

December 2013



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Air Cadet League of Canada Ontario Provincial Committee

Registration & Screening Forms

The revised version of the Registration & Screening forms are available on the web site. Many SSCs are continuing to use the former version, which have been updated during 2013. Prior to submission, please ensure all documents have been completed and signed where required by the applicant and OPC / Squadron officials. Delays are primarily due to partial documentation and missing signatures.

Toronto Police Services

The PRC/VSS application fee in Toronto is now a flat \$15.00. Payment is only accepted by business cheque, certified personal cheque, or money order, made payable to Toronto Police Services. The application is to be mailed with payment - the TPS no longer permits volunteers to walk-in with the request form at Headquarters. Please ensure payment is included and the forms fully completed, or the forms will be returned to the OPC Office.

Certified True Copies

SSCs / Squadrons may submit a certified true copy of a PRC/ VSS with a Registration & Screening application; however, the photocopy must be clearly marked "Certified True Copy" and signed by an appropriate League member (SSC Chair or Director) or CO, if the applicant is a CV), followed by the printed name, and position of the individual certifying the copy, and the date.



*Wishing everyone joy and
happiness, and a healthy
2014!*

HOLIDAY CLOSING

Please be advised that 4900 Yonge St. and the OPC Office will be closed between the end of the business day on 20 December until we return on 6 January.

During this period, if you require **emergency assistance**, please contact:

1-866-662-0602

Your call will be forwarded to the OPC staff member on duty.

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National Courses 2014

The *2014 National Courses Handbook* has been e-mailed to all SSC Chairs, OPC Directors, and Commanding Officers, as well as posted on the OPC web site.

Last year, the National Courses application process was significantly impacted by two factors:

- Application files were submitted to the OPC Office by Squadrons that did not always match-up with the FORTRESS extract supplied by RCSU(C) because – although the Cadet data was entered by the Squadron – the “submit” button had not been pushed. In other words, the documentation received from the Squadron was complete, but it hadn’t been transmitted to RCSU(C) and the Detachments.
- Conversely, some applicants were noted in the FORTRESS extract, but no file had been submitted by the Squadron to the OPC Office. In these instances, the candidate’s file had been withdrawn “physically,” but not cancelled in FORTRESS.

As a result, Commanding Officers had to be contacted by the OPC Office to ascertain the status of these applications before interviews could be scheduled. Further, when a revised FORTRESS extract was received, there were additional numerous changes that required the interview schedules to be re-calculated, delaying their release to Squadrons

Prior to submitting the National Courses application files, please take time to review all the steps to ensure the application is complete and submitted via FORTRESS; the OPC Office does not have access to FORTRESS to corroborate information entered at the Squadrons. **Equally importantly**, ensure that all required documents are in the application file; trying to match-up late single documents with hundreds of folders delays the process and they risk becoming “strays” that could adversely affect a candidate.

BTW: secure the passport photos in an envelope or plastic ‘baggie’ prior to sending the application file, as they can easily fall out of the folder. Further, since the photos are not supposed to be named (‘and aren’t!’), we have no idea who the Cadet is unless attached to their file

Important Dates To Note:

- **11 January 2014** – Flying Scholarship Exams. Due to scheduled building maintenance at 4900 Yonge Street, exams normally written there have been moved to Denison Armoury (1 Yukon Lane, North York, ON M3K 0A1).
- **15 January 2014** – National Course application files are due at the OPC Office. All data must also be in FORTRESS by this date, so that an extract can be produced for the OPC Office.
- **1 February 2014** – National Courses interviews will take place across the Province. Interview times and locations will be confirmed around January 24.
- **15 February 2014** – IACE interviews will take place across the Province.

Please refer to the *National Courses Handbook* for specific details.
And best of luck to all National Courses candidates!

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ROC (Regional Operations Committees) Transition

As presented during recent webinars and the *Way Ahead* sessions, January 2014 will mark the starting point for the first ROC's being established.

ROC #2 - Mississauga / Peel

- Squadrons: 132 Brampton, 197 Acton, 242 Erin, 756 Georgetown, 758 Brampton, 789 Mississauga, 800 Mississauga, 845 Mississauga, and 892 Cheltenham.
- PDO / Co-Chair: Anne Kozich
- Volunteer / Co-Chair: To be named

ROC #3 - York Region

- Squadrons: 8 Richmond Hill, 94 Newmarket, 140 Aurora, 283 Vaughan, 351 Markham, 659 Pefferlaw, 707 Stouffville, 778 Richmond Hill, 883 Markham.
- PDO / Co-Chair: David Brown
- Volunteer Co-Chair: To be named

ROC #7 - Grey / Bruce / Huron

- Squadrons: 85 Grand Valley, 164 Shelburne, 167 Owen Sound, 183 Kincardine, 340 Port Elgin, 532 Goderich, 543 Wingham, 769 Listowel, 812 Hanover, 895 Mount Forest.
- PDO / Co-Chair: Jackie Villanueva
- Volunteer Co-Chair: Jim Gale

Presently, either through the *PDO* or *Volunteer Co-Chair*, and with direction from the *Squadron Operations Manager*, Michael Hopkins each ROC is being asked to organize their first official meeting, to be held in January or early February.

Regional and Squadron Directors that are aligned with these Squadrons will become part of the *ROC Regional Leadership Team*, subject to their decision to continue in this new role. For the few Regional Directors or SD's who may currently cover Squadrons in more than one ROC region in the new structure, the choice will be theirs as to with which ROC they align themselves. Please notify Michael of your decision if you find yourself in this situation.

Summary of PDO Assignments

Anne Kozich

- PDO supporting Central Ontario Area (COA)
- Co-Chair for ROC #2 - Mississauga / Peel
 - Board Standing / Special Committees (either directly, or in conjunction with the ED):
 - Board of Governors minutes / assistance to ED
- AGM / SAM committee administration with ED
- Operations Level support
 - Lottery administration (beginning current fiscal year)
 - National Courses administration

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Summary of PDO Assignments (continued)

David Brown

- PDO supporting Eastern (EOA) and Northern (NOA) Ontario Areas
- Co-Chair for ROC #3 - York Region
- Board Standing / Special Committees (either directly or in conjunction with the ED):
 - Honours & Awards
- Operations level support:
 - Maintenance of DND-related records, documents, requirements
 - Service Medals, Pins and certificates for Members and Cadets
 - Hamilton Flying Club and Glider Pilot Achievement Awards
 - Air Cadet Advisory Board
 - Bi-monthly DESPATCHES newsletter.

Jackie Villanueva

- PDO supporting Western Ontario Area (WOA)
- Co-Chair for RCO #7 - Grey Bruce Huron
- Standing / Special Committees (either directly or in conjunction with the ED):
 - None at present
- Operations Level support:
 - Training coordination / administration
 - Effective Speaking and Debating competitions
 - Trenton ACSTC and other CSTC tours and graduation parades
 - Model Aircraft Association of Canada program

Ordering Air Cadet Service Medals

Do Not Use the National Form to order Air Cadet Service Medals (please)!
The OPC has its own order form for Medals, Bars and Rosettes.

Effective this Training Year, a Gold Bar may be issued to represent each additional year of service after initial Award of the Medal. The Bar is worn on the Medal ribbon, and a corresponding Gold Rosette is worn on the undress ribbon. We automatically provide a Rosette with each Bar ordered.

The OPC Form - which does not require the Cadet's signature - can be found on the web site (*ACSM Application Serving 1 Apr 2013-fill.pdf*). If you are not yet registered on the new OPC web site, contact your PDO and they will email you a copy. The quickest and easiest means for the OPC Office to fulfill your Squadron's request for Air Cadet Service Medals is via Purolator courier. Orders are usually sent out the same day they are received, or the following day.

To send them via Purolator, we require:

- An address that is NOT a PO Box.
- An email address (to notify you that it's coming).
- A daytime telephone number (in case the courier is lost).

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Insurance Matters

Certificate of Liability Insurance

As previously communicated, the Certificate of Liability Insurance for all SSCs is in transition to a new policy year. The policy will now take effect on April 1 of each year; therefore, the current certificate is valid until March 31, 2014.

The OPC is aware of the challenges faced by some SSCs, which need to have the new insurance certificate available for your permits, leases, and events in advance of April 1, 2014. We are currently in communication with our National Office - who negotiate and place the policy for all Provinces - on this matter; our goal is to secure a new certificate well in advance of the April 1 effective date. Please stay turned - we will notify you of any updates or outcomes on this issue.

OPC Insurance

The OPC coverage for SSC property is in place and will be renewed through our Office. The OPC insurance covers contents up to a value of \$10,000. You will need to identify how much coverage your SSC requires and, if greater than \$10K, you will need to place additional insurance. There are no restrictions as to the insurer or broker you choose for your own additional insurance. Following is a quick snapshot from our insurer on the OPC coverage:

- Miscellaneous articles floater = \$10,000 Limit, with \$500 Deductible
- Coverage is provided at Replacement Cost, subject to disqualification of antiques or items that require professional valuations for determination of Replacement Cost
- You are covered on any premises and off-premises - even in transit
- Sewer Back-up coverage is not specifically provided, as items would be covered under the miscellaneous articles floater (no pun intended).

If you require further details, or need to make a claim, please contact:

Cathy Konings

DesRoches, Visser & Associates

Insurance Brokers Ltd.

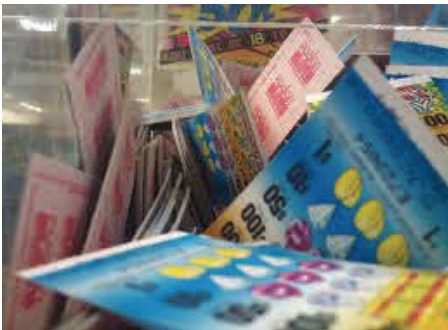
Bus: 905-277-1089

Fax: 905-896-4748

Email: ckonings@bellnet.ca

Nevada Training Webinar

To assist the SSCs that are implementing or wish to implement the OPC Nevada Program for their Squadron, we will be holding a webinar session to review the Program, provide directions, and engage in any discussions on improving or assisting your SSC. The webinar is scheduled for **Wednesday January 22, 2014** and the Registration information will be circulated by email in the New Year.



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Local Support Allocation (LSA) Claims

NOW is the time to think about preparing your LSA Claim if you have not already done so! Important changes were made to LSA funding for this Training Year - and Squadrons should make every effort to ensure they claim the maximum funding for which they are now eligible.

A QUICK RE-CAP OF THE LSA

- Each Squadron is eligible to receive \$600
- Each Squadron is also eligible to receive \$15 per Cadet based on their official population in the previous fiscal year (ref. CRCSO)
- This year each Squadron is eligible to receive **an additional \$30 per Cadet** (based on the same population number), to encourage and enable more optional physical activities.
- 30 percent of the total LSA funds available are intended to reimburse qualified expenses incurred from April to June of the previous Training Year, and 70 percent to cover the period September to March in the current Training Year.
- The LSA Claim is submitted on a special CF-52 General Allowance Claim form by the Commanding Officer, and must be accompanied by original receipts or invoices together with **Proof of Payment** (normally a copy of the front and back of the processed cheque returned by the Bank).

WHAT CAN WE CLAIM ?

- **Category 1 - Optional Training Activities:** (including but not limited to): musical instruments, music accessories and maintenance; training aids and equipment; transportation; rations; temporary accommodations; temporary facilities; entry fees; and any reasonable expenditures in support of approved optional training activities for Cadets.
- **Category 2 - (NEW) Optional Physical Activities:** (including but not limited to): purchase / rental / maintenance of fitness and sports equipment or training aids; rental of fitness and sports facilities; registration / entrance fees for optional physical activities (eg, ski day, Army Run); fitness-related instructional services (eg, fitness-related training / courses / qualifications / certifications); and any reasonable expenditures in support of optional physical activities.
- **Category 3 - (NEW) Administrative Support:** (not provided by the CAF but limited to the following): facilities for Cadet Squadrons; electricity; telephone; pens, paper and supplies; and any reasonable expenditure in support of the administration of the Cadet Squadron not provided by the CAF.

WHAT CAN'T WE CLAIM ?

- **Ineligible Expenditures include:** contributions to Provincial or National Leagues (eg, OPC assessment); expenditures incurred for gifts and testimonials; capital expenditures (eg, vehicles, land, buildings); canteen or Kitshop supplies, etc.

Note: Squadrons cannot receive reimbursement for HST from DND and submit the same receipts for GST / PST rebates through CRA. If DND is not to reimburse HST, be sure to note this on your claim.

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<http://www.citizenship.gov.on.ca/english/citizenship/honours/vsa.shtml>

Submitting Nominations Through the OPC

The Ontario Volunteer Service Awards are a way for the Ontario Government, through the Ministry of Citizenship and Culture, to recognize volunteers for their contributions. They are presented to volunteers who contribute consecutive years of service to a single group within Ontario, and whose work is characterized by the following:

- Volunteer time given on an ongoing and active basis to the same group for which no payment has been received
- Membership alone is not a qualification for recognition
- Services performed during the normal course of professional or business duties are not eligible for recognition.

Since 2007, the OPC has recommended its quota of six members at the provincial level. We have now learned that we can also sponsor the nomination of up to six members at each of our “chapters” / Squadron Sponsoring Committees. Please read the information on the Ministry web site thoroughly. If you believe that you have SSC members who qualify for this recognition, the OPC will be pleased to endorse your nominations. **Note:** *Civilian Volunteers are eligible; however, CIC Officers and Civilian Instructors do not meet the Ministry criteria. **The Deadline is January 25, 2014.***

When completing the HTML nomination form, please indicate the “XXX Squadron Sponsoring Committee,” “Air Cadet League of Canada” as the “Nominating Group,” and your SSC Chair as the “Head of Group.” For “Contact” please use the following:

Mr. David Brown / Program Development Officer
david.brown@aircadetleague.on.ca
Tel: 416-635-4411 x5 | Fax: 416-635-2789

For “Brief Description of Objectives and Activities” you might consider something like:

The Sponsoring Committee is a partner with the Department of National Defence in offering the Air Cadet Program through XXX Air Cadet Squadron in [municipality / community], to youth aged 12-18 years. Its civilian members provide hundreds of hours of unpaid service to support the program through administrative, event management and fundraising activities.

If you require clarification or have any questions about the Awards, or the qualification of SSC members, please give David Brown a call or email at the OPC Office.

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Compliance Deadlines

OPC 4900 Form

The *OPC 4900 Form* has been sent electronically to all SSC Chairs, and copied to Regional and Squadron Directors. The form has once again been pre-populated with Squadron, Staff, and SSC Member information as currently recorded in the OPC database. A printed copy was also mailed to all SSC Chairs. There is no longer a “blank” 4900 to complete!

SSCs should make the necessary corrections / additions / deletions and obtain five SSC signatures on the accompanying *Annual Commitment Form*. The deadline was extended to November 30. If you require clarification or assistance, please contact your Program Development Officer.

ACC9 (Annual Financial Statement)

The deadline for submission of your ACC9 has now passed (October 31). As of this date, 51 SSCs have not yet submitted their ACC9 for FYE August 31, 2013.

Assessment and Lottery Payments

A reminder that all Squadrons are required to submit a minimum of 40% of their Annual Assessment not later than **Friday, December 13, 2013**. An additional reminder that the ticket stubs and proceeds from Lottery Books sold to date should be returned at the end of November. Return forms can be found on the OPC web site, or requested from David Brown.

Effective Speaking and Debating Competitions 2014

The official Effective Speaking Guide for 2014 is being sent by December 6 to all Members and Commanding Officers via email shortly, on the Effective Speaking Competition for 2014. Although the venue has yet to be finalized, the Provincial Competition is planned for **Saturday, April 26, 2014**. This year, Coordinators have been appointed for the new 13 OPC Regions, rather than the twelve zones that existed previously, and they will be responsible for conducting Regional Competitions in the Mid-March timeframe.

Information will also be available shortly on the Annual Debating Competition, which is planned for **Sunday, April 27, 2014**. The venue has also yet to be finalized.

Staff Email Addresses

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

Michael Hopkins, Squadron Operations Manager (michael.hopkins@aircadetleague.on.ca)

Vince McGovern, Fund Development Manager (vince.mcgovern@aircadetleague.on.ca)

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

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

Jacque Villanueva, Program Development Officer for WOA (jackie.villanueva@aircadetleague.on.ca)

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

Virginia del Mundo, Executive Assistant (virginia.delmundo@aircadetleague.on.ca)