



ACL(MB) LIAISON TRAINING 2020



Agenda

- 👑 DND/ACL Memorandum of Understanding
- 👑 Roles & Duties of ACL Liaison
 - 👑 How to be a Virtual Liaison
 - 👑 Assessing what constitutes a “healthy” SSC
- 👑 Mandatory Forms & Submissions
 - 👑 MPC4900
 - 👑 ACC9
 - 👑 LSA Funding Process
- 👑 Registration & Screening
 - 👑 Forms & Step by Step Process

Agenda (Continued)

Budgets & Finances

-  Working with the CO

-  CRA Registration

-  Reviewing Banking Arrangements

Effective Speaking

-  What are the ACL Responsibilities?

Honours & Awards

-  Encouraging and Making Nominations

DND/ACL

Memorandum of Understanding

- 👑 New MOU ratified 26 June 2020
 - 👑 Replaces 2005 MOU
 - 👑 Latest Evolution in 1941 Partnership between DND & Leagues ¹
 - 👑 Outlines Shared Roles & Responsibilities
 - 👑 Will Oversee, Guide & Enable Interactions between participants at all Levels
 - 👑 Available in League Member Resources aclmb.com

DND/ACL MOU Shared Roles & Responsibilities

- 👑 The Leagues concur with the following shared Roles & Responsibilities:
 - 👑 Participate in a mutually concurred upon consultative framework;
 - 👑 Recommend, supervise & assist SSC's;
 - 👑 Supervise & account for the provision of facilities by SSC's, when not provided by CAF; ²
 - 👑 Supervise & account for the provision of financial support, when not provided by CAF;
 - 👑 Supervise & account for the provision of material, when not provided by CAF (e.g., training aids, equipment, band instruments, food, etc.);

Shared Roles & Responsibilities (Continued)

- 👑 Supervise & account for the provision of transportation for cadet activities when not provided by CAF;
- 👑 Engage with private industry, NGO's, provincial & municipal governments;
- 👑 Support communications activities;
- 👑 Support awards, recognition, bursaries & grants for cadets & cadet squadrons; and
- 👑 Provide other support upon request (e.g., administrative, insurance, when not provided by CAF)

Roles & Duties of ACL Liaison

- 👑 Interface between SSC & Provincial Committee
 - 👑 Face of the Provincial League at Local Level
 - 👑 Work with SSC to answer policy & procedure questions
 - 👑 Conduit for flow of information between SSC & other levels of ACL
- 👑 Assist SSC with resolution of difficulties or issues that arise. Consult/escalate to other levels as required
- 👑 Provide monthly reports to Region Senior Liaison on Squadron status

Roles & Duties of ACL Liaison

- ✿ Assist SSC with governance issues
 - ✿ Squadron Sponsoring & Parent Committee structures
 - ✿ CRA Charitable Registration & Incorporation
 - ✿ Banking arrangements (signing authority & credit cards)
 - ✿ Budget process, in conjunction with CO
 - ✿ Succession planning (SSC Executive)
- ✿ Assist SSC & Staff with awareness, preparation, timely submission & updates of all League required documentation & applications
 - ✿ Registration & Screening
 - ✿ MPC4900
 - ✿ SSC assessment
 - ✿ ACC9
 - ✿ National courses & events
 - ✿ Provincial & National scholarships
 - ✿ Cadet & volunteer honours & awards

Mandatory Forms & Submissions (MPC4900)

- 👑 Squadron Sponsor & Sponsoring Committee Annual Commitment Form Due by 30Nov
- 👑 Confirmation to support Squadron in accordance with ACL & MPC rules & procedures
- 👑 Regular updates to Identify & provide contact information for SSC officers & members 3



**Squadron Sponsor & Sponsoring Committee
Annual Commitment Form – MPC 4900 (Rev 2014)**

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 (ACL) and Manitoba Provincial Committee (MPC) 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.: RCL Branch, Rotary or Lions Club, Group of Individuals, etc)

Authorized Officer: _____
Print name Signature Date

Second Sponsor: _____
(If Applicable) (e.g.: RCL Branch, Rotary or Lions Club, Group of Individuals, etc)

Authorized Officer: _____
Print Name Signature Date

Third Sponsor: _____
(If applicable) (e.g.: RCL Branch, Rotary or Lions Club, Group of Individuals, etc)

Authorized Officer: _____
Print name Signature Date

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

Due by 30 November. A minimum of five SSC members is required.

1. Full/formal name of Committee:

2. SSC Mailing Address and LHQ Address:

3. SSC Website and Email Address:

**Squadron Sponsoring Committee
Annual Commitment Form (MPC 4900)**

4. As the SSC Executive members, we agree to be responsible as an element of The Air Cadet League of Canada (MPC) and in partnership and cooperation with the Squadron Commanding Officer (CO) and Staff, in that:
- 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 MPC, and be in concert with those of the Canadian Forces.
 - 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 MPC 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 MPC ACC9 Compliance Officer for the year ending 31 August. Bank Signatories document(s) and Statements will be attached to the ACC9 for each bank account.
 - 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.
 - The SSC and the Squadron, when requested by the MPC's Executive Committee, will make its financial and administrative records available for review and/or audit.
 - All funds, monies and investment/safekeeping instruments and assets raised by, on behalf of and kept in the name of the Squadron, it's 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.
 - 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 MPC as would be available to them as a Registered Charity, but they are still responsible to comply with the applicable CRA regulations.
 - The SSC will comply with The Air Cadet League of Canada and MPC 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. Furthermore, 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/MPC.
 - 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.
 - SSC Slate Approval through this MPC 4900 remains valid until a subsequent form or amending correspondence is received by the MPC.
5. The current Chair, Co-Chair (if applicable), Vice-Chair and Treasurer of the Sponsoring Committee must complete Appendix A to the MPC 4900. Their signature on Appendix A signifies that they and all members of the Sponsoring Committee will comply with and abide by the foregoing responsibilities and obligations.

<input type="checkbox"/> Appendix A must be completed and attached. <input type="checkbox"/> Appendix B must be completed and attached.		Information Correct as of: _____ <div style="text-align: right; margin-left: 150px;"><i>dd/mm/yy</i></div>
SSC Chair:	_____ Print Name	_____ Signature

PLEASE PRINT CLEARLY

Chair Name:			
Address:			
Phone:	Home:		Cell/Bus:
E-mail:		<input type="checkbox"/> Bank Signing Officer	
Signature:		<input type="checkbox"/> Registered & Screened	
Co-Chair Name: (if applicable)			
Address:			
Phone:	Home:		Cell/Bus:
E-mail:		<input type="checkbox"/> Bank Signing Officer	
Signature:		<input type="checkbox"/> Registered & Screened	
Vice-Chair Name:			
Address:			
Phone:	Home:		Cell/Bus:
E-mail:		<input type="checkbox"/> Bank Signing Officer	
Signature:		<input type="checkbox"/> Registered & Screened	
Treasurer Name:			
Address:			
Phone:	Home:		Cell/Bus:
E-mail:		<input type="checkbox"/> Bank Signing Officer	
Signature:		<input type="checkbox"/> Registered & Screened	
Member Name:			
Member Name:			
Member Name:			
TOTAL NUMBER OF MEMBERS ON SQUADRON SPONSORING COMMITTEE SCREENED AND REGISTERED:			

Mandatory Forms & Submissions (ACC9)

- 👑 Prepares output of SSC Statement of Receipts & Expenditures
 - 👑 SSC identification
 - 👑 Statement of Income
 - 👑 Statement of Expenses & Surplus (Deficit)
 - 👑 Balance Sheet (Assets & Liabilities)
- 👑 SSC financial management tools
 - 👑 Investment & Fixed Asset management
 - 👑 Revenue & Expense journals
 - 👑 Claims Tracker
 - 👑 Budget preparation & Tracker
 - 👑 CRA T3010 Financials
 - 👑 Financial Transparency *4,5*

Air Cadet League of Canada

Consolidated 'Single Account' version of the Squadron Sponsoring Committee Financial Report (Form ACC9S)

AIR CADET LEAGUE OF CANADA -- 2006 BY-LAW Article 9.2.4.v. in the PPM

As specified in the by-laws of the ACLofC, PPM Article 9.2.4.v., each Squadron Sponsoring Committee must "render an annual statement of receipts and expenditures on Form ACC-9 to its ACL Provincial Committee within sixty (60) days of the end of the fiscal year", that is by 31 August. The PC will then review before sending a signed off copy to the National level. The Help

Guide ('S') to assist in the proper completion of the ACC9S is found at www.aircadetleague.com (Forms Section.)

THE FULL AND COMPLETE YEARLY SUBMISSION OF THIS FORM IS MANDATORY.

IT MUST BE COMPLETED WITH A YEAR END OF 31 AUG AND SUBMITTED
TO THE PROVINCIAL COMMITTEE BY 31 AUGUST

SQUADRON SPONSORING COMMITTEE Identification

Sqn Number 0	Committee Name: 0	Year Ending 31 Aug 2014
Provincial Committee Jurisdiction:		

'SSC Mailing Address: _____

Person completing this form (normally the treasurer):

Name & Title:	
Mailing Address:	
City, Prov. & Postal Code:	
Phone 1: Residence.:	BEST TIME TO CALL:
Phone 2: Other:	BEST TIME TO CALL:
Fax - indicate (R) or (B):	<input type="checkbox"/> residence <input type="checkbox"/> Business/Bureau
e-mail -indicate (R) or (B):	<input type="checkbox"/> residence <input type="checkbox"/> Business/Bureau

Is the Squadron Sponsoring Committee a Registered Canadian Charity? (click / tick box) YES/OUT NO/NON

If yes, insert number here:

GST Registration Number (if applicable):

Was the past year's Registered Charity Information Return (Form T3010A) filed? YES NO

THIS SECTION IS TO BE COMPLETED BY THE PC Financial Compliance Officer

The information provided in this ACC9 has been reviewed with due diligence for completeness, reasonability and compliance in accordance with the League's procedures. This review is not an audit. The financial information included herein appears on its face to be reasonable. Nothing has come to our attention that would indicate the information provided is not reliable and/or fairly stated, except if and as noted in comments attached as annex "A" hereto.

check box if annex attached / Cochez la case si une annexe est incluse

Date	PC Financial Compliance Officer (Name)	Signature
------	--	-----------

Date sent to Nat'l by the PC: date rec'd by Nat'l:

Statement of Income for the Year Ended 31 Aug, 2012

Squadron Number:		0	Name:	0	Total Income (Bank Deposits)
*X Shows where you can insert additional categories (change name in the revenue journal) May use own Chart of Account numbers in column 'E'					
4000 - Donations, Grants & Other Such Income:					
1	(a)	4010	From Official Sponsor(s)	\$	-
	(b)	4020	From Non-Sponsor Veterans Organizations & their Auxiliaries		-
	(c)	4030	From Other Service Clubs (Other than Sponsor)		-
	(d)	4040	Specific Purpose Non-DND Grants		-
	(e)	4050	Bequests and Such		-
	(f)	4060	Other Non-Tax Receipted Donations		-
	(g)	4070	Other Tax Receipted Donations (Only if Registered Charity)		-
X	(h)	4080	open Cat - insert name in Rev Jmidisponible - insérez le titre dans le Journal Revenue		-
	(i)	4100	Donations, Grants & Other Such Income TOTAL:		\$ -
4200 - Gaming Fund Raising:					
2	(a)	4210	PC Lottery/ Raffle Sales Income		-
	(b)	4220	PC Lottery/ RaffleShare (ie share received/returned from PC level)		-
	(c)	4230	Sqn Lottery/ Raffle		-
	(d)	4235	Bingo Income		-
	(e)	4240	Casino Income		-
	(f)	4250	BreakOpen Tickets Income		-
X	(g)	4260	open Cat - insert name in Rev Jmi disponible - insérez le titre dans le Journal Revenue		-
	(h)	4300	Gaming Fund Raising TOTAL:		\$ -
4400 - Other Fund Raising Activities:					
3	(a)	4410	Annual Banquet Ticket Sales and Such		-
	(b)	4420	Tagging		-
X	(c)	4430	open Cat - insert name in Rev Jmidisponible - insérez le titre dans le Journal Revenue		-
X	(d)	4440	open Cat - insert name in Rev Jmidisponible - insérez le titre dans le Journal Revenue		-
X	(e)	4450	open Cat - insert name in Rev Jmidisponible - insérez le titre dans le Journal Revenue		-
	(f)	4500	Other Fund Raising Activities TOTAL:		\$ -
4600 - Miscellaneous:					
4	(a)	4610	GST Rebate (Only if Registered Charity)		-
	(b)	4620	Money Collected for Activities (e.g. ski trip, year-end trip, etc.)		-
	(c)	4630	Refunds (from School Board and Others)		-
	(d)	4640	Canteen Proceeds		-
	(e)	4650	Sale of Sqn Logo Items, Drill Manuals and Such		-
	(f)	4660	Bank and Investment Interest/ Income		-
X	(g)	4670	open Cat - insert name in Rev Jmidisponible - insérez le titre dans le Journal Revenue		-
X	(h)	4680	open Cat - insert name in Rev Jmidisponible - insérez le titre dans le Journal Revenue		-
	(i)	4700	Miscellaneous TOTAL:		\$ -
4800 - DND Funding & Recoveries:					
5	(a)	4810	Local Support Allocation - Admin		-
	(b)	4820	Local Support Allocation - Optional Training		-
	(c)	4830	Regular Training & Travel Recoveries		-
	(d)	4840	Consumable or other Recoveries from DND		-
X	(e)	4850	open Cat - insert name in Rev Jmidisponible - insérez le titre dans le Journal Revenue		-
	(f)	4900	DND Funding & Recoveries TOTAL:		\$ -
6	(a)	4999	TOTAL INCOME (forwarded to line 4999 page 3)		\$ -

* SEE GUIDE

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BALANCE SHEET
As at 31 Aug, 2014

Squadron Number:		0	Name:		0
ASSETS					
1000 - Current Assets:					
			Last year	Current year	
1	(a)	1010	Petty Cash, Floats & other cash on hand	-	\$ -
	(b)	1020	Bank Account	<input type="checkbox"/>	<input type="checkbox"/>
	(c)	N/A	n/a	<input type="checkbox"/>	<input type="checkbox"/>
	(d)	N/A	n/a	<input type="checkbox"/>	<input type="checkbox"/>
	(e)	N/A	n/a	<input type="checkbox"/>	<input type="checkbox"/>
	(f)	N/A	n/a	<input type="checkbox"/>	<input type="checkbox"/>
	(g)	1070	Investments	\$0.00	<input type="checkbox"/>
	(h)	N/A	n/a	<input type="checkbox"/>	<input type="checkbox"/>
	(i)	N/A	n/a		
X	(j)	N/A	n/a		
X	(k)	N/A	n/a		
	(l)	1100	Total Current Assets:	\$ -	\$ -

Mandatory - ACC9 must be accompanied by year-end photocopies of bank account and investment statements with reconciliation worksheet that must balance with the amounts reported in this section of the ACC9 as well as of other investment statements. Copies of each monthly statement may be requested by PC reviewer.

1500 - Fixed Assets:			At Nominal Values of \$1	Estimated Replacement Cost
2	(a)	1510	Aircraft	-
	(b)	1520	Land and Property	-
	(c)	1530	Building(s)	-
	(d)	1540	Vehicles	-
	(e)	1550	Office Equipment (Computers, Fax Machines, Printers)	-
	(f)	1560	Training Equipment	-
	(g)	1570	Musical Instruments & Equipment	-
	(h)	1580	Other	-
	(i)	1600	Total Fixed Assets - At Nominal \$1 Value per category:	\$ -

1700 - TOTAL ASSETS (Fixed Assets Components Valued at Nominal \$1 per category) \$0

LIABILITIES and EQUITY					
2000 - Current Liabilities:					
			Last year	Current year	
X	3	(a)	2010		
		(b)	2020	Bank Loans (Short-Term)	
		(c)	2030	Other Loans/Leases (Short Term)	
		(d)	2040	Other Outstanding Debts (Short-Term) (e.g. Interest)	
		(e)	2050		
X		(f)	2100	Total Current Liabilities:	\$ -
2200 - Long-Term Debts:					
			Last year	Current year	
	4	(a)	2210	Notes Payable	
		(b)	2220	Mortgages	
		(c)	2230	Capital Equipment Lease	
		(d)	2300	Total Long-Term Debts:	\$ -
2400 - TOTAL LIABILITIES \$ -					
3000 - Equity					
			Last year	Current year	
	5	(a)	3100	Retained Earnings (Equity from prior year)	\$ -
		(b)	3110	Surplus/Deficit of Revenue over Expenditure (Net income/ - Net loss)	\$0.00
		(c)	-	Integer Rounding Adjustment (must not be more than \$8)	
		(d)	3200	TOTAL EQUITY (last Year - Actual deficit (Surplus) - This Year)	\$0
3700 - TOTAL LIABILITIES PLUS EQUITY \$ -					

LINES 1700 and 3700 MUST BE EQUAL

This ACC9 has been prepared by the person indicated on page 1 from the accounting records of the Sponsoring Committee, other documentation, and information available from and to the Sponsoring Committee. It accurately reports the Sponsoring Committee's financial position on this statement's date. We confirm due diligence has been exercised in maintaining appropriate accounting of revenues, expenses, and control of all monies in conformity to ACL rules and procedures. No audit was performed and consequently no auditor's opinion is expressed on these financial statements. Note that the CO signs as having been apprised of the contents of the ACC-9 and having on the surface no reservation about its content.

	Commanding Officer	Squadron Sponsoring Committee	
		Chair	Treasurer
Signature:			
Print Name:			
Date:			

Mandatory Forms & Submissions (LSA)

- ❁ Local Support Allocation (LSA) was approved in 2006 replacing Cadet Contingency & Band Grants
- ❁ Intended to offset eligible expenses
 - ❁ Category 1 – Optional training activities
 - ❁ Category 2 – Optional physical activities
 - ❁ Category 3 – Administrative support
- ❁ Contributions to ACL and/or gifts not eligible
- ❁ Squadron allocation for financial relief based on official number of cadets
 - ❁ \$600 per Squadron plus \$15 per cadet for eligible expenses in category 1 & 3, plus
 - ❁ Additional \$30 per cadet exclusively for eligible expenses in category 2

Mandatory Forms & Submissions (LSA)

- 👑 LSA claims submitted through CO includes certification that SSC is in agreement
- 👑 Additional LSA allocation for Covid19 temporary relief announced in April, 2020 based on:
 - 👑 \$1,500 per squadron not housed in DND facilities
 - 👑 \$500 per squadron housed in DND facilities

Registration & Screening

- 🌻 Step by Step Procedure
 - 🌻 All volunteers must be screened. Screened volunteers are ACL members & covered by League insurance
 - 🌻 Forms returned to SSC screening coordinator
 - 🌻 Completed Volunteer Screening & Registration Application Form
 - 🌻 Completed online criminal record check by Sterling Talent Solutions (\$26 plus tax fee)
 - 🌻 Current jpg photo sent by email
 - 🌻 Credit check may be required for certain positions
 - 🌻 References to be called by SSC screening coordinator
 - 🌻 Interview (in person) by SSC Chair & screening coordinator
 - 🌻 Completed forms (1st 2 pages) to Provincial Coordinator
 - 🌻 Screening renewal required after 5 years



Volunteer Screening and Registration

APPLICANT INFORMATION

Dear Volunteer:

Thank you for your interest in becoming a volunteer with The Air Cadet League of Canada (ACL). Over 5,000 screened and registered adults donate their time and skills in support of Air Cadet Activities.

The ACL and its partner, the Department of National Defence (DND), have worked together in a partnership spanning over seventy-five years to establish and maintain what is acknowledged to be a premier youth organization. The Air Cadet Program is a comprehensive one, which is run in a structured, disciplined and safe manner. In this context, it is important to ensure all volunteers are appropriately selected and are good role models for Air Cadets. Knowing the volunteers, their skills and talents, and their intended contribution is very important to the Squadron Sponsoring Committee, Officers and staff. A team effort produces the best results for the greater benefit of the Air Cadet Movement.

Air Cadet League volunteers may work in close contact with Air Cadets aged from twelve to eighteen. We know that parents and guardians place great faith in both the ACL and the DND to keep their son or daughter free from potential harm at all times. To fulfill their responsibilities to the cadets, both the ACL and DND conform to rulings by the Supreme Court of Canada that define the level of care required by any organization in protecting youth under its direction. This level of care is defined as that which would be exercised by a prudent parent in protecting their child. These responsibilities are also evident in the ACL screening and selection process for its volunteers.

The ACL welcomes your application in good faith. However, every applicant is required to successfully complete all stages of a thorough screening process which includes:

- Completing the attached Volunteer Screening and Registration Application Form
- Completing a criminal record check
- Providing a current jpg photo sent via email

An interview will be required after receipt of this completed form, the criminal record check and the photo. For positions such as Treasurer and Fund Raising, a Credit Check may be required. The information you will be asked to provide will be kept confidential and used by the ACL for the following purposes:

- To prepare for your personal interview
- To make enquiries of personal references

If accepted, your registration remains valid for five years provided you remain active and in good standing with the ACL. By applying and being approved, you undertake an obligation to report to the ACL any subsequent change to your personal circumstances (example, a criminal offence) that is of a nature that will require a re-evaluation of your position as a volunteer with the ACL.

Criminal Record Check

As part of the screening process, the ACL requires all applicants to undergo a criminal record check. The ACL has contracted with Sterling Talent Solutions, an internationally recognized screening company to provide an Enhanced Police Information Check (E-PIC) for all our applicants.

You do not have to go to a police agency but you can obtain the check from the comfort of your home or office by simply logging on to the Sterling Talent Solutions website and do an on-line application. There is a cost of \$26.00 plus tax which will be borne by you. However, you will "own" the E-PIC and you could direct other volunteer organizations to access your E-PIC without any further costs to you.

It will be necessary to set up a secure account with the company and provide certain personal information to enable them to complete the E-PIC. To access the Sterling Talent / Air Cadet page, please go to the following website

<https://www.sterlingtalentsolutions.ca/landing-pages/a/aircadetLeague/>

and the following page will appear:

From the drop-down boxes, select your province, choose your location (squadron) and then Start my Check. Once completed and payment made, the E-PIC will be emailed, within 24 hours to the ACL Provincial Screening Coordinator for processing.

If you have done an E-PIC through Sterling Talent Solutions for another organization within the last six months, you can simply have Sterling Talent Solutions forward the E-PIC to the SSC, at no additional cost to you.

We thank you for your generous offer of volunteer service. Your support of the program and the strict screening and selection procedures required for all ACL volunteers is very much appreciated.

The Air Cadet League of Canada

THESE TWO PAGES TO BE RETAINED BY THE APPLICANT



The Air Cadet League Of Canada Volunteer Screening And Registration Application

APPLICANT INFORMATION					
Date	Squadron #	Province			
Last Name	First Name	Middle Names			
Aliases		Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	
Address					
City		Province	Postal Code		
Mailing Address (If different from above)					
Home Phone		Cell Phone		Email	
Previous Address (If less than two years)				How Long?	
City		Province	Postal Code		
EMPLOYMENT INFORMATION					
Current Employer				How Long?	
Position		Self Employed		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Phone		Email			
EXPERIENCE					
Is your Son or Daughter a Cadet? Yes <input type="checkbox"/> No <input type="checkbox"/>		Name		Rank	Squadron
Do you have any previous experience as a cadet or with the Canadian Forces Yes <input type="checkbox"/> No <input type="checkbox"/>				Have you been a volunteer with any other youth organization Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes to either question, please provide details of where and which organization (s)					
1.				No. of Years	
2.				No. of Years	
3.				No. of Years	
As a volunteer, please indicate any special talents or experience you have that may benefit the League or the Squadron.					
IDENTIFICATION					
Please provide one of the following pieces of photo identification and a current jpg photo to be forwarded via email					
Driver's License # _____		Passport # _____		Other # _____	
Identification verified by Screening Coordinator. If "Other" ID is supplied, indicate type of ID in the box to the right and initial in the appropriate box.				_____ Initial	

The Sponsoring Committee Chair Should Retain a Completed Copy of This Page for Reference Purposes

REFERENCES				
Please provide the names of four non related references				
	Reference 1	Reference 2	Reference 3	Reference 4
Name				
Daytime Phone				
Evening Phone				
Email				
<p>To continue to qualify as a volunteer, you must complete and sign this application. Omission of any information requested in this application may constitute grounds for non-acceptance. All information provided will be kept strictly confidential at the Provincial and National League offices and will be recorded in a national database</p>				
Applicant Certification				
<p>Were you ever convicted of a criminal offence (in Canada or elsewhere) where you have not received a Record Suspension (Pardon) or the Record Suspension has been revoked, or of any offence that may affect your suitability to work as a volunteer?</p>		<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	<p>Initial</p>
<p>I understand that the Air Cadet League of Canada, after due process of consideration and review, reserves the right to accept or decline my services.</p>				<p>Initial</p>
<p>If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Squadron Sponsoring Committee Chairperson of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.</p>				
<p>I certify that the above information is true and correct. I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information about me from any individual as well as from any police agency and understand that this information may be shared with the Department of National Defence.</p>				
<p>_____ SIGNATURE OF APPLICANT</p>				
CHAIRPERSON COMMENTS and RECOMMENDATION				
<p>_____ Print Name</p>	<p>Recommended <input type="checkbox"/></p>	<p>Not Recommended <input type="checkbox"/></p>	<p>_____ Title</p> <p>_____ Signature</p>	
TO BE COMPLETED BY THE PROVINCIAL SCREENING COORDINATOR				
<p>Application <input type="checkbox"/></p> <p>E-PIC <input type="checkbox"/></p> <p>Photo <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Recommendation <input type="checkbox"/></p>	<p>This Volunteer is</p> <p>Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p>_____ Signature PSRC</p>		<p>Screening Card Information</p> <p>Date Joined _____</p> <p>Expiry Date _____</p> <p>Notification Sent _____</p> <p>Entered _____</p>	
Date	Squadron	ID Number		

Clear Form

Print Form



The Air Cadet League of Canada Applicant Screening and Registration Renewal Form

APPLICANT INFORMATION						
Date	Squadron #	Province				
Last Name	First Name	Middle Names				
Aliases	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>			
Address						
City	Province	Postal Code				
Mailing Address (If different from above)						
Home Phone	Cell Phone	Email				
Previous Address (If less than two Years)					How Long	
City	Province	Postal Code				
APPLICANT CERTIFICATION						
Were you ever convicted of a criminal offence (in Canada or elsewhere) where you have not received a Record Suspension (Pardon) or the Record Suspension has been revoked, or of any offence that may affect your suitability to work as a volunteer?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
I understand that the Air Cadet League of Canada, after due process of consideration and review, reserves the right to accept or decline my services.					Initial	
If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Squadron Sponsoring Committee Chairperson of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.						
I certify that the above information is true and correct. I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information about me from any individual as well as from any police agency.						
					SIGNATURE OF APPLICANT	
CHAIRPERSON OR DESIGNATED PERSON'S RECOMMENDATION						
Print Name		Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	Title		
				Signature		
TO BE COMPLETED BY THE PROVINCIAL SCREENING COORDINATOR						
Application <input type="checkbox"/>	E-PIC <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Photo <input type="checkbox"/>	This Volunteer is: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>		Screening Card Information
				Signature PSRC		Date Joined _____
						Expiry Date _____
						Notification Sent _____
						Entered _____
Date	Squadron	ID Number				

CRA COMPLIANCE

- 👑 CRA Review of ACL Charity Compliance Nationwide
- 👑 In Manitoba only 8 SSC's are registered charities and have BN's that are subs of ACL(MB) # 6
- 👑 Incorporated SSC's cannot be recognized as an internal division. Must have own BN. Only 1 SSC is Incorporated (#182)
- 👑 Unregistered, unincorporated SSC's have three options:
 - Amalgamate with PC
 - Internal Division of PC
 - Incorporate and become separate legal entity

CRA COMPLIANCE

- 👑 Need Preference from 16 SSC's
- 👑 8 SSC's priorities for 2020_21
 - 👑 #6, 50, 158, 179, 191 249, 301, 303
- 👑 Incorporate and Become a Separate Legal Entity
 - 👑 Submit new governing documents showing that they are established as legal entities with charitable purposes
 - 👑 File own T3010 as well as ACC9 to PC
- 👑 Unincorporated Internal Division of PC
 - 👑 Extension of and under the authority of PC
 - 👑 Registered with letter of good standing from PC
 - 👑 File own T3010 as well as ACC9 to PC
- 👑 Amalgamate with PC
 - 👑 SSC operates as program of PC
 - 👑 Amalgamated charity retains and uses 1 BN
 - 👑 PC consolidates ACC9's and provides T3010 to CR

Effective Speaking

- 👑 Since early 90's ACL have conducted National Effective Speaking program
- 👑 Competitions at local, provincial & national levels
- 👑 Covid19 halted in person competitions
 - 👑 National competition will not take place; virtual competition being pursued
 - 👑 DND developing 5 week program based on summer program they delivered
 - 👑 Will be delivered virtually, through DND, to all 3 elements
 - 👑 ACL developing logistics for virtual competitions

Honours & Awards

- 👑 Important to recognize, celebrate & reward volunteers & cadets
- 👑 Liaison role to encourage nominations from SSC for National & Provincial awards
- 👑 National Awards: (ACC50 Form): Nominations due National Office by 31March
 - 👑 Certificate of Honour; exemplary service for League members, at any level, over extended period of time
 - 👑 Certificate of Merit: League member at any level for meritorious service over a brief period, or a specific project or contribution
 - 👑 ACL Long Service Medal(ACC63); 10 or more years of volunteer service to the League. Initial Medal @ 10 years with bars for subsequent 10 years
 - 👑 ACL Certificate of Recognition: CF personnel and other persons or organizations that have provided outstanding service to ACL
 - 👑 **Special**: Presidential Certificate to recognize squadron staff & SSC's providing creative & innovative programs during Covid19
 - 👑 **New**: Air Cadet League Certificate of Volunteer Service



**CERTIFICATE
OF VOLUNTEER
SERVICE**

**CERTIFICAT
DE SERVICE
BÉNÉVOLAT**

Name / Nom

This certificate is awarded in recognition of your years of service to the Air Cadet League of Canada. On behalf of all your colleagues at the League and the countless air cadets that you supported, I thank you for your devoted service to the Royal Canadian Air Cadet program.

Ce certificat vous est remis en témoignage de vos années de service à la Ligue des cadets de l'air du Canada. Au nom de tous vos collègues de la Ligue et des innombrables cadets de l'Air que vous avez appuyés, je vous remercie de votre dévouement au programme des Cadets de l'aviation royale du Canada.

Period of Service

01 January 1990 - 31 December 2020



*Name / Nom
Position*

Honours & Awards (Cont'd)

- 👑 ACL(MB) Awards: Nominations to ACL(MB) H&A Chair by 1Aug
- 👑 Honourary Air Marshall Award: individuals for exceptional personal achievements which have motivated & inspired Manitoba youth
- 👑 Chair Medal of Distinction:
- 👑 Meritorious Service Award: recognizes meritorious service to Manitoba air cadet program by a CIC Officer
- 👑 E.M. Bradshaw Award: awarded to most proficient SSC

Honours & Awards (Cadets)

- ✿ Numerous provincial awards based on STC performance
- ✿ Air Cadet Service Medal (Form ACC56)
 - ✿ Initial Medal & undress ribbon after successfully completing 4 years continuous honourable service
 - ✿ Gold Bar & Rosette for each additional year of service beyond 4 years
 - ✿ Application to & paid by ACL(MB) for current cadets
 - ✿ Application for former cadets through National Office (ACC57)
- ✿ National Scholarships (<https://aircadetleague.com>)
 - ✿ Educational Scholarships applications (ACC64) due 1June
 - ✿ Continuation Flying Awards for grads of Power Pilot Course (ACC68)
- ✿ Provincial Scholarships (aircadetleaguemb.ca)
 - ✿ Qualifications & application process on web site
 - ✿ Applications due to ACL(MB) by 30Jun

Conclusion

- 👑 Most important parts of the Liaison's job are to maintain contact with your squadron and to provide a conduit for information both ways
- 👑 So what is a "Healthy SSC"?
 - 👑 Properly constituted; 5 members & strong leadership
 - 👑 Constitution and By-Laws
 - 👑 Screened & Registered Volunteers
 - 👑 Effective Financial Management Processes
 - 👑 Timely submission of MPC4900
 - 👑 Timely submission of ACC9
 - 👑 CRA Compliance
 - 👑 Recognizes Volunteers
 - 👑 Works well with CO & Staff

And Finally!

- 👑 Walk Through of information & resources available on aclmb.com and aircadetleague.com (Dale)