



AIR CADET LEAGUE OF CANADA

ALBERTA PROVINCIAL COMMITTEE



HONORS and AWARDS HANDBOOK

Preamble

Honors 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.

In the ensuing pages you will find a summation of information from National and our Policy and Procedure Manual as well as the nomination form for each award and certificate we presently present.

Provincial Awards will be done in conjunction with a call for nomination for awards via the Wing Director in your particular area. Awards at the Wing levels will be collected and reviewed by a Wing Committee and the most worthy will be put forward for Provincial Award consideration.

Information on National Awards can be found on the National website at:
www.aircadetleague.com

Alberta Awards

All awards will be announced at our Annual General Meeting held in October.

Alberta Award for Air Cadets

Outstanding Air Cadet – Use Nomination Form available in Honours and Awards Handbook

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

Sponsor/Committee Recognition Award
Volunteer Recognition Award

To ensure proper consideration is given as soon after the training year as possible, nominations must be in the hands of Wing Directors by **June 1st**.

In addition the Provincial Executive has voted to institute a number of **Alberta Awards**, which mirror those presented by National.

Alberta Officer Recognition Award
Alberta Air Cadet League Certificate of Honour
Alberta Air Cadet League Certificate of Merit
Alberta Air Cadet League Certificate of Appreciation

Alberta Air Cadet League Certificate of Recognition
Alberta Air Cadet League Honorary Life Membership

All nominations must be in the hands of your Wing Director by **June 1st** for consideration.

National - Air Cadet League of Canada Awards

Air Cadet League of Canada Internal Honours and Awards
Air Cadet League of Canada Medal of Honour
Air Cadet League of Canada Honorary 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
Presentation to Retiring Presidents

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

http://www.aircadetleague.com/common/documents/images/ppm/ppm_2012_march28.pdf

Forms for National Awards – use national forms for national awards.

ACC40 - Recommendation for Cadet Award for Bravery
ACC50 - Honours and Awards Nomination Form
ACC51 - Nomination for Honorary Life Membership
ACC58 - Air Cadet League Annual Music Awards for Excellence
ACC65- CASARA Continuation Flying Award

Note: Information on National Scholarships and Pilot Training Awards are enclosed in this booklet – pay particular attention to deadline dates.

ALBERTA AWARDS

Squadron Sponsoring Committee (SSC) Recognition Award

In an effort to ensure the sponsoring committees who have performed in an outstanding manner are recognized by this award and are broken down into three categories:

- Small Squadron 30 cadets or less
- Medium Squadron 31 – 50 cadets
- Large squadron 50 + Cadets

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

<http://aircadetleague.ab.ca/news.php>

(The Year End Report information is collected by the Chairman of the Honors and Awards Committee).

Officer Recognition Award

This award is intended to recognize outstanding contributions made by our CIC Officers to the Air Cadet Movement either provincially or locally.

We will conduct the evaluation on a Wing basis with each Wing soliciting nominations and choosing one outstanding Officer who will go on to compete at the Provincial Level.

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

Outstanding Air Cadet Award

Each year we make this award to an outstanding Air Cadet from each Wing. This award recognizes an outstanding young Albertan who happens to be an Air Cadet, a young 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.

Cadets nominated for the Royal Canadian Legion Medal of Excellence or the Lord Strathcona Medal will be considered for this award. Please use the nomination form and attach reports and verification of the Cadet's activities.

The evaluation will be on a Wing basis with each Wing soliciting nominations and choose one outstanding Air Cadet.

Nominations may be made by any interested party or parties including squadron staff, League Representatives or Area Cadet Officers using the enclosed Honors and Award 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.

We will conduct the evaluation 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.

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

ALBERTA CERTIFICATES

Certificate of Honor

This award 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 Honors and Nomination form.

Honorary Life Membership

This is the highest award 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 Honors and Awards chair and evaluated by the committee.

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

All nominees are evaluated on a Provincial Basis, and the recipients are announced and presented at the Wing Level. Use the enclosed Honors and Nomination form.

Certificate of Merit

This certificate recognizes the contribution of the volunteer for service over an extended period of time. The recipient will have been involved with numerous activities at any level of the organization. Use the enclosed Honors and Nomination form.

Certificate of Appreciation

This certificate recognizes the contribution of the volunteer for service for a short period of time normally for one specific duty or responsibility. Use enclosed Honors and Nomination form.

Certificate of Recognition

This certificate recognizes the contributions of non-League members such as Officers, Air Cadets, Supporters and Corporate Donors. Use the enclosed Honors and Nomination form.

MEDALS

ALBERTA

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 **APC01** and forward to APC Honours and Awards Committee Chairman for action.

NATIONAL MEDALS

Air Cadet Service Medal

All Air Cadets are eligible for the Air Cadet Service Medal after four years of continuous service. An eligible cadet will complete the **ACC56** Currently Serving Air Cadets – Application For The Air Cadet Service Medal 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.

Note: Former qualified cadet please complete **ACC57** application and forward it to the National Headquarters **66 Lisgar Street, Ottawa Ontario K2P 0C1**. It will then be reviewed and approved by the Executive Director. The medal will be mailed to the address provided. **The same applies for replacement medals.**

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 Form [ACC 63](#) 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.

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 endeavors.

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.

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 this year (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 Honors 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.

**ACLC, Alberta Provincial Committee
Honours and Awards Nomination Form**

Please check (one) award being requested

<input type="checkbox"/> Sponsor/Committee Recognition Award	<input type="checkbox"/> Officer Recognition Award
<input type="checkbox"/> Volunteer Recognition Award	<input type="checkbox"/> Outstanding Air Cadet Award # Note
<input type="checkbox"/> Certificate of Honour	<input type="checkbox"/> Certificate of Merit
<input type="checkbox"/> Certificate of Appreciation	<input type="checkbox"/> Certificate of Recognition
<input type="checkbox"/> Honorary Life Membership	<input type="checkbox"/> 5 Year Volunteer Service Pin
<input type="checkbox"/> Bob Barraclough Leadership Scholarship	<input type="checkbox"/> Holly Jones Memorial PR Award

Note # – For outstanding Air Cadet Nomination use Nomination Form APC-02

Nominator: Name of Member or Committee_____

Address:_____

Ph:_____ Fax:_____ Email:_____

Nominee: Full Name:_____

Address:_____

Ph:_____ Fax: _____ Email:_____

Qualifying Information about Nominee:

Member:

☐ ACL National ☐ Provincial Committee ☐ Sponsoring Committee

Squadron Staff or Volunteer:

☐ CIC Officer ☐ Volunteer ☐ Parent Committee

Date of First Affiliation with Air Cadet League_____

Offices or positions held in the Air Cadet Program:_____

Form APC 01 – Use this Nomination Form for Provincial Awards Only



Honours, Awards or Certificates received: _____

Substantiation for Award: attached documentation if necessary

Recommendation: _____

Nominator: _____
Date Print Name Signature



ACLC, Alberta Provincial Committee
Honours and Awards Nomination Form

Outstanding Alberta Air Cadet

Nominator: Name of Member or Committee_____

Address:_____

Ph:_____ Fax:_____ Email:_____

Air Cadet Nominee:

Full Name:_____

Address:_____

Squadron:_____

Ph:_____ Fax:_____ Email:_____

Please complete the Outstanding Air Cadet Criteria form along with the required attachments.

Selection Criteria Alberta Outstanding Air Cadet

Years of Service:

From enrolment date to anniversary date

1 points per year

Maximum 5 points

Air Cadet's Rank:

At time of nomination

WO 1

5 points

WO 11

4 points

F/Sgt.

3 points

Sgt. & Lower

2 points

Maximum 5 points

Participation in Squadron Activities:

During the current training year.

2 points each:

☐ Drill

☐ Band

☐ Sports Team

☐ Effective Speaking

☐ Others; Drill, Biathlon, Survival

Maximum 10 points

Participation in Non-Cadet Community Activities:

Letter of Reference of each Activity

5 points for each confirmed activity

Maximum 25 points

Awards Received during Cadet Career:

1 point each:

☐ Lord Strathcona

☐ Legion Medal of Excellence

☐ Air Force Association Medal

☐ ANAVETs Medal

☐ Provincial, Regional or

National recognition

Maximum 5 points

Education Mark:

Based on most recent school marks based

On at least 3 marks using the Selection

boards method of determination:

Maximum 20 points

Air Cadet's Narrative:

To include but not limited to:

- . Your role in the squadron
- . What being involved in Air Cadets has done for you.
- . Explain your involvement in Community activities outside of Air Cadets.
- . Explain your long term Career Goals.

Maximum 20 points

League Rep / Sponsor Chair Recommendation

Maximum 5 points

Commanding Officer's Recommendation

Maximum 5 points



Air Cadet League of Canada Scholarships and Pilot Training Awards

Scholarship	Scholarship Information	Deadline	Application Form
CASARA CONTINUATION PILOT TRAINING AWARD	<p>The Civil Air Search and Rescue Association Continuation Pilot Training Award is presented to one of the top graduates of the pilot training program. Each Provincial Committee may nominate one candidate for this award.</p> <p>Each Candidate must complete the application Form <u>ACC65</u> and submit it to the Provincial Committee according to the timelines established in the candidate's jurisdiction. The Provincial Committee must submit their selection to the National Office no later than 31 October. The final selection will be made by the National Honours and Awards Committee.</p>	1st October	<u>ACC65</u>
WEST JET PILOTS' ASSOCIATION PILOT TRAINING ACHIEVEMENT AWARD	<p>The West Jet Pilots' Association Continuation Pilot Training Achievement Award is presented to one of the top graduates of the pilot training award. Each Provincial Committee may nominate one candidate for this award.</p> <p>Each Candidate must complete the application Form <u>ACC53</u> and submit it to the Provincial Committee according to the timelines established in the candidate's jurisdiction. The Provincial Committee must submit their selection to the National Office no later than 31 October. The National Office will forward all applications received by 31 October to the West Jet Pilots' Association Executive for the final selection.</p>	1st October	<u>ACC53</u>



<p>AIR COMMODORE LEONARD AND KATHLEEN BIRCHALL SCHOLARSHIP</p>	<p>This is an entrance scholarship, which will be granted to a deserving cadet entering any community college or university in Canada for post-secondary studies. This scholarship has no restrictions as to the field of study. Applicants are required to complete the application Form below and submit it, along with supporting documentation to the Air Cadet League of Canada Headquarters, Attention Honours and Award Committee, no later than 01 May of the entrance year.</p>	<p>1st May</p>	<p>ACC64</p>
<p>ROBERT AND MARY DALE SCHOLARSHIP</p>	<p>This is an entrance scholarship, which will be granted to a deserving cadet entering any community college or university in Canada for post-secondary studies. This scholarship has no restrictions as to the field of study.</p> <p>Applicants are required to complete the <u>application Form</u> and submit it, along with supporting documentation to the Air Cadet League of Canada Headquarters, Attention Honours and Award Committee, no later than 01 May of the entrance year.</p>	<p>1st May</p>	<p>ACC64</p>