

Parent's Handbook

**Royal Canadian Air Cadets
#34 Roland J. Groome Squadron**



**Regina Armory
P.O Box 3087
1600 Elphinstone Street
Regina, Saskatchewan
S4P 3G7**

**Phone : 306-757-5266
Email: 34aircadets@gmail.com
Website: www.34aircadets.ca**

Welcome Message from the Commanding Officer

Welcome to #34 Squadron. Your child has joined one of the best kept secrets of Canada. All our Officers, volunteers, and the Parent Sponsoring Committee hope to make these next years memorable with opportunities for growth within the Air Cadet Program. This handbook was prepared by the Parent Sponsoring Committee of the Squadron to provide information to the parents of new Cadets and to help parents through their years with the Royal Canadian Air Cadets.

Parade Night

#34 Squadron parades at the Regina Armories, 1600 Elphinstone Street on Monday evenings from 18:30 p.m. to 21:30 p.m.

Please Call When You Cannot Be On Parade – 306-757-5266 or fill in the absent form on the website www.34rcac.ca

It is important to your Cadet record, that you call the squadron when you are not going to be present for parade on Monday evenings. Homework, illness or unavoidable circumstances are marked as an “excused absence” and are considered on your attendance record. Only 2 excused absences are allowed for perfect attendance.

* Messages are monitored on Sunday and Monday only.

Uniforms

Uniforms are provided at no cost to the cadet by the Department of National Defense for their entire cadet enrolment. Your Cadet is now responsible for the care and maintenance of their uniform. Parents should encourage this by letting them press their uniform, polish their boots, and sew on their own badges. Chapter 2 of the Level One Handbook contains information about the uniform. Outgrown items can be exchanged (please wash first) by talking to the Supply Officer Monday evening.

Conclusions

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 in this handout, please contact the Commanding Officer or the Chair of the Parent Sponsoring Committee. He/she 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.

Local Information

Squadron Name/Number: #34 Roland J. Groome Squadron

Squadron Telephone Number: 306-757-5266

Parade Night Location: Regina Armories

Squadron Mailing Address: P.O. Box 3087 S4P 3G7

Squadron Email Address: 34aircadets@gmail.com

Commanding Officer: Capt. Gary Saxby

Sponsoring Committee Chair: Katherine Martin

Squadron Website: www.34aircadets.ca

Sask. Air Cadet League: 306-780-9285

Sask. ACL Liaison: John Hicks

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Parent-Guardian Responsibilities

Expectations

-Though the Department of National Defence provides funding for all the mandatory training, we as parents-guardians must fundraise for all the optional training activities. This is what makes this Squadron the best in the Province. We are also required to maintain our own office space.

-Help with Corporate donations and/or Sponsorship is welcome.

-Come and join the Parent Sponsoring Committee Meetings on the first Monday of each month. The most successful youth organizations are those with the largest participation from the parents-guardians.

-Our expectations at #34 Squadron is that all parents-guardians are involved with the fundraising efforts for our cadets. All money raised stays in our Squadron and benefits only our cadets. With a large number of cadets now in our Squadron it is essential to maintain a large volunteer base for fundraising.

-Come to a meeting and participate with great people! We are always looking for fresh ideas and faces! Younger children are welcome to attend along with you. Refreshments and snacks are provided...sometimes we even have a gift draw!

Yours Sincerely, #34RCAC P.S.C.

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Cadet Responsibilities

- **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. The same applies for weekend training. Attendance at special parades such as the

Annual Ceremonial Review is critical. If your son/daughter has a legitimate reason why he/she cannot attend an activity, leave a message at the squadron at 306-757-5266.

- **Taking part in fund raising activities.**

Although there is no cost to join our squadron, cadets are expected to take part in fund raising activities such as bottle drives and selling Air Cadet League Raffle tickets. Fund raising helps to raise the necessary funds to help the squadron plan and implement various activities.

- **Paperwork, paperwork, paperwork.**

There are permission forms for weekend training, summer camp applications, information bulletins, training schedules, dismissal notes, etc. This information is sent home for you as well as the cadet. Please ensure that forms are properly completed and returned in a timely manner.

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Parent Sponsoring Committee

The Parent Sponsoring Committee is composed of parents of cadets or volunteers who support the activities of cadets. All parents are automatically a part of the Parent Sponsoring Committee. The role and primary function of the Committee is to fund raise in order to pay for the majority of Cadet optional training activities. Other functions include organizing transportation for out of town events, chaperoning when required, cooking for the cadets during training events, and providing general assistance to the Officers/Staff.

Meetings

Parent Sponsoring Committee meetings are generally held on the first Monday of each month during the Cadet year. By attending these meetings parents are better able to understand how the squadron works and to meet other parents. It is at this time that parents are informed of upcoming events and have an opportunity to provide input. New ideas and fund raising projects are also discussed.

Volunteer Screening

All parents who perform volunteer activities with Cadets must complete the Volunteer Screening Forms. These forms include Criminal Records Check and Drivers Abstract. The reason behind the Volunteer Screening is to protect our Cadets. These forms are mandatory in order to be able to transport, chaperone, or work with the Cadets in any manner.

Please assist us, and our requirements to the Saskatchewan Air Cadet League, by completing these very important forms in a timely manner.
Thank you for your cooperation

Royal Canadian Air Cadets #34 Roland J. Groome Squadron

2016-2017 Staff

Commanding Officer:	Capt. Gary Saxby
Training Officer:	Capt. Dave Biskey OCdt. Tori Davidson
Assistant Training Officer:	Lt. Jean Hamm
Administration Officer:	Capt. Sherry Burgess
Assistant Administration Officer:	CI. Raylene Witt CI. Lyndee Parker
Special Events Officer:	Capt. Ken Kostinuk
Volunteer:	2Lt. Norm Swayze

2016-2017 Parent Sponsoring Committee

Acting Chairperson:	Katherine Martin
First Vice Chairperson:	Laurie Carlson-Berg
Second Chairperson:	Anthony Eberle
Secretary:	Neil Hennenberg
Treasurer:	Robert Parker

Saskatchewan Air Cadet League

League Representative:	John Hicks
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Royal Canadian Air Cadets #34 Roland J. Groome Squadron

Glossary

AC	Air Cadet
ACR	Annual Ceremonial Review
Aging Out	Occurs when cadets reach their 19 th birthday
AGM	Annual General Meeting
Biathlon	Sporting event with cross country skiing & shooting
CF	Canadian Forces
CI	Civilian Instructor
CIC Officer	Cadet Instructor Cadre
CO	Commanding Officer
DND	Department of National Defense
Drill	Marching movements and patterns
FAM Flying	Familiarization Flying program
Flag Party	Group of cadets who carry the flags during events
Junior Cadet	Cadets who hold the rank of AC to Sergeant
Kit	Items needed for a function (eg. Sleeping bag, etc.)
League	Air Cadet League of Canada
MOT	Ministry of Transportation
NCO	Non-Commissioned Officers – Corporals and up
Range	Shooting gallery where rifle practice takes place
RCAC	Royal Canadian Air Cadets
Sask. League	Air Cadet League of Saskatchewan
Selection Boards	interview process for senior camp applicants
Senior Cadet	Cadets who hold the rank of Sergeant and up
Tag Day	Fund raising event

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What Happens Monday Evenings

Mondays are #34 Parade nights. We start at 6:30 p.m. sharp with a uniform inspection and parade. Cadets then break into smaller groups, according to their levels and receive instruction in general cadet knowledge, drill, citizenship, physical fitness, aircrew survival, and various topics of knowledge relating to aircraft. Tests or exams are held throughout the training year. These exams help determine cadet level completion. Information for all exams is contained in the handbook.

Communication

- Dismissal Notes** - These are emailed out by Tuesday evening. It is vital to have current email information. Parents should read them as they contain important information about current and upcoming events.
- Meetings** - All parents are invited to attend our Parent Sponsoring Committee meetings which are normally held the first Monday of each month at 6:45 p.m. These meetings are designed to keep parents informed as to upcoming cadet activities and events, volunteers required for these events and the financial support required to accomplish the activities and events.
- Bulletin Board** - Located on the second floor at the South East corner. This is used to communicate to the cadets.
- Announcements** - These occur at the beginning and end of each parade. Parents are encouraged to come inside and listen to the announcements.

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Squadron Activities

- Band** - Interested Cadets should contact an Officer or Senior Cadet. Prior knowledge of music is an asset but not mandatory.
- Biathlon** - Interested Cadets should contact the Training Officer. Biathlon combines cross-country skiing with marksmanship. This is a seasonal activity.
- Curling** - This is a seasonal activity. Practices are scheduled by the coach. Cadets develop curling skills and prepare a team for provincial competition.
- Flag Party** - Cadets learn the proper procedure for carrying the flags during the regular parade night and special events.
- Ground School** - Weekly classes are held from November to January, day and time to be set by the instructor. This activity prepares the Cadets for the compulsory qualifying exams required for scholarship qualifications.
- Precision Drill Team** - Weekly practices are held for the competition team. They practice marching movements and learn a specially prepared drill (marching) routine to be performed at provincial competitions.
- Open Range-Rifle Team** - Cadets learn proficiency with air rifles. A five (5) person team selected from Cadets who attend Open Range to represent #34 Squadron at provincial competitions. This may include National competitions.
- Volleyball** - Cadets develop skills and prepare a team for provincial competition.
- Note** - Parents should encourage cadets to participate in optional cadets activities. These activities build a strong teamwork environment. Teams are created dependent on Cadet interest.

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Selection Boards

All applicants must be recommended by the Squadron. The local Selection Board narrows the choices of applicants to go to the Provincial Selection Board. It is here that recommendations are made to the National Level.

In the Selection Board interview, the Cadet is asked a variety of questions on current events, squadron knowledge, Air Cadet Structure, personal interests, strengths, as well as questions regarding the specific camp applied for.

Ranks

AC	Air Cadet
LAC	Leading Air Cadet
CPL	Corporal
FCPL	Flight Corporal
SGT	Sergeant
FSGT	Flight Sergeant
WOII	Warrant Officer 2 nd Class
WOI	Warrant Officer 1 st Class

Appointment to higher rank in the Air Cadet program is based level reached until FSGT. Each squadron is allocated a certain number of WO based on the size of the squadron. In order to be considered for WO a cadet must first meet national standards (attendance, training levels completed and summer camps attended) and a interview. Each squadron sets additional standards for appointments such as participation in weekend activities, participation on squadron teams, dress, drill and deployment.

The decision to appoint a cadet to a higher rank is made by the Commanding Officer in consultation with other members of the squadron staff and Sponsoring Committee

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Fund Raising (Continued)

Hot Dog Sales

We obtain permission to sell hot dogs at different venues. We require parent volunteers to cook and sell the hot dogs.

Tag Day

Cadets go to designated malls and stores to collect donations in return for a tag. Parents are needed to drive cadets to and from different venues and also count money and assist in providing lunch.

Casino Night

This fund raiser requires parents to sell tickets to supper and casino games night.

Steak Night

This fund raiser requires parents to sell tickets to supper.

Silent Auction

This fund raiser requires donations of goods from local companies. Tickets are sold and funds raised from the sale of these items.

Note – Not all fund raisers are conducted each year. We are always open to suggestions on fund raising.

Summer Camps

Each year, hundreds of Air Cadets have the opportunity to attend summer camps throughout the country. Courses cover a wide range of subjects from basic training to music, athletics, leadership and flying. There are no costs to attend summer camps, however available spaces are limited.

Cadets are recommended by the Squadron for junior camps. Junior camps are usually two to three weeks in length. Applications for senior camps are chosen by a Selection Board. Most senior camps are six weeks in length. All expenses including transportation are provided for by Department of National Defence.

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Additional Activities Year at a Glance

The following list provides a general idea of the activities held in past years. This is not to be used as a schedule. Activities may be added, deleted or changed from year to year.

September

Gliding – held in Moose Jaw weather permitting
Fund Raising Opportunities –Rider games, candy sales, etc.

October

Gliding – held in Moose Jaw weather permitting
AGM (Annual General Meeting) – held in either Regina or Saskatoon
Fund Raising Opportunities –Rider games, candy sales, etc.

November

Poppy Day – volunteer community work to sell poppies on behalf of the Royal Canadian Legion
Remembrance Day – parade as part of our mandatory service
Fund Raising Opportunities – casino night, candy sales, etc.
Programs begin – curling, drill, biathlon, band, range

December

Christmas party – celebrating the holiday season

January

Qualifying exams – for those who attended ground school
Saskadet – Winter survival training. Camp Saskadet is located just north of Kelvington
Fund Raising Opportunities –steak night, etc.

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Additional Activities Year at a Glance (Continued)

February

Curling competition
Local Selection Boards – practice for Selection Boards for those cadets applying for senior summer camps
Effective Speaking – to provide practice in speaking in front of a group.
Fund Raising Opportunities – Air Cadet League Car raffle, etc.

March

Selection Boards – for those applying for senior summer camps and scholarships
Provincial Rifle Competition – held in Saskatoon or Regina
Effective Speaking Zones – for the cadet who won the local level
Fund Raising Opportunities – Silent Auction, bottle drive, etc.

April

Drill Team Competition – held in Saskatoon or Regina
Effective Speaking Provincials – for the cadet who won zones level
Familiarization Flying – at the Regina Flying Club
Fund Raising Opportunities – bottle drive, etc.

May

ACR (Annual Ceremonial Review) – final parade of the year. Parents are invited to bring friends and relatives to watch the Cadets at their best.
Banquet – followed by giving out promotions and various achievement awards such as proficiency, perfect attendance, top cadet, best academic, and others.

June

Saskadet – Summer survival training. Camp Saskadet is located just north of Kelvington

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Funding

The costs related to the mandatory training of Cadets are covered by the Department of National Defense (DND). The Saskatchewan Air Cadet League purchases and maintains the gliding equipment, maintains the Saskadet facilities, and sponsors provincial competitions. Most other activities are funded by the Parent Sponsoring Committee. At #34 we are very fortunate to be able to offer a wide variety of activities to the Cadets due to the strong support of the parents and their fundraising efforts.

Fund Raising

Rider Home Games

We are asked to have eight (8) volunteers to work at the Saskatchewan Roughrider home games. This source of revenue is very lucrative. Adults only, no cadets allowed.

Bottle Drives

We try to have at least one bottle drive during the year. We need parent volunteers to drive our cadets.

Candy Sales

We occasionally sell different types of confections to raise funds. These confections can be sold by either the Cadets or the parents.

Mom's Pantry

We receive a % of the total sales. We usually do this twice a year.

Poinsettias

We receive a % of the total sales. Holiday fundraiser.

Annual Silent Auction

Supper/Auction. We ask for prize donations and volunteers to help run the auction. This is the biggest fundraiser of the year usually in March.