

Recognition and Scholarships Handbook - 2026

Air Cadet League of Canada

Alberta Provincial Committee



Alberta Provincial Committee



Supporting Air Cadets In Alberta

ABSTRACT

Recognition awards serve as a meaningful way to honour the volunteer efforts of our Officers, Air Cadets, and League Members at all levels. The Alberta Provincial Committee - Air Cadet League of Canada is pleased to present several volunteer awards, post-secondary education scholarships, and continuation flying awards to Royal Canadian Air Cadets in Alberta.

January 2026

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Preamble

Honours and awards are important ways to recognize the volunteer efforts of our Officers, Air Cadets, and League Members at all levels. We strongly encourage everyone to support and suggest the names of individuals and Committees you believe deserve special recognition for their contributions to the Air Cadet movement. All provincial awards must be applied for by June 30.

This manual details the awards, honours, and scholarships accessible to adults and cadets in Alberta. It covers the 2025-2026 training year.

There are also other national awards available. Please check the national website for details on these awards.

For Cadets: <https://aircadetleague.com/for-cadets/>

For members and adults: <https://aircadetleague.com/for-members-2/>

Awards are also available through the Cadet and Junior Canadian Rangers Group – Honours and Recognition Manual. This manual can be accessed at <https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/honours-recognition.html> or through CAF staff at the squadrons.

Each award, honour, or scholarship has a specific application. The applications are all available in this document and are fillable. If possible, please use the fillable version for submission. If you must handwrite your application, please ensure it is legible. It is not necessary to send the full manual back when submitting; copy the form and send that as the application.

Several applicants compete for each scholarship. Please ensure you provide a clear overview of your activities and work in school, as a cadet, and in the community. An advisory committee evaluates all scholarships, but they can only assess the information they receive. Be concise, thorough, and answer the questions completely.

We recommend that candidates apply for as many scholarships as they feel they are eligible for.

The final decisions are made by the advisory committee and the past chairperson of the Alberta Provincial Committee. They are not open to appeal; all decisions concerning scholarships are final.

ALBERTA AWARDS

CADET AWARDS

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

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

Use the Nomination Form available in this Handbook.

Outstanding Alberta Air Cadet

Nominations can be submitted by any interested party, including squadron staff, League Representatives, or Zone Training Officer, using the enclosed Honours and Awards Nomination form. Only one nomination is allowed per squadron.

An annual award will be given to an outstanding Air Cadet from each Wing. This award honours a remarkable young Albertan who is also an Air Cadet and who makes a positive impact in their community. It recognizes a cadet who, in addition to participating in all cadet activities, has dedicated considerable effort and/or contributed positively to their Squadron and community—for example, by helping other cadets or through involvement with school, church, or charitable groups outside the usual cadet activities.

Evaluations are carried out on a Wing basis, with each Wing nominating and selecting one Outstanding Air Cadet to advance to the Provincial Level. Cadets recommended for the Royal Canadian Legion Medal of Excellence or the Lord Strathcona Medal should also be considered for this award.

The Outstanding Cadet from each wing and overall for Alberta will be recognized at the Annual General Meeting Scholarship Luncheon in October 2026.

Nomination form attached as Appendix A- APC Form 01.

Honours and Awards for Adult Volunteers

Squadron Sponsoring Committee (SSC) Recognition Award

In an effort to ensure the Sponsoring Committees that have performed outstandingly are recognized appropriately for this award, squadron sizes are broken down into the following three categories:

- Small: 50 Cadets or less
- Medium: 50 - 100 Cadets
- Large: 100+ Cadets

The primary source for assessment will be the completed Squadron Year-End Report, available on the Alberta Provincial Committee website:

<https://aircadetleague.ab.ca/list-alberta-squadrons/>. The Wing Directors for each wing collect the year-end report data by June 30th of the training year.

Information gathered is included in the attached Nomination form – **Appendix D - APC Form 04.**

Squadron Sponsor Recognition Award

To recognize sponsors who have performed outstandingly, nominations may be made by any interested party or parties using the enclosed Honours and Award Nomination Form- APC Form 02.

Provincial Distinguished Service Medal

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

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

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

Eligibility:

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

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



volunteers and stakeholders. CAF Members and paid (generalist) Civilian Instructors are not eligible.

Criteria:

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

Nomination and Approval Process:

The APC Board of Directors is the approving authority for PDSM awards. The Committee shall forward the names and credentials of recommended recipients to the Board or Executive Committee for confirmation, before publication.

- a. Any two members of the APC may nominate qualified and deserving individuals on the official form (APC Form 02), with all supporting information required.
- b. The APC Honours & Awards Committee may also nominate recipients upon its own motion.

Regulations:

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

**Honourary
Life Membership**

One of the highest awards presented by the Alberta Provincial Committee. Recipients will have demonstrated many years of dedicated service to the Air Cadet movement in Alberta. The recipient will have held numerous 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 (past chairperson of the APC) and evaluated by the APC Board of Directors.



- 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 for numerous years at one or multiple levels. Use the enclosed **Honours and Nomination Form – APC Form 02.**
- Certificate of Merit** Recognizes the contribution of the volunteer for the service of League members over an extended period of time. The recipient will have been involved in numerous activities at all levels of the organization. Use the enclosed **Honours and Nomination Form – APC Form 02.**
- Volunteer Recognition Award** Our organization is full of unsung heroes who dedicate their time and talent to support our cadets, and we believe it is vital that they be recognized. Any person involved with the movement can be nominated, and submissions should include the nominee’s history with our movement, as well as any special activities and supporting information.
- Certificate of Appreciation** Recognizes the contribution of the volunteer for service for a short period of time, typically for one specific duty or responsibility. Use **Honours and Nomination Form – APC Form 02.**

Other Awards provided by the Alberta Provincial Committee

In addition to the awards previously outlined, the Honours and Awards committee also grants a number of certificates to deserving recipients. Nominations can be submitted by any interested party or groups, including squadron staff, League Representatives, or Zone Training Officers, using Appendix C.

Officer Recognition Award

Evaluation is conducted on a Wing basis, with each Wing soliciting nominations and selecting one outstanding Officer who will advance to compete at the Provincial Level for the APC Officer of the Year. The APC Officer of the Year will then be Alberta’s nominee for the National Officer of the Year Award. Use **Honours and Nomination Form – APC Form 02**.

Certificate of Recognition

Recognizes the contributions of non-League members such as Officers, Air Cadets, Supporters and Corporate Donors. **Honours and Nomination Form – APC Form 02**

Alberta Provincial Committee Commendation

The Alberta Provincial Committee (APC) Commendation is awarded to recognize deeds or activities beyond the demands 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 significant contributions that affect or reflect 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.

Recommendations for this award should be sent to the Alberta Provincial Committee using the **Honours and Nomination Form – APC Form 02** 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.

CADET HONOURS AND AWARDS

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 highly encouraging to the Air Cadets of Alberta and to the League members. Mrs. Jones was extremely supportive of the Alberta Provincial Committee and played a key role in producing the Welcome Video for the 2015 National AGM in Edmonton, as well as the scholarship instructional video. She dedicated a significant amount of time and effort to creating a highly professional video, which was praised 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 established a new award for Alberta Air Cadets to aim for. That is the HOLLY JONES MEMORIAL PUBLIC RELATIONS AWARD OF EXCELLENCE. This award will be presented annually to one Alberta Air Cadet at the Alberta AGM in October each year.

The requirements for this award are as follows:

1. This award is open to any Alberta Royal Canadian Air Cadet currently enrolled in an Alberta Squadron. A letter outlining the Air Cadet's achievements in Public Relations must be submitted to the Alberta Provincial Committee Honours and Awards Committee by June 30th.
2. The cadet should actively participate in the squadron's social media, such as the squadron's website, Facebook, and photography or video of squadron activities, under the guidance of the squadron officers or the squadron sponsoring committee.
3. The cadet should aim to ensure that the material is mature, engaging, and professional in nature.
4. The cadet should regularly promote their Squadron on social media.
5. The cadet should proactively look for chances to create 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 from the Squadron's Commanding Officer will be required, describing the Public Relations role the cadet has undertaken for the Squadron.
8. A letter of recommendation will be required from the SSC Chairman of the Squadron.
9. Any letters of recommendation from the community or school regarding the Air Cadet's involvement in Public Relations outside of the Squadron would be appreciated.
10. Submissions will be judged by the APC Advisory Committee and past chairperson of APC.

Scholarships With a Financial Award

All scholarship applications require:

- **APC Form 03 -application form** (one for each scholarship applied for)
- A personal resume – no longer than two pages
- A narrative outlining why you should be considered for this scholarship (no more than two pages)
- Letter of recommendation from your commanding officer
- Letter of recommendation from a sponsoring committee member
- Letter of recommendation from someone in the community (i.e., Teacher, mentor, etc.)
- Post-secondary institution acceptance. If the cadet has not yet been accepted, provide information on where they have applied and their intended area of study. Confirmation of acceptance will be required before the funds are awarded.
- All applicants must have been enrolled in Air Cadets the year before June 30th or aged out within that training year.

The cadet should send the completed application package to the Past chairperson of the APC no later than June 30, 2026 at pastchair@apcacl.ca. If you have a question, please reach out to the past chairperson for information.

Bob Barraclough Leadership Scholarship

This scholarship is named after our friend in Cadets, Robert (Bob) Barraclough, who passed away in December 2013. He began his career as a cadet at 24 Red Deer Squadron in 1973. He became the Warrant Officer Instructor (WOI) and received gliding, power, and International Exchange scholarships. Bob then joined the Cadet Instructor Cadre and served as an officer with 24 Red Deer, 524 Sturgeon, Penhold, 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 on 810 SSC, was the NE Wing Director, and was the Alberta Provincial Committee Vice Chairman. Bob was a passionate supporter of the cadet program and always encouraged cadets to do their best. His family sponsors this scholarship and honours his time as an officer and League member, and it is offered to help a cadet pursue their post-secondary goals.

This scholarship offers a \$1,000 award. Nominations aim to support a cadet's post-secondary education. Nomination packets should include a narrative explaining the candidate's reasons for applying, their experiences, and leadership activities with cadets and in the community.

**Andrew Lorenz
1st Responder Memorial
Scholarship**

Andrew Lorenz was a cadet in 810 Grant McConachie Squadron in Edmonton, AB, from January 2005 until he aged out as WO1 in December 2011. After he aged out, Andrew went back to 810 to become a Civilian Volunteer.

Andrew was a very active cadet in the squadron and had received many awards, including his Gold Duke of Edinburgh Award, Lord Strathcona Medal, Legion Medal of Excellence, Most Outstanding Cadet, 5-year Perfect Attendance and many, many more. During Andrew's time as a Cadet with 810, he was on the Drill Team, Sports Team, Survival Team, and First Aid Team, the Band and he also volunteered as a staff cadet with CB Hill Navy League Cadets, where he received recognition as an Outstanding Staff Volunteer. Andrew was a mentor to the younger cadets, assisting them in band, drill, or just polishing boots. In many letters of recommendation, it was said that he was well respected by his peers, senior cadets, and staff.

Andrew attended Vimy Ridge Academy until he graduated in June 2010, then went to Lakeland College in Vermillion, AB to attend Firefighter Training in the summer of 2010. In September 2010, he attended NAIT to start his education to become a Paramedic.

Andrew was born on December 17, 1992. On February 14, 2005, Andrew was hit by a car and luckily only suffered a broken leg, but from that point on, Andrew was focused on becoming a 1st Responder. Andrew worked for Associated Ambulance in Mayerthorpe, Alberta, and was an avid scuba diver. He loved to travel and was very knowledgeable about Military History. Andrew tragically died in a car accident on June 30, 2022, at the age of 29.

This scholarship awards \$500.00. Nominations aim to support a cadet's post-secondary education in the field of first response (Firefighter, EMR/EMT/AEMT/Paramedic, or Police Officer).

**K.C Lett Scholarships
(Academic and
Continuation Flying)**

Description

In the summer of 2021, the Air Cadet League of Canada (ACL) proudly announced a historic donation of \$1.02 million from Major-General (Ret'd) Ken C. Lett. This donation is the largest sum ever donated to the ACL in the League's history. The purpose of the gift is to support the creation of an academic scholarship fund for Air Cadets. Specifically, scholarships will be called the K.C. Lett Scholarships and awarded for post-secondary enrolment in an aviation-related program at an accredited educational institution or for continued flying at a certified flight school.

Annual disbursements will depend on the investment income generated by the fund each year. Fifty percent (50%) of disbursements will be awarded to Air Cadets living in Alberta. The APC Board of Directors will determine the distribution between academic and continuation flying based on the applicants and the available funds.

For continuation flying scholarships, the funds will be sent to the flying school of the recipients' choice. The criteria above also apply to this award.

The Alberta Provincial Committee on Honours and Awards will review all eligible candidates. The committee's decisions will be final.

Eligibility

Scholarships are available to students beginning or continuing their post-secondary education who are members of the Royal Canadian Air Cadets on June 30th or who age out during the training year before June 30th of the year of application.

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

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

**Gordon Welling
Air Cadet Fellowship
Scholarship – Alberta**

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

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

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

Selection Criteria

Application assessment will be based on the following criteria (evidence should be in the references, resume and narrative):

- The extent to which the cadet continually demonstrates fellowship, comradeship, mentorship, and servant leadership in their squadron. Their efforts significantly contribute to an enjoyable and positive experience for fellow cadets in their squadron.
- The extent to which the cadet demonstrated good citizenship
- The extent to which the cadet demonstrated community service in their squadron, school and/or local community
- Ensure evidence of these criteria is in the resume, recommendation letters, and narrative that is sent as an application

Descriptors

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

Comradeship: Youth comradeship fosters friendship among cadets who actively participate to make their squadron and cadet activities a welcoming, fun, and inclusive environment.

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

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

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

Citizenship: Youth citizenship activities involve youth volunteering in their school, squadron, and/or community by developing good relations with others, working cooperatively toward common goals, and collaborating to promote the well-being of their communities.

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

Eligibility

- Applicants must be registered in Grade 12, eligible to graduate, and accepted to attend a post-secondary institution or trade training program as full-time students (acceptance will be verified before awarding the scholarship). You do not need acceptance to apply.
- Applicants must be a current serving air cadet in Alberta
- This scholarship is awarded to two individuals and is for \$1,000.00

**Alberta Aviation,
Aerospace and Defence
Council (AAAD) - AME/
Avionics Award**

This scholarship is worth \$1,000.00 per year. It is awarded by the Alberta Provincial Committee of the Air Cadets to a cadet pursuing a career as an Maintenance Engineer (AME) or in Avionics. In Alberta, SAIT offers AME and Aircraft Avionics programs that meet Transport Canada's requirements for the 'E', 'S', and 'M' licenses. Once the APC awards the scholarship and the cadet confirms their enrollment at SAIT, a cheque will be sent to the SAIT Registrar on behalf of the cadet.

Criteria

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

Eligibility

- Applicants must be attending grade 12 and graduating in the year of applying for the scholarship.
- Applicants must be an Air Cadet in the province of Alberta.
- Applicant must provide proof of acceptance at a post-secondary before being awarded the scholarship.

Application Process

As outlined above, if the applicant has a student ID number that is required as well.

**Wings Over Springbank
Airshow – AME or
Airport Operations
Award**

The Wings Over Springbank Airshow started after the demise of the Airdrie Airshow. These airshows ran from 2009 to 2022. Both airshows were one of the preferred events for many performers and featured military, as well as civilian acts.

Attendance was between 10,000 to 20,000 people per event. These shows required the work of hundreds of volunteers who worked in support of creating such a spectacular event.

This scholarship has been created to honor those volunteers. By not looking at the pilots, but rather the support personnel that created the air show and help to make the show the amazing success that it was. This scholarship is open to any air cadet who is entering either an aircraft maintenance or an airport operations education.

This scholarship is a \$1500 scholarship towards their education.

Eligibility

- Applicants must be attending grade 12 and graduating in the year of applying for the scholarship.
- Applicants must be an Air Cadet in the province of Alberta.
- Applicant must provide proof of acceptance at a post-secondary before being awarded the scholarship.

Marshall Bryant Air Cadet Continuation Flying Award

The 700 Wing of the Royal Canadian Air Force Association will use its Marshall Bryant Award funds to support an Air Cadet Continuation Flying Award. Continuation Flying refers to individuals (Alberta residents and Air Cadets) who have completed their Private Pilot Training Course (PPTC) and are expanding their flying experience by building flight hours or pursuing an advanced course. This initiative aims to help cover the costs for a Wings graduate seeking checkout at their local flying school or rental agency.

In 2026, there will be two awards of \$1250.00 each. The successful candidate must specify how the funds will be allocated.

Eligibility Criteria:

- Enrolled in the Air Cadet PPTC in 2026
- Not disqualified, “returned to unit” or “cease-training” during the Air Cadet PPTC; and
- Reside within a reasonable distance and have access to a flight school in Red Deer or to the north. (Note: a similar award is available for Calgary area cadets – Jacqueline Avery Memorial Bursary)

Application Instructions:

Candidates who meet the above eligibility criteria are encouraged to apply for the Marshall Bryant Continuation Flying Award by submitting an email application package (see requirements above) to Pastchair@apcacl.ca by **September 30, 2026**. The award will be presented at the Air Cadet League AGM and training conference in October.

The additional required attachments are:

- **Narrative (maximum two pages)** describing the applicant’s motivation for applying for this award, involvement in the Air Cadet program, future educational and career goals, and any financial barriers preventing the applicant from continuing to fly.
- **Scan** of a valid Private Pilot's License
- **Identified flight school or rental operation**, the cheque will be made out to the flight centre of the cadets’ choice.

Notes for all cadet scholarships and awards:

- Payment will be made to the cadets except for the KC Lett Continuation Flying scholarship, the AAAD Council, and the Marshall Bryant continuation flying award.
- Following selection, the recipient may be required to provide a photograph or digital image (in uniform) for publicity purposes.
- The Provincial Honours and Awards Committee reserves the right to withhold the award of any of the scholarships until the academic standing of candidates is proven with acceptance to the post-secondary institution of choice.
- Cadets will receive a T4A income tax form.
- A scholarship will not be awarded until such confirmation of proof of acceptance and registration at the selected post-secondary education facility has been received. In this regard, it should be noted that such proof is not required at the time of application but will be required from the selected recipients as soon as possible after that determination has been made.
- The Past Chairperson of the Alberta Provincial Committee will announce the names of the recipients at the Annual General Meeting and training conference of the Air Cadet League of Canada, Alberta Provincial Committee, in October each year.

Appendix A

ACLCL, Alberta Provincial Committee Alberta Outstanding Air Cadet Deadline: June 30th



Nominator			
Name of Member or Committee:			
Address:			
Phone:	Position:	Squadron/APC:	Email:
Nominator Signature:			
Nominee			
Full Name:			
Address:			
Phone:	Squadron:	Email:	

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

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

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

Alberta Outstanding Air Cadet Selection Criteria



Name: _____

Item	Details	Score
<p>Participation in Squadron Activities During the last 3 years of cadet career</p> <p>2 points for each activity Maximum 10 points</p>	<p>See section 6 of attached Cadet Information Card</p> <p>Other _____ (specify)</p> <p>Other _____ (specify)</p> <p>Other _____ (specify)</p>	<p>_____/10</p>
<p>Awards Received During Cadet Career</p> <p>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 – 1 point per activity per year, maximum of 3 points per activity), and Duke of Edinburgh Award. 4 points for Air Cadet Service Medal plus 1 point for each bar to the Air Cadet Service Medal</p> <p>Maximum 12 points</p>	<p>See section 7 of attached Cadet Information Card</p>	<p>_____/12</p>
<p>Local Training Results Over Entire Cadet Career</p> <p>Maximum 42 points</p>	<p>See section 10 of attached Cadet Information Card</p>	<p>_____/42</p>
<p>Participation in Non-Cadet Community Activities</p> <p>2 points for every 10 hours of volunteer work</p> <p>Maximum 16 points</p>	<p>Non-cadet community activities with hours volunteered</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p>_____/16</p>
<p>Commanding Officer's Recommendation</p> <p>Letter should specifically speak to this cadet and their contribution to the squadron, giving examples where possible.</p> <p>Maximum 10 points</p>		<p>_____/10</p>
<p>Squadron Advisor OR Sponsor Chair Recommendation</p> <p>Letter should be specific to the cadet and their interaction with the SSC and how they've supported the SSC.</p> <p>Maximum 10 points</p>		<p>_____/10</p>
<p>Total</p>		<p>_____/100</p>



Appendix B

**ACLCL, Alberta Provincial Committee
Honours and Awards Nomination
Deadline: June 30th**

Originating Squadron or Organization (e.g. APC) _____

Nominee			
Full Name:			
Address:			
Phone:	Phone:	Squadron (if applicable)	Email:
Nominator			
Name of Member or Committee			
Address:			
Phone:	Cell Phone:	Position:	Email:

Award being requested (Please check one)

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

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

**ACLC, Alberta Provincial Committee
Honours and Awards Nomination
Deadline: June 30th
Use this Nomination Form for Provincial Awards**



Qualifying Information about Nominee

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

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

Appendix C

**Air Cadet League of Canada
Alberta Provincial Committee**

Alberta Provincial Committee Scholarship Application Form



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

Personal Information		
Last Name:		
First Name(s):		
Rank:		
Squadron Number and Name:		
Date of Birth:		
Date of Enrollment:		
Mailing Address:		
Phone:	Cell Phone:	Email:
Scholarship (select one or more)		
<input type="checkbox"/> Bob Barraclough Leadership Scholarship		
<input type="checkbox"/> Andrew Lorenz 1 st Responder Memorial Scholarship		
<input type="checkbox"/> Alberta Aviation Aerospace and Defence Council – AME/Avionics Award Scholarship		
<input type="checkbox"/> K.C. Lett Scholarship – Academic		
<input type="checkbox"/> K.C. Lett Scholarship – Continuation Flying		
<input type="checkbox"/> Gordon Welling Air Cadet Fellowship Scholarship – Alberta		
<input type="checkbox"/> Wings Over Springbank Airshow – AME or Airport Operations Award		
<input type="checkbox"/> Marshall Bryant Continuation Flying Award		

Post Secondary Institution (not required for Lett Continuation Flying Award)		
Name of Institution:		
Program Website:		
Field of Study/Education (select one)		
Institution Student Identification Number (if available)		
Aviation	Aerospace	Engineering
Nursing	Pilot/Continuation Flying	Science
Vocational	Other (specify)	
Supporting Document Checklist		
<input type="checkbox"/> Two-Page Narrative		
<input type="checkbox"/> Application acceptance to post-secondary (if not available please send when it is or verify before Sept. 30)		
<input type="checkbox"/> CO letter of recommendation		
<input type="checkbox"/> SSC Chair letter of support/recommendation		
<input type="checkbox"/> Additional letter of support/recommendation (specify)		
<input type="checkbox"/> Additional letter of support/ recommendation (specify)		
Declaration		
I declare that the statements made in this application are true.		
I acknowledge I will receive a T4A for income tax.		
If selected, I agree to provide a photograph of myself for publicity purposes. I also understand and accept that my application may be shared with the donors of the scholarship.		
Name (print)	Signature (if over 18)	
Parent/Guardian Name (print)	Parent/Guardian Signature (if under 18)	
		Date (yyyy/mm/dd)
For Office Use Only		

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

Appendix D

Annual Year-End Report Top SSC Rubric



Alberta
Provincial Committee



Supporting Air Cadets In Alberta

Air Cadet Squadron: _____

For Training Year: _____

Item	Details	Score
<p>Participation in Provincial Committee Activities during the current training year</p> <ul style="list-style-type: none"> 15 points AGM 10 points Wing meetings (2 points per meeting, maximum of 10 points) <p>Maximum 25 points</p>	<p>AGM _____ (date)</p> <p>Wing 1 _____ 2 _____ (dates)</p> <p>Wing 3 _____ 4 _____ (dates)</p> <p>Wing 5 _____ (dates)</p>	<p>_____/25</p>
<p>Cadet Activities during the year</p> <ul style="list-style-type: none"> 10 points, Effective Speaking, participation at any level 5 points per other activity to a maximum of 10 points (Example: Marksmanship, band, orienteering, biathlon, drill) <p>Maximum 20 points</p>	<p>Activities available to all cadet units</p> <ul style="list-style-type: none"> Effective Speaking (10) Other (5) _____ Other (5) _____ 	<p>_____/20</p>
<p>Financials</p> <ul style="list-style-type: none"> ACC9 submitted by deadline date - December 1 - 10 points Pay for Assessment Fees by February 1st (or have made arrangements for payment with Director of Finance) - 10 points Participated in Calendar Sales - 5 points <p>Maximum 25 points</p>		<p>_____/25</p>
<p>Wing Director's Points</p> <ul style="list-style-type: none"> Screened Board members and SSC - 10 points Full Executive (minimum 3 directors - 5 points) Term of Reference/Contact Info Current - 5 points <p>Maximum of 20 points</p>		<p>_____/20</p>
<p>Participation in Non-Cadet Community Activities</p> <ul style="list-style-type: none"> 2 points for each activity to a maximum of 10 (Examples: Legion Luncheons or Clean Up, Parades, Community Cleanup etc. NOT including mandatory activities of Remembrance Day and Poppies) <p>Maximum 10 points</p>	<p>Non-cadet Community Activities:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p>	<p>_____/10</p>
<p>Additional Comments:</p>		
		<p>Total</p> <p>_____/100</p>

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