ROYAL CANADIAN AIR CADETS

PROFICIENCY LEVEL TWO

INSTRUCTIONAL GUIDE

SECTION 3

EO M207.03 – RECOGNIZE THE ROLE AND RESPONSIBILITIES OF THE LOCAL SPONSOR

Total Time: 30 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-802/PG-001, Chapter 4. Specific uses for said resources are identified throughout the Instructional Guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Become familiar with the cadet squadron sponsor and sponsoring committee. Be prepared to give examples of what the sponsor does for the cadet squadron.

Contact members of the local sponsor and invite them to participate in this EO.

PRE-LESSON ASSIGNMENT

N/A.

APPROACH

An interactive lecture was chosen for this lesson to orient the cadets to the role and responsibilities of the local sponsor and to present basic material.

INTRODUCTION

REVIEW

N/A.

OBJECTIVES

By the end of this lesson the cadet shall be expected to recognize the role and responsibilities of the local sponsor.

IMPORTANCE

It is important for cadets to know the support structure of their squadron. Every cadet squadron across Canada has a local sponsor, who provides assistance and aid to help complete training. For a cadet squadron to run effectively, it needs a variety of support structures. A dependable and reliable sponsor is a key to the success of a cadet squadron and each cadet should be aware of their importance.

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Teaching point 1 **Define Sponsor and Sponsoring Committee**

Time: 5 min Method: Interactive Lecture



Provincial/territorial branches of the Air Cadet League may refer to the sponsoring committee as a different term (e.g. support committee). Discuss the difference between a sponsor and sponsoring committee.

SPONSOR VS. SPONSORING COMMITTEE

Sponsor. With respect to a cadet squadron, the organization or persons accepted by or on behalf of the Chief of Defence Staff (CDS) to undertake jointly with the Canadian Forces (CF) and the supervisory sponsor, responsibility for the organization and administration of the cadet squadron.

Sponsoring Committee/Branch. A working support committee that is a member of and supervised by the league and is compromised of persons who are approved, registered and screened in accordance with league policy to complete the functions required to support the squadron.

CONFIRMATION OF TEACHING POINT 1

QUESTIONS

Q1. What is a sponsor?

Q2. What is the sponsoring committee/branch?

Q3. Who normally comprises a sponsoring committee?

ANTICIPATED ANSWERS

A1. With respect to a cadet squadron, the organization or persons accepted by or on behalf of the Chief of Defence Staff to undertake jointly with the CF and the supervisory sponsor, responsibility for the organization and administration of the cadet squadron.

A2. A working support committee that is a member of and supervised by the league and is compromised of persons who are approved, registered and screened in accordance with league policy to complete the functions required to support the squadron.

A3. Sponsoring committees are normally comprised of representative(s) of the sponsor, parents, and other civilians from the community.

Teaching point 2 **Describe the Local Sponsoring Body**

Time: 10 min Method: Interactive Lecture



Name the sponsoring body for the squadron. Identify positions and members of the sponsoring body.

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LOCAL SPONSORING BODY

Air Cadet squadron sponsors are usually community organizations or social clubs. In some cases, more than one organization sponsors a squadron. A sponsoring committee is formed to represent the sponsor(s) on a day-to-day basis.

Sponsoring committees are normally comprised of representative(s) of the sponsor, parents, and other civilians from the community. They are sometimes called parents' committees or civilian committees; however, not every parents' committee is a sponsoring committee.

Some examples of a local sponsoring body may include:

The Royal Canadian Legion (RCL). The RCL is the largest veterans-based community service organization in the country and contributes millions of dollars and voluntary hours to help Canadians, particularly veterans, seniors, and youth.

The Air Force Association of Canada (AFAC). The AFAC is a national not-for-profit aerospace and community service organization composed of aviation-minded citizens. Individual wings of the AFAC actively sponsor and support cadets and other community activities.

Lions Clubs. The Lions Clubs are internationally based and are the world's largest service club organization.

A Rotary Club. A rotary club's main objective is to encourage and foster the ideal of service as a basis of worthy enterprise.

A Parents' Committee. An Air Cadet squadron may also have a separate parents' committee to assist the sponsoring committee. A parents committee is usually made up of parents of current or former cadets from the squadron. These parents join to raise extra funds for the squadrons' activities.

POSITIONS IN THE LOCAL SPONSORING BODY

The following is a list of positions within the sponsoring committee and the basic responsibilities corresponding to these positions. These positions may vary or terms may change from sponsor to sponsor.

Chairperson. The chairperson is the senior official in the sponsoring body and is responsible for all activities/functions. All members must keep the chairperson informed of their activities and the chairperson in turn must keep the squadron informed of activities within the sponsor.

Secretary. The secretary is responsible for maintaining all of the records and correspondence. During committee and general meetings, the secretary is responsible for recording the minutes.

Treasurer. The treasurer is responsible for maintaining all financial records and transactions. All expenditures should be recorded for purposes of budgeting and financial reporting.

SECONDARY SPONSORS

Some corps have a secondary sponsor that may assist in duties such as fundraising for the corps. Secondary sponsors usually consist of organizations such as, but not limited to: a parents' committee, a RCL, a Lions Club, or a Rotary Club.

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A parents' committee is usually made up of parents of current or former cadets from the squadron. These parents join to raise extra funds for the squadrons' activities.

The RCL is the largest veterans-based community service organization in the country and contributes millions of dollars and voluntary hours to help Canadians, particularly veterans, seniors, and youth.

Lions Clubs are internationally based and are the world's largest service club organization.

A rotary club's main objective is to encourage and foster the ideal of service as a basis of worthy enterprise.

CONFIRMATION OF TEACHING POINT 2

QUESTIONS

Q1. Name the sponsoring body of the Air Cadet squadron.

Q2. Identify three positions within the sponsoring body.

Q3. What is the primary role of the Chairperson?

ANTICIPATED ANSWERS

A1. Answers will vary.

A2. Three positions within the sponsoring body are:

- chairperson,
- secretary, and
- treasurer.

A3. The chairperson is the senior official in the sponsoring body and is responsible for all activities/functions.

Teaching point 3 **Explain the Role and Responsibilities of the Sponsoring Committee**

Time: 10 min Method: Interactive Lecture



Discuss the role and responsibilities using squadron-specific examples.

ROLE OF THE SPONSOR

It is the role of the sponsor to ensure responsibilities are met in accordance with the *Memorandum of Understanding*, for the proper and efficient delivery of the Cadet Program within Canada.

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RESPONSIBILITIES OF THE SPONSOR

Fundraising

It is the responsibility of the sponsor to organize fundraising activities in consultation with the squadron commanding officer (CO). Annual reports are to be produced by the sponsor when required by law.

Recruiting Cadets

It is the responsibility of the sponsor to organize local community campaigns to attract cadets to become members of the squadron.

Attracting Officers to the Squadron

It is the responsibility of the sponsor to conduct local campaigns to attract potential candidates within the community to become members of the Cadet Instructors Cadre (CIC) and civilian instructors (CIs). This is based on the needs confirmed by the CO of the squadron.

Screening Volunteers

It is the responsibility of the sponsor to identify and conduct the screening process of potential volunteers. The sponsor is responsible for completing the process and providing these results to the league.

Providing Adequate Office and Training Facilities

The sponsor is responsible for providing adequate office and training facilities, where they are not provided by DND. This is to include insurance requirements, as necessary.

Participating in Senior Cadet Rank Appointments

The sponsor is responsible to assist with the selection process for senior cadets.

Participating in Selections for CSTC/Exchanges

The sponsor is responsible for cooperating with the squadron CO to promote summer courses and exchanges and to participate in the selection process accordingly, in accordance with the league and DND agreements and responsibilities.

Participating in Selections for Honours and Awards

The sponsor is responsible for participating in the joint selection process for honours and awards from the league and in initiating the selection process for league-specific awards.



The sponsor plays an important role in developing and maintaining positive community relationships with businesses, municipal government, local service clubs, and the affiliated unit.

CONFIRMATION OF TEACHING POINT 3

QUESTIONS

Q1. What role does the sponsor play in fundraising?

Q2. Who is responsible for recruiting CIC officers, CIs and cadets to the squadron?

Q3. Who is responsible for providing office and training facilities?

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ANTICIPATED ANSWERS

A1. It is the responsibility of the sponsor to organize fundraising activities in consultation with the squadron CO.

A2. The sponsor.

A3. The sponsor.

END OF LESSON CONFIRMATION

QUESTIONS

Q1. What is a sponsor?

Q2. What positions constitute the sponsoring committee?

Q3. Who is responsible for screening volunteers?

ANTICIPATED ANSWERS

A1. With respect to a cadet squadron, a sponsor is the organization or persons accepted by or on behalf of the CDS to undertake jointly with the CF and the supervisory sponsor, responsibility for the organization and administration of that cadet squadron.

A2. Three positions within the sponsoring body are:

- chairperson,
- secretary, and
- treasurer.

A3. The sponsor.

CONCLUSION

HOMEWORK/READING/PRACTICE

N/A.

METHOD OF EVALUATION

N/A.

CLOSING STATEMENT

The Air Cadet League and the local sponsor works collaboratively with the DND to ensure that Air Cadet squadrons have what they require to run the program efficiently. The sponsor of a cadet squadron has a role and responsibilities to fulfill, most importantly support and financial aid. Though they are not always seen, a dependable and reliable sponsor is key to the success of a cadet squadron and each cadet should recognize their importance.

INSTRUCTOR NOTES/REMARKS

This EO may be delivered by a member of the local sponsoring body.

The guest speaker shall be briefed on the TPs prior to the lesson.

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REFERENCES

A0-040 2005-113124 *Memorandum of Understanding Between the DND and the Leagues (2005).* Ottawa, ON. Department of National Defence.

A0-046 Scott, M. (Ed.). (2003). Clarifying Civilian Roles in Cadet Corps and Squadrons. *Cadence: The Leadership Magazine of the Canadian Cadet Movement,* Issue 11, pp. 30-32.

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