

# Honours and Awards Handbook

Air Cadet League of Canada

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Alberta Provincial Committee



## ABSTRACT

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.

**December 2019**

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This handbook was updated in November 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 30<sup>th</sup>.** 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 30<sup>th</sup>**.

**NOMINATION FORMS AND ADDITIONAL INFORMATION are available on Alberta Air Cadet League site at: [www.aircadetleague.ab.ca](http://www.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 Area Cadet Officers 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 30<sup>th</sup>**



**Nominator:**

Name of Member or Committee \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Nominator Signature: \_\_\_\_\_

**Air Cadet Nominee:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Squadron: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ 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 30<sup>th</sup> 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 15<sup>th</sup> of the year of application. The Honours and Awards Committee will validate the scores to determine the Outstanding Alberta Air Cadet for each Wing and the Outstanding Alberta Air Cadet. Commanding Officers of successful applicants will be informed prior to September 15<sup>th</sup>. 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**



<b>Item</b>	<b>Details</b>	<b>Score</b>
<b>Air Cadet's Rank At time of nomination</b> Maximum 5 points	See section 4 of attached Cadet Information Card	____/5
<b>Participation in Squadron Activities During the current training year</b> 2 points for each activity Maximum 10 points	See section 6 of attached Cadet Information Card Other _____ (specify) _____ Other _____ (specify) _____ Other _____ (specify) _____	____/10
<b>Awards Received During Cadet Career</b> 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
<b>Fitness Level</b> Maximum 5 points	See section 8 Miscellaneous portion of attached Cadet Information Card	____/5
<b>Local Training Results</b> Maximum 42 points	See section 10 of attached Cadet Information Card	____/42
<b>Participation in Non-Cadet Community Activities</b> 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
<b>Commanding Officer's Recommendation</b> Maximum 6 points		____/6
<b>Squadron Advisor OR Sponsor Chair Recommendation</b> Maximum 5 points		____/5
<b>Total</b>		____/100

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

**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.

**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.

**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.

### 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 the Honours and Award Nomination form.

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

**Officer Recognition Award** Evaluation are 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.

**Certificate of Recognition** Recognizes the contributions of non-League members such as Officers, Air Cadets, Supporters and Corporate Donors. Use Honours and Nomination form APC 01.

## 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 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 30<sup>th</sup>.
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.

## Alberta Provincial Committee Commendation

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.

### Eligibility

The APC Commendation may be awarded to:

- 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.

Recommendation for this award should be sent to the Alberta Provincial Committee using form APC-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.



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

Deadline: MARCH 1st.



<b>Nominee</b>			
Full Name:			
Address:			
Phone:	Cell Phone:	Fax:	Email:
<b>Nominator</b>			
Name of Member or Committee			
Address:			
Phone:	Cell Phone:	Fax:	Email:

Award being requested (Please check one)

<b>League Members</b>		
<input type="checkbox"/> APC Commendation	<input type="checkbox"/> APC Medal of Distinction	<input type="checkbox"/> Honourary Life Membership
<input type="checkbox"/> Certificate of Honour	<input type="checkbox"/> Certificate of Merit	<input type="checkbox"/> Volunteer Recognition Award
<input type="checkbox"/> Certificate of Appreciation	<input type="checkbox"/> 5 Year Volunteer Service Pin	
<b>Non-League Members</b>		
<input type="checkbox"/> APC Commendation	<input type="checkbox"/> Officer Recognition Award	<input type="checkbox"/> Certificate of Recognition
<input type="checkbox"/> Sponsor Recognition Award		
<b>Cadets (Deadline June 30th)</b>		
<input type="checkbox"/> APC Commendation		
<input type="checkbox"/> Bob Barraclough Leadership Scholarship		
<input type="checkbox"/> Holly Jones Memorial PR Award		

Form – APC Form 01



ACL, Alberta Provincial Committee  
**Honours and Awards Nomination**  
*Use this Nomination Form for Provincial Awards*  
Deadline: MARCH 1st.



**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		
Recommendation:		
Nominator		
Name (Print)	Signature	Date

Any additional information may be attached on a separate page.

## 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 **APC01** 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 [ACC 63](#) Form available at [www.aircadetleague.com](http://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](#)