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Air Cadet League of Canada Ontario Provincial Committee

2012 AGM & Conference

The full registration package and details for the OPC AGM and Conference this October 26-28 is now on our website, front page. Participants will need to book their own accommodation through the Delta Meadowvale and submit their registration form to OPC office, care of anne.kozich@aircadetleague.on.ca.

This will also provide official, public notice to our voting members - as required by our bylaws - that the Annual General Meeting will take place on Saturday, October 27, 2012 at the Delta Meadowvale hotel in Mississauga, beginning at 8:30 a.m.

An **OPC Proxy Form** will be uploaded shortly to our website which can be used by voting delegates and SSC Chairs should they not be able to attend the business meeting.

Important NEWS for Treasurers – ACC9 Webinars

Following our first 2 webinars to orient Treasurers to the new ACC9 features, we are aware that some Treasurers were not able to make these times.

To assist any Treasurers who would still like orientation to the new ACC9, OPC will either set up some new webinar sessions OR establish a time individually with the remaining Treasurers.

If you are interested in attending an online session, please contact Nicky Grantham, Finance Officer, directly with the days of the week and best time of the day for you. Once we have heard back from you, we will set up a new webinar and notify all Treasurers.

Please send your times and days by email directly to Nicky at nicky.grantham@aircadetleague.on.ca. We hope to have these webinars in the coming weeks, so **please RSVP as soon as possible**.

Submissions for OPCETERA

The next edition of the OPC publication OPCETERA is scheduled to be released in time for our AGM in October.

We are looking for your SSC, Cadet, Squadron, volunteer stories and photo's to help expose to the world the phenomenal programs and people of the Air Cadet League. We are interested in your accomplishments, special awards or recognition for your Squadron or Cadets, human interest stories, experiences of volunteers and Cadets in their National Courses over the summer, visits of our IACE Cadets from around the world...and anything you feel is important, newsworthy and highlights some of the many aspects of our movement.

Please submit your articles directly to John Scott NO LATER THAN September 30! dunroamin2@gmail.com

Please send any photos as a separate attachment, do not embed them in an email.

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Registration and Screening Developments - Important!

There are new policies, forms and procedures being implemented in the coming weeks, in addition to some new developments that are underway, such as the Photo ID Cards. Below are summaries of the key items related to Registration and Screening at OPC.

OPC Photo ID Cards

OPC policy is now fully in place and all new and renewing applicants will need to provide a proper photo to obtain, and complete, their official OPC Registration. Information about the specifications for the photo are contained on the OPC website, front page, and can be obtained by contact your Program Development Officer (David, Janet, Anne).

Registration Process and Forms

The securing and submission of an individual VSS for all new and renewing members with OPC continues to be somewhat challenging at times, primarily for reasons beyond the control of OPC. This is a summary of key items and information related to securing your Police Records check and VSS:

- a. If your birth date and gender match someone who is on the Sexual Offender database of the RCMP, you will be asked to submit to fingerprinting. You will not receive a completed VSS report and form from the police until this process has been completed if these two items match the RCMP database and, hence, will not be able to complete your registration with OPC.
- b. A new OPC 'Application Form' will be implemented in the coming weeks. There is little change from the original one, but some new phrasing of questions being asked of all volunteers will be in place. We will provide advance copies to all SSC's as they are released and the new forms will then be available on the OPC website.
- c. Individuals who apply to OPC as Civilian Volunteers will be processed the same as everyone. Once a clean record check and all forms are submitted and approved by OPC, we will notify the SSC Chair, Sqn CO and individual of their approval. This will allow the individual to proceed to have the CATO 23-07 Annex A, completed by the CO and submitted to the OPC office. **ONLY AT THIS POINT** will OPC release the final photo ID Card, which will be sent to the SSC Chair to distribute to the individual CV.
- d. Various police forces put in place their own unique forms and processes for applicants seeking police and VSS checks. OPC has no control or influence over these practices. The OPC Bona Fide form (on the website) should be accepted by most police forces to verify you are applying as a volunteer (verses an employee), which may mean a fee will be waived (though not always!). OPC currently has forms used by the following police forces: Toronto, York region, Peel region, OPP London, and South Simcoe force. **IMPORTANT:** for applicants in the Toronto, Peel, and South Simcoe, you need to get the form from OPC office before applying as it has an approved OPC signature on it. We also have new directions from Halton police if you require it. Please contact your PDO or Venece Samuels, Registration and Screening (venece.samuels@aircadetleague.on.ca)

Registration Policies

New Registration and Screening policies will be introduced and implemented in the coming weeks, both in response to changes at National ACL and to enact proper policy regulations by the OPC. One particular policy development will identify that VSS forms submitted to OPC must be no older than 3 months upon receipt at the OPC office. Recognizing that there will be a transition period, OPC will review individual applications that do not comply with this policy direction on a case-by-case basis. Please ensure that your volunteers submit their VSS to the office as soon as it arrives, even if other documents are still pending to complete their application (e.g. photo's for their card).

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Further, OPC will be requesting that all applicants submit original VSS forms and police records. In cases where this may not be possible, OPC will accept copies of these records ONLY if there is signed confirmation by the SSC Chair (for SSC members) or CO (for Civilian Volunteers) that the copy being sent in is a true copy of the original form. This means that as an SSC or CO, you must view the original forms in order to verify and sign-off on the copy being sent in! Any other reports not meeting these criteria will not be accepted. Most police stations/forces can provide additional master copies of these records.

NEW OPC Policies to Be Released

The Board of Governors has been developing and approving a number of new policies that will be formally put in place and published in the coming weeks. They have also initiated work on further policies which will come into play in the near future. All members will receive notice and details of these policies via our regular communication channels (email and website) and special focus will occur on some of the key ones at the Regional and Squadron Director Training day that will take place at the AGM on Sunday.


For your reference, the following policies will be distributed and enacted in shortly:

- Conflict of Interest
- Code of Conduct
- Registration and Screening
- OPC Director Expense Claim Policy
- OPC Training Policy
- SOC specific policies (holding multiple positions) and initial guidelines for SOC operational items
- Human Resource Policies

4900 Process and Documents

In the coming weeks, every SSC Chair will be mailed a copy of the new documents for the 4900. The new documents serve to expedite the process of verifying and revising information about your SSC, Sponsor, members and Squadron.

Essentially, using our new OPC database system, you will be provided with the full details and information already on record with OPC as it relates to the 4900 document. You will simply need to check a box that 'confirms' the existing information, or complete a section with any change for that particular area. So, for example, if an SSC member has changed addresses since our last records, you will simply

fill in the new address. All information that remains the same simply needs a  check! You will also be provided with a self-addressed, return envelope to send your completed forms back to OPC.

With this new process and database system in place, OPC will also be providing you with an electronic report through the year – possibly 1 or 2 times – that will list your current registered members as identified in our system. This will allow you to confirm or revise any members in a simple way, and ensure that the new members at your SSC are documented and those who have left are identified.

We will be providing specific direction in a cover letter when we mail out your new 4900 document in the near future. Please watch for this in your mail and this is a reminder that we will need your documents back by October 31 as usual. Your Program Development Officers will be your main contacts should you have any questions upon receiving your package.

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2013 Lottery Tickets

All Squadron and Gliding Centre tickets were distributed by the end of August. At the present time, we only have about 20 unallocated books.

Agreements to Sell another Unit's Tickets...

We understand that some Squadrons make arrangements to assist other Squadrons or Gliding Centres to sell their tickets; for all or a portion of the proceeds returned to the Unit by the OPC. For your guidance and protection, please note the following:

1. Payment for sold books must be returned by the Squadron / GC to which they were issued.
2. The Squadron / GC share will be paid out by the OPC to the Squadron / GC to which the tickets were issued.
3. If a Squadron expects to receive all or a portion of the proceeds returned by the OPC, they must make this agreement – preferably in writing – between themselves.

Questions can be addressed to:

David Brown
Program Development Officer
david.brown@aircadetleague.on.ca
Direct: 416-635-4411 press 5
Toll-Free: 1-800-513-0952

Last Call for Award Nominations

The Honours & Awards Committee of the OPC will meet in late September to finalize its list of Award recipients for the 2011-12 year. Nominations are still being accepted for the following Awards:

Board of Governors Certificate of Recognition

- A prestigious award for any member – either at the provincial or Squadron level – who has distinguished themselves by stellar continuous performance or through an individual act or project conducted on behalf of the OPC.
- Up to six Certificates may be presented annually to League members; and a limited number of additional Certificates may be considered for presentation to DND partners or affiliated individuals / organizations.
- Nominations accepted from members of the Board of Governors.

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Certificate of Merit

- Certificates of Merit may be presented to League members at the provincial or Squadron level, DND partners, or other individuals, for work well done over an extended period of time, or for a specific accomplishment in support of the OPC, a Squadron, a specific Air Cadet activity, or the Air Cadet Program generally.
- Up to 20 Certificates (10 to League members and 10 to DND partners / other individuals) will be considered annually.
- Nominations accepted from any two members of the OPC community.

W01 Robert Snider Memorial Award

- The OPC recognizes the importance of promoting citizenship through the Air Cadet Program, by annually presenting the Robert Snider Memorial Award to the Cadet best exemplifying the citizenship attributes we seek to develop in all Air Cadets.
- Squadrons are invited to nominate their top Cadet in this area, focusing on the noteworthy community involvement and accomplishments of their nominee.
- The nomination must be jointly endorsed by the Commanding Officer and SSC Chair.

Official Nomination Form

On the OPC web site at:

[http://www.aircadetleague.on.ca/Storage/26/1793 H & A Nomination Form.pdf](http://www.aircadetleague.on.ca/Storage/26/1793_H_%20A_Nomination_Form.pdf)

Questions about eligibility and the nomination process can be addressed to either:

David D. Hayden, CD
Honours & Awards Chair
davidhayden@rogers.com

David S. Brown, CD, CAE
Program Development Officer
david.brown@aircadetleague.on.ca
1-800-513-0952 | 416-635-4411 ext 6168

OPC Staff Contacts

Your OPC staff contacts have not changed and are listed below for your records:

Scott Lawson, Executive Director (scott.lawson@aircadetleague.on.ca)

Venece Samuels, Executive Assistant (venece.samuels@aircadetleague.on.ca)

Nicky Grantham, Finance Officer (nicky.grantham@aircadetleague.on.ca)

David Brown, Program Development Officer for WOA/NOA (david.brown@aircadetleague.on.ca)

Anne Kozich, Program Development Officer for COA (anne.kozich@aircadetleague.on.ca)

Janet Herbert, Program Development Officer for EOA (janet.herbert@aircadetleague.on.ca)

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OPC Calendar of Events

The calendar is posted on our website. Please check it regularly for updates on major OPC events for the 2012-2013 training year!

OPC Caribbean Cruise

In case you missed the news lately, Ontario Provincial Committee of the Air Cadet League of Canada has arranged our first Fun Cruise. This is your opportunity to join Tom Taborowski Chairperson, on this incredible Caribbean cruise aboard the Ruby Princess. With stops at Princess Cay, St. Maarten, St. Thomas and Grand Turk plus two days at sea, you will experience a week of relaxation and socialization, leaving all your cares behind. You haven't escaped completely until you've experienced a wonderful voyage with Princess. There's nothing like the feeling of being totally at ease, without a single worry. Take a personal enrichment class, do yoga, go duty-free shopping, or just relax with a dip in one of the pools or spas. Dine in a manner that suits your schedule instead of cramping your style. To say nightlife onboard is entertaining is an understatement.



Ruby Princess

Act now to ensure a cabin is set aside and waiting for you! In addition there is a **special discount available** for all current or retired members of the military. **Cruise dates are Sunday April 7 to Sunday April 14.**

For full details please contact our Travel Agent, Mike Boyle at:

mboyle@cruiseshipcenters.com or check the website at www.cruiseshipcenters.ca/MikeBoyle .

