEMENTS AWARDS](#)
[PROVINCIAL COMMITTEE AWARDS](#)
[CADET AWARD FOR BRAVERY](#)

MEDALS/RIBBONS/PINS

[ROYAL CANADIAN HUMANE ASSOCIATION MEDAL](#)
[LORD STRATHCONA MEDAL](#)
[AIR FORCE ASSOCIATION OF CANADA MEDAL](#)
[NAVY, ARMY, AIR FORCE VETERANS MEDAL OF MERIT](#)
[ACL AIR CADET SERVICE MEDAL \(CURRENT CADETS\)](#)

CERTIFICATES

[CADET CERTIFICATE OF COMMENDATION](#)
PRESIDENTIAL CERTIFICATES

