ROYAL CANADIAN ARMY CADETS

MASTER CADET

INSTRUCTIONAL GUIDE

SECTION 3

EO C507.02 – IDENTIFY VOLUNTEER OPPORTUNITIES WITH THE ARMY CADET LEAGUE OF CANADA (ACLC)

Total Time: 90 min

PREPARATION

PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this self study package are listed in the lesson specification located in A-CR-CCP-705/PG-001, *Master Cadet Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the self study guide within the section for which they are required.

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

Self study packages are intended to be completed by the cadet independently. More information about self study packages can be found in the foreword and preface.

No less than 14 days prior to the cadet attempting this self study package, contact the corps sponsoring committee (CSC) chairperson to schedule a 30-minute meeting between a ACLC member and the Master Cadet candidate.

Photocopy the self study package located at Attachment A for the cadet.

Photocopy the answer key located at Attachment B but **do not** provide it to the cadet.

Photocopy the Speaker's Notes / Agenda located at Attachment C and provide it to the ACLC member prior to the meeting date.

PRE-LESSON ASSIGNMENT

Nil.

APPROACH

A self study was chosen for this lesson as it allows the cadet to examine in greater detail volunteer opportunities with the ACLC at their own learning pace. This encourages the cadet to become more self-reliant and independent by focusing on their own learning instead of learning directed by the instructor.

INTRODUCTION

REVIEW

Nil.

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OBJECTIVES

By the end of this lesson the cadet shall have identified volunteer opportunities with the ACLC.

IMPORTANCE

It is important for cadets to identify volunteer opportunities with the ACLC to become aware of their potential for meaningful involvement with the CCO after their cadet service concludes.

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SELF STUDY PACKAGE INSTRUCTIONS

OBJECTIVE

The objective of this self study package is to have the cadet identify volunteer opportunities with the ACLC.

RESOURCES

- Self study package, and
- Pen / pencil.

ACTIVITY LAYOUT

Provide the cadet with a classroom or training area suitable to complete the self study package.

ACTIVITY INSTRUCTIONS

1. Provide the cadet with a copy of the self study package located at Attachment A and a pen / pencil.
2. Allow the cadet 60 minutes to complete Sections 1 and 2 of the self study package.
3. Provide assistance as required to the cadet.
4. Have the cadet attend a 30-minute meeting with a member of the ACLC.
5. Collect the self study package once the cadet has finished.
6. Correct the self study package with the answer key located at Attachment B.
7. Provide feedback to the cadet and indicate whether or not they have completed the enabling objective (EO).
8. Return the completed self study package to the cadet for their future reference.
9. Record the result in the cadet's logbook and Cadet Training Record.

SAFETY

Nil.

END OF LESSON CONFIRMATION

The cadet's completion of the self study package will serve as the confirmation of this lesson.

CONCLUSION

HOMEWORK / READING / PRACTICE

Nil.

METHOD OF EVALUATION

Nil.

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CLOSING STATEMENT

It is important for you to identify volunteer opportunities with the ACLC to become aware of your potential for meaningful involvement with the CCO after your cadet service concludes.

INSTRUCTOR NOTES / REMARKS

The 30-meeting between the ACLC member and the Master Cadet candidate should be scheduled for the third period of the training session in which the cadet is attempting this self study package.

REFERENCES

A0-040 2005-113124 Vice-Chief of the Defence Staff. (2005). *Memorandum of understanding between the DND and the leagues*. Ottawa, ON: Department of National Defence.

C2-292 Army Cadet League of Canada. (2009). *Policies manual*. Ottawa, ON: Army Cadet League of Canada.

C2-293 Army Cadet League of Canada. (2010). *Army cadet expeditions–Background*. Retrieved March 1, 2010, from http://www.armycadetleague.ca/Templates/expedition/eng/program/background.html

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IDENTIFY VOLUNTEER OPPORTUNITIES WITH THE ARMY CADET LEAGUE OF CANADA (ACLC)

SECTION 1: REVIEW THE RESPONSIBILITIES OF THE ACLC

SECTION 2: EXAMPLES OF SUPPORT PROVIDED BY THE ACLC TO ARMY CADETS

SECTION 3: ATTEND A MEETING WITH A MEMBER OF THE ACLC

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SECTION 1
REVIEW THE RESPONSIBILITIES OF THE ACLC

ROLE OF THE ACLC

The role of the ACLC is to provide training, support and an organizational framework to the corps sponsoring committee (CSC), which is the group at the local level that fulfills the ACLC's responsibilities in supporting the corps. A CSC is comprised of a chairperson, a vice-chairperson, a secretary, a treasurer and chairs of committees who oversee various activities of the committee such as, fundraising, recruiting, transportation, food services, public relations and special projects. The CSC chairperson is the liaison between the ACLC and the CO. Members of the CSC are usually drawn from the local sponsor, the affiliated unit, the parents committee, and other screened volunteers.

It is the role of the ACLC to ensure their responsibilities are carried out in accordance with the Memorandum of Understanding, for the proper and efficient delivery of the Cadet Program within Canada.



Look online at http://www.cadets.ca/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=53729 for more information on the Memorandum of Understanding.



The Army Cadet League of Canada is abbreviated as ACLC. The abbreviation ACLC is also used to abbreviate the Air Cadet League of Canada. To avoid confusion within documents that contain references to both leagues, the Air Cadet League of Canada is abbreviated as ACL.



Can you name your CSC Chairperson or any of the members of your corps CSC?

RESPONSIBILITIES OF THE ACLC / CSC

The following are the responsibilities of the ACLC / CSC.

Fundraising

Prior to the start of each training year, the corps will create a plan as to what type of training in which they wish to participate and the support that will be required. Through a series of meetings between the CSC and the CO, a list of support requirements is drafted that outlines what funds are immediately available and what funds need to be raised. It is the responsibility of the CSC to organize fundraising activities in consultation with the CO.

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What fundraising activities has your CSC sponsored for your corps?

Recruiting Cadets

The Cadet Program relies on a steady flow of new recruits every training year so that training can run smoothly. When recruitment is low, it creates a void of senior cadets in the future, causing instructor shortages. The CSC is responsible for organizing community campaigns to attract cadets to become members of the corps.



What kind of recruiting campaigns would you suggest for your community?

Recruiting Officers

It is the responsibility of the ACLC to conduct local campaigns to attract potential candidates within the community to become members of the Cadet Instructors Cadre (CIC) and Civilian Instructors / Civilian Volunteers (CI / CV). This is based on the needs as confirmed by the CO of the corps.

Screening Volunteers

The ACLC has a comprehensive screening program for volunteers that helps determine if a person is suitable to work with young people and in what capacity they could best serve. The ACLC has both a legal and moral obligation to provide an environment where the cadets can safely learn and grow.

The screening program features the following elements:

- a police records check,
- a Vulnerable Sector Screening (VSS),
- a local background check,
- a probationary period, including interviews and evaluations,
- a central repository for tracking volunteers working with cadets,
- photo identification for screened members,
- an identification verification system and safety guidelines for volunteer drivers,
- comprehensive harassment, abuse and cadet safety policies,
- the ability to share information with other youth organizations, and
- the requirement to be re-screened every five years.

To apply as a volunteer, an application form must be completed and a photograph supplied to produce a Volunteer Identification Card. The volunteer is briefed on the Harassment and Abuse Policy, the Drug

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and Alcohol Policy and the Cadet Safety Policy. Completed applications are processed by the Provincial / Territorial Office and stored in accordance with the Information Protection and Privacy Policy. As a final check, applications are sent to the National Office who checks if the volunteer has applied in other jurisdictions and if so, were any concerns raised. Once a volunteer is approved, they are sent their Volunteer Identification Card in the mail. Declined volunteers are notified by letter.

Providing Adequate Office and Training Facilities

The CSC in conjunction with the local sponsor is responsible for providing adequate office and training facilities, where they are not provided by DND. This includes providing insurance as necessary.

Participating in Selection Boards for Senior Cadet Rank Appointments

Prior to promoting a cadet to the rank of Master Warrant Officer (MWO) or higher, the CO shall conduct a merit review board. It is the mandate of a merit review board to make recommendations to the CO regarding the cadets deserving senior rank promotions and to prioritize potential candidates if required. The CSC provides a board member to participate in the merit review board. The final decision for any cadet rank promotion rests with the CO.

Participating in Selections for Army Cadet Summer Training / Exchanges

The CSC is responsible for cooperating with the corps' CO to encourage cadets' participation in summer courses and exchanges. They also participate in the selection process, in accordance with the Memorandum of Understanding.

Participating in Selections for Honours and Awards

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



***Activate Your Brain #1*:**

What is the role of the ACLC / CSC?



***Activate Your Brain #2*:**

Why must the ACLC screen all volunteers?

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***Activate Your Brain #3*:**

What does the ACLC / CSC member provide during a merit review board?



***Activate Your Brain #4*:**

Who initiates the selection process for ACLC-specific awards and recognition?

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SECTION 2
EXAMPLES OF SUPPORT PROVIDED BY THE ACLC TO ARMY CADETS

HONOURS AND AWARDS

The ACLC is proud to recognize the contributions that cadets make to their local communities. The following is an overview of the various national awards offered to members of the Army Cadet Program.

Army Cadet Service Medal (ACSM). The ACSM was created to recognize continuous meritorious cadet service of at least four years by deserving Army Cadets.

To qualify for this award, a serving cadet must have successfully completed four calendar years (from enrolment date) of honourable service with no serious infractions, and be recommended by the CO.

Additional years of service shall be marked by the award of a bar. Each additional year is marked by an additional bar. On the undress ribbon, additional years of service shall be marked by a gold maple leaf, one for each additional year of service.



Note. From The Army Cadet League of Canada, 2010, Army Cadet Service Medal (ACSM). Retrieved February 23, 2010, from http://www.armycadetleague.ca

Figure A-1 Army Cadet Service Medal (ACSM)

Major-General W.A. Howard Award. TBD



Note. From Cadets Canada, 2010, Symbols of the Cadet Program—Army Cadets. Retrieved February 23, 2010, http://www.cadets.ca

Figure A-2 Major-General W.A. Howard Award

Walsh Award. The Walsh Award is selected annually by the ACLC on behalf of the Royal Canadian Legion (RCL). At the invitation of the RCL, the RCL Walsh Award recipient is invited by the RCL to act as the youth representative for the annual National Remembrance Day Ceremony held in Ottawa. The cadet is a member

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of the Vice-Regal Party (along with the RCL Air and Sea Cadet of the Year) for the National Remembrance Day Ceremonies. The cadet accompanies the Vice-Regal party during the ceremonies and assists with laying wreaths. The cadet also receives the Royal Canadian Legion Medal of Excellence, and participates in other ceremonies, events and visits while in Ottawa.

The Walsh Award recipient shall also be awarded a commemorative sword (Commonwealth Officer's pattern) provided by the National Office of the ACLC and suitably engraved on the blade on one side, the year and "Outstanding Army Cadet" and on the reverse side, the cadet's name and cadet corps number.





Note. From The Army Cadet League of Canada, 2010, ACLC-Reference Manual– Walsh Award. Retrieved February 23, 2010, from http://www.armycadetleague.ca

Figure A-3 Walsh Award

D.W. Fleck Award. Awarded annually to the most proficient army cadet pipe band musician attending the National Army Cadet Pipes and Drums course conducted at the Rocky Mountain National Army Cadet Summer Training Centre (RMNACSTC). The award is known as "The D. W. Fleck Award" and is administered by the National Office of the Army Cadet League of Canada.

The Lieutenant-General C. H. Belzile Trophy for excellence in large bore marksmanship. Awarded annually to the top scoring marksman on the National Rifle Team (army cadet Bisley team). The winning cadet is authorized to wear the "Belzile Rifle Badge" on their uniform.



Note. From Cadets Canada, 2010, Symbols of the Cadet Program—Army Cadets. Retrieved February 23, 2010, http://www.cadets.ca

Figure A-4 LGen C.H. Belzile Trophy

The Lieutenant-General J.W. Quinn Annual Awards for Excellence in Music. Two awarded annually: one to an outstanding army cadet pipe band musician and one to an outstanding cadet military band musician.

National Marksmanship Awards. Two awarded annually for performance at the national marksmanship competition: one to the top army cadet team (The George V Cup) and one to the cadet with the highest aggregate score. The cadets winning the George V Cup receives keeper plates and the cadet with the highest aggregate score receives a custom-made shooting jacket.

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Note. From The Army Cadet League of Canada, 2010, ACLC–Reference Manual–National Marksmanship Awards (Overview). Retrieved February 23, 2010, from http://www.armycadetleague.ca

Figure A-5 George V Cup

The Lieutenant-General J.E. Vance Leadership Award. It is awarded annually to the top Army cadet on Instructor courses (6 weeks – Drill and Ceremonial, Air Rifle Marksmanship, Fitness and Sports, and Expedition) at each Cadet Summer Training Centre.

Parachute Course Award. Awarded annually to the top cadet on the CF Basic Parachutist Course. The top cadet receives a gold watch with the RCAC emblem engraved on the dial.

The Army Cadet League of Canada Awards (Rocky Mountain). Two awarded annually: one to the top male cadet and one to the top female cadet attending the Leadership and Challenge course at RMNACSTC.



Do you know anyone in your corps that has received any of the ACLC awards? If so which one(s)?



***Activate Your Brain #5*:**

What is the criteria for awarding the Army Cadet Service Medal (ACSM)?

ARMY CADET EXPEDITIONS

Since 2000, the ACLC and the Department of National Defence have sent army cadets on international expeditions to Morocco, Australia, Republic of Korea, Costa Rica, the United States, Mont Blanc, Italy, Spain,

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France, and New Zealand. Army cadets also have the opportunity to explore the Canadian landscape through national expeditions from coast to coast.

Army cadet expeditions are designed to challenge the best army cadets in Canada to push their mental and physical limits. They are the culmination of at least four years of training for the cadets, requiring a high level of fitness and maturity. This travel experience provides cadets the opportunity to put into practice self-reliance, leadership, and the spirit of adventure, as well as a sense of patriotism.

To be selected cadets must:

- be physically fit;
- be dedicated to the Army Cadet Program; and
- love the thrill of adventure.



Look online at www.cadetexpeditions.ca, on the Facebook page, **RCAC Expeditions – Expeditions des CAD RAC** or on Twitter, **RCACexpedition**, for more information on army cadet expeditions.



Note. From The Army Cadet League of Canada, 2010, ACLC–Army Cadet Expeditioons–International. Retrieved February 23, 2010, from http://www.armycadetleague.ca/Templates/expedition/links/pix-gallery/

Figure A-6 Army Cadet Expedition

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***Activate Your Brain #6*:**

What are the three general criteria required to be selected for an army cadet expedition?

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SECTION 3
ATTEND A MEETING WITH A MEMBER OF THE ACLC

BACKGROUND

As a master cadet, a mandatory transition phase of life is approaching in which cadet service will come to an end. Those cadets wishing to remain involved with the Cadet Program may do so in an adult role either as a member of the CIC or as an adult volunteer. The purpose of this meeting is to provide an exploratory experience on a one-on-one basis with a member of the ACLC (CSC chairperson) to explain the role of the volunteer and the current needs and opportunities at the corps.

At the completion of the meeting, the cadet should have an awareness of the potential for meaningful involvement with the CCO after their cadet service concludes and have an appreciation for the range of volunteer activities available and the time commitments required for each.



Activate Your Brain

Think about the following two questions to be answered after the meeting:

(1) What volunteer activities are available with the ACLC after cadet service ends?

(2) What elements does the screening process feature?

Notes:

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Activate Your Brain #7:

What volunteer activities are available with the ACLC after concluding your service / membership in the Cadet Program?



Activate Your Brain #8:

What elements does the screening process feature?



Congratulations, you have completed your self study package on EO C507.02 (Identify volunteer Opportunities with the Army Cadet League of Canada). Hand your completed package to the Training Officer / Course Officer who will record your completion in your Master Cadet logbook.

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SELF STUDY PACKAGE ANSWER KEY



***Activate Your Brain #1*:**

What is the role of the ACLC / CSC?

To ensure responsibilities are carried out IAW the Memorandum of Understanding, for the proper and efficient delivery of the cadet program.



***Activate Your Brain #2*:**

Why must the ACLC screen all volunteers?

The ACLC has both a legal and moral obligation to provide an environment where cadets can safely learn and grow.



***Activate Your Brain #3*:**

What does the ACLC / CSC member provide during a merit review board?

Recommendations for the selection process to the CO.



***Activate Your Brain #4*:**

Who initiates the selection process for league-specific awards and recognition?

The ACLC / CSC.



***Activate Your Brain #5*:**

What is the criteria for the awarding the Army Cadet Service Medal (ACSM)?

Be a deserving Royal Canadian Army Cadet with at least four years continuous cadet service.

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***Activate Your Brain #6*:**

What are the three general criteria required to be selected for an army cadet expedition?

- be physically fit.
- be dedicated to the Army Cadet Program.
- love the thrill of adventure.



***Activate Your Brain #7*:**

What volunteer activities are available with the ACLC after concluding your service in the Cadet Program?

Volunteer activities include:

- enrolling as a member of the CIC;
- volunteering as a Civilian Instructor / Civilian Volunteer with the corps;
- participating as an ACLC / CSC member;
- participating as a member of an CSC special teams (fundraising, Special Events Committee); and
- participating in any other ACLC / CSC-specific duties.



***Activate Your Brain #8*:**

What elements does the screening process feature?

The screening process features:

- a police records check,
- a VSS,
- a local background check,
- a probationary period, including interviews and evaluations,
- a central repository for tracking volunteers working with cadets,
- photo identification for screened members,
- an identification verification system and safety guidelines for volunteer drivers,
- comprehensive harassment, abuse and cadet safety policies,
- the ability to share information with other youth organizations, and
- the requirement to be re-screened every five years.

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SPEAKER'S NOTES / AGENDA

Purpose

To provide a participatory experience for a Master Cadet candidate on a one-on-one basis with a member of the ACLC to explain the role of the volunteer and the current needs and opportunities at the corps.

Time

A maximum of 30 minutes will be allocated for the meeting.

Assumptions

Assumptions are outlined as follows:

1. Cadet participation will be voluntary and part of a fact-finding exercise included in Master Cadet training to broaden the cadet's awareness of options that become available when cadet service concludes.

2. The cadet is approaching a mandatory transition phase of their life regardless of whether or not continued involvement with the cadet program is to be part of it.

3. If there is to be continued involvement with the Cadet Program it will be in an adult role. Communication between the ACLC representative and the cadet will be conducted on an adult-to-adult basis to set an appropriate atmosphere and achieve the desired outcome of the meeting.

The Cadet Perspective

The desired outcome from the cadet's perspective should be:

1. To become aware of their potential for meaningful involvement with the CCO after their cadet service concludes.

2. To appreciate the range of volunteer activities available and the different amount of time commitment that may be required for each.

3. To understand the screening and registration process required of all adult volunteers in the cadet program.

The ACLC / CSC Perspective

The desired outcome from the ACLC perspective should be:

1. To describe and discuss with the cadet participant the options available at the corps, the work involved with each, the competencies needed and the appropriate time required of the volunteer.

2. To illustrate the range and extent of involvement of volunteers at the corps with sufficient detail to cover the main points of each position but tailored to what teams or positions are active or needed to enhance the ACLC / CSC operation.

3. Information on the mandatory screening and registration process.

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Meeting Agenda

Discussion Points:

1. Compare the different but complementary roles of the CO's team and the ACLC / CSC. Emphasize the complementary roles of the CIC and ACLC / CSC.

2. Review the guiding principles of the ACLC. Emphasize that a successful year for an ACLC / CSC generates increased resources for the CO to work with and thereby greater benefits and opportunities for the cadets.

3. Encourage the cadet to share some of their experiences, to include:

    a. summer training,

    b. leadership and instructional skills acquired, and

    c. school involvement where applicable.

4. Emphasize how these are of value to the ACLC / CSC.

5. Outline the varying degrees of involvement open to ACLC / CSC volunteers. The year-round involvement of the executive committee members can be compared to the monthly production of the corps newsletter and to the intermittent activities other member teams.

6. Confirm with the cadet that they have the ability to select an area of involvement that is sufficiently flexible to meet their new routine after their cadet service ends.

7. Explore whether or not working with the ACLC / CSC for an interim period would be beneficial to them prior to joining the CO's team if that has already been agreed to by the CO.

8. Discuss the requirements and process for screening and registration and why this is given such a high priority.

9. Conclude the session with a discussion on what the participant sees as having been the biggest challenge and the greatest achievement so far as an army cadet.

Whether they stay involved or not, it is important the session concludes on a positive note with a projection for their future involvement with the Army Cadet Program. Whatever the future holds for them they will always be part of an exclusive alumni and their support and advocacy for the army cadet program is the best advertisement possible.

Send an appropriate note to the CO confirming the completion of the meeting.

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