COMMON LEADERSHIP ASSIGNMENTS

COMMON LEADERSHIP ASSIGNMENT
Set Up a Range for Recreational Marksmanship
ASSIGNMENT DESCRIPTION
Organize a team of cadets to set up a range for recreational marksmanship. Determine the equipment required according to the number of firing lanes. Set up the area as per the diagram provided.
RESOURCES
• Range area, • Air rifle targets, • Target frames, • Flags (red and green), • First aid kit, • Stretcher, • Shooting mats, • Safety glasses/goggles, • Cadet air rifles, • Cadet air rifle slings, • Diagram of placement for all resources, and • A minimum of six cadets.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
Ensure safety precautions are being obeyed at all times when handling cadet air rifles.

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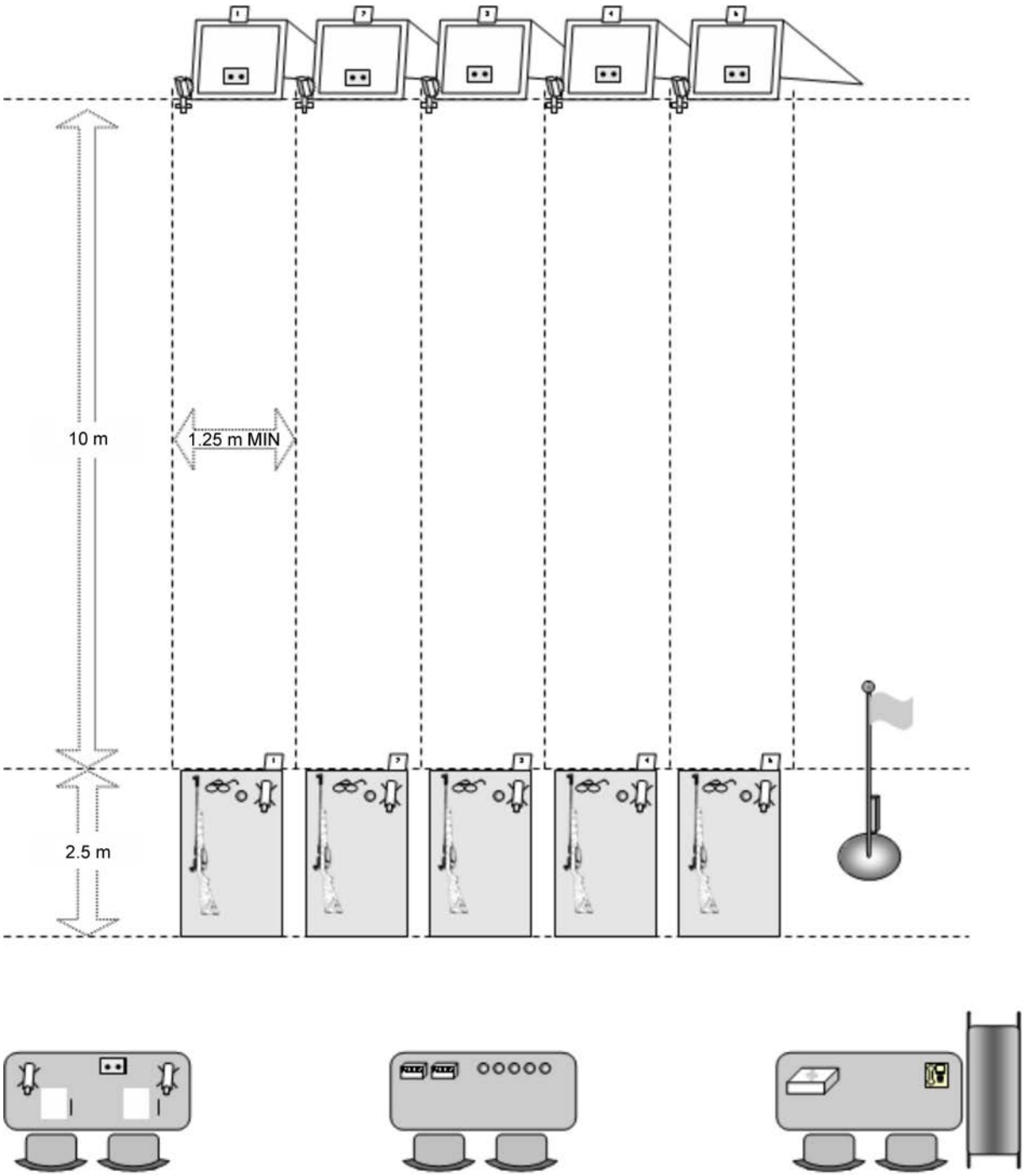

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Figure J-1 Sample Range Layout

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LEADERSHIP ASSIGNMENT
Organize Relays for Recreational Marksmanship
ASSIGNMENT DESCRIPTION
Organize the cadets into relays for recreational marksmanship according to the number of firing lanes.
RESOURCES
All participating cadets.
TIME
A maximum of 10 minutes.
SAFETY CONSIDERATIONS
N/A.

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LEADERSHIP ASSIGNMENT

Control Pellets and Issue Targets for Recreational Marksmanship

ASSIGNMENT DESCRIPTION

Organize a team of cadets to control and distribute pellets and issue targets for recreational marksmanship. Allocate the pellets required, per relay, according to the number of firing lanes.

RESOURCES

- Air rifle pellets,
- Containers to hold pellets,
- Suitable targets, and
- A minimum of two cadets.

TIME

One relay, approximately 10 minutes.

SAFETY CONSIDERATIONS

Ensure all cadets wash their hands after handling pellets.

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LEADERSHIP ASSIGNMENT

Conduct a Concurrent Activity During Recreational Marksmanship

ASSIGNMENT DESCRIPTION

Organize and conduct a concurrent activity during recreational marksmanship (eg, ground sweep, team-building activity, etc) for a small team of cadets. Ensure maximum participation of all cadets.

RESOURCES

- As directed by the directing staff based on the concurrent activity, and
- A small team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Tear Down a Range After Recreational Marksmanship

ASSIGNMENT DESCRIPTION

Organize a team of cadets to tear down a range after recreational marksmanship. Return all equipment to the supply area. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Resource checklist, and
- A minimum of six cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

- Ensure safety precautions are being obeyed at all times when handling cadet air rifles.
- Ensure all cadets wash their hands after handling pellets.

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RESOURCES	QUANTITY RETURNED
Target Frame	
Red Flag	
Green Flag	
First Aid Kit	
Stretcher	
Shooting Mats	
Safety Glasses/Goggles	
Cadet Air Rifle	
Cadet Air Rifle Sling	
Pellets (Boxes)	

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Figure J-2 Sample Resource Checklist

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LEADERSHIP ASSIGNMENT

Set up a Range for Summer Biathlon

ASSIGNMENT DESCRIPTION

Organize a team of cadets to set up a range for summer biathlon as required. Determine the equipment required according to the number of firing lanes. Set up the area as per the diagram provided.

RESOURCES

- Range area,
- Biathlon air rifle targets (BART),
- Flags (red and green),
- First aid kit,
- Stretcher,
- Stopwatch,
- Shooting mats,
- Safety glasses/goggles,
- Cadet air rifles,
- Diagram of placement for all resources, and
- A minimum of six cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

Ensure safety precautions are being obeyed at all times when handling cadet air rifles.

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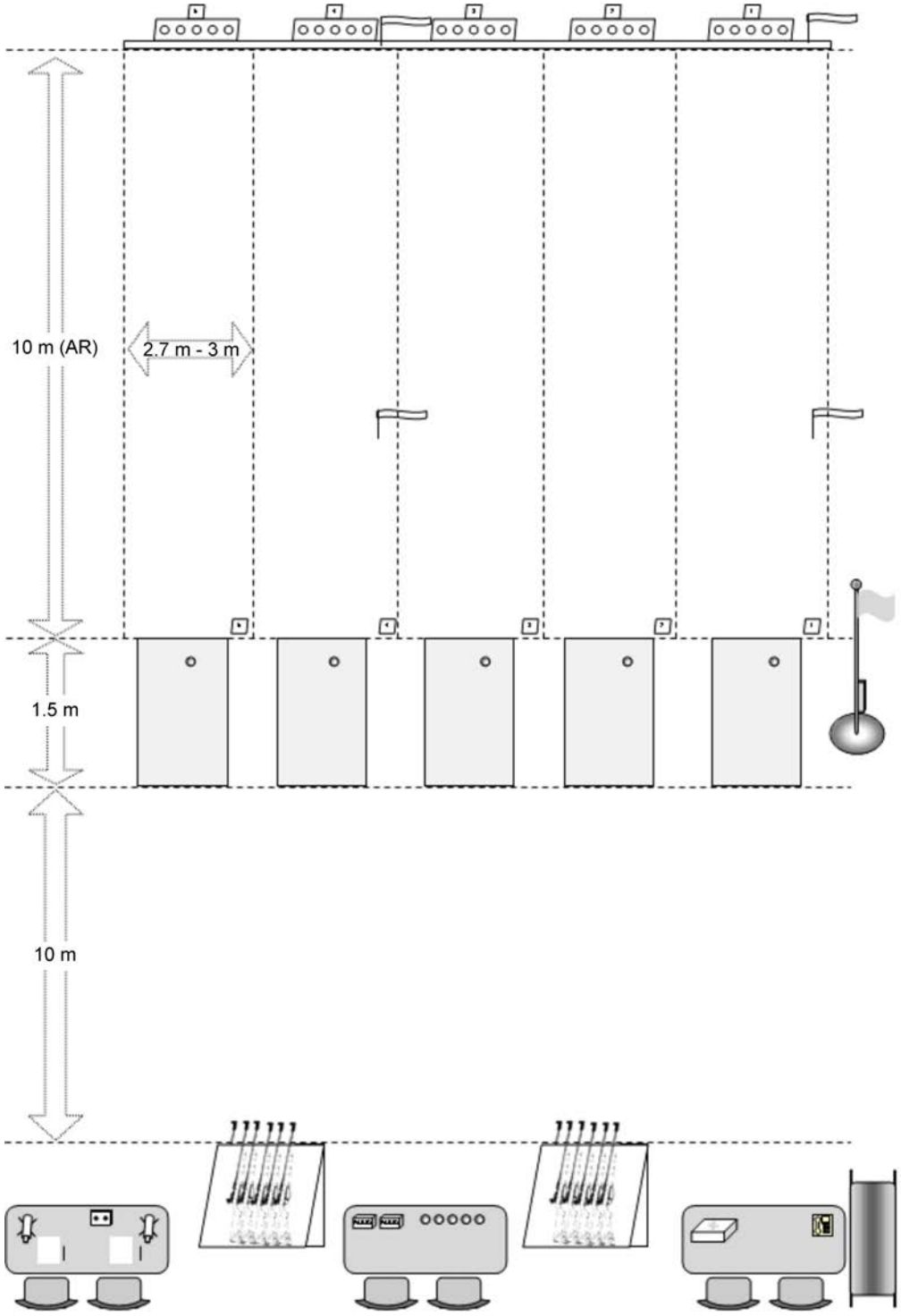

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Figure J-3 Sample Biathlon Range Layout

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LEADERSHIP ASSIGNMENT

Conduct a Warm-Up Activity Prior to Participating in Summer Biathlon

ASSIGNMENT DESCRIPTION

Organize and conduct a warm-up activity for a small team of cadets prior to participating in summer biathlon. Ensure maximum participation of all cadets.

RESOURCES

- Handout of sample stretches (located at Annex K), and
- A small team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Control Pellets for Summer Biathlon

ASSIGNMENT DESCRIPTION

Organize a team of cadets to control and distribute pellets for summer biathlon. Allocate the pellets required, for each firing bout, according to the number of firing lanes.

RESOURCES

- Air rifle pellets,
- Containers to hold pellets, and
- A minimum of two cadets.

TIME

As per activity.

SAFETY CONSIDERATIONS

Ensure all cadets wash their hands after handling pellets.

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LEADERSHIP ASSIGNMENT

Conduct a Cool-Down Activity After Participating in Summer Biathlon

ASSIGNMENT DESCRIPTION

Organize and conduct a cool-down activity for a team of cadets after participating in summer biathlon. Ensure maximum participation of all cadets in the team.

RESOURCES

- Handout of sample stretches (located at Annex K), and
- A team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Tear Down a Range After Summer Biathlon

ASSIGNMENT DESCRIPTION

Organize a team of cadets to tear down a range after summer biathlon. Return all equipment to supply area. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Resource checklist, and
- A minimum of six cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

- Ensure safety precautions are being obeyed at all times when handling cadet air rifles.
- Ensure all cadets wash their hands after handling pellets.

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RESOURCES	QUANTITY RETURNED
Biathlon Air Rifle Target (BART)	
Red Flag	
Green Flag	
First Aid Kit	
Stretcher	
Stopwatch	
Shooting Mats	
Safety Glasses/Goggles	
Cadet Air Rifle	
Pellets (Boxes)	

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Figure J-4 Sample Resource Checklist

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LEADERSHIP ASSIGNMENT

Set up a Recreational Sports Activity

ASSIGNMENT DESCRIPTION

Organize a team of cadets to set up a recreational sports activity as required. Move the scoring tables, stopwatch and any other sports equipment as directed.

RESOURCES

- Scoring tables,
- Stopwatch,
- Sports equipment (as required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Tear Down a Recreational Sports Activity

ASSIGNMENT DESCRIPTION

Organize a team of cadets to set up a recreational sports activity as required. Remove the scoring tables, stopwatch and any other sports equipment as directed.

RESOURCES

- Scoring tables,
- Stopwatch,
- Sports equipment (as required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Organize a Team for Recreational Sports

ASSIGNMENT DESCRIPTION

Organize the cadets into teams for recreational sports as directed (eg, teams, scorekeepers, timekeepers, etc).

RESOURCES

- Stopwatches,
- Pens/pencils, and
- All participating cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Conduct a Warm-Up Activity Prior to Participating in Recreational Sports

ASSIGNMENT DESCRIPTION

Conduct a warm-up activity for a team of cadets prior to participating in recreational sports. Ensure maximum participation of all cadets in the team.

RESOURCES

- Handout of sample stretches (located at Annex K), and
- A team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT
Conduct a Concurrent Activity During Recreational Sports
ASSIGNMENT DESCRIPTION
Conduct a concurrent activity during recreational sports (eg, team-building activity, cheering, etc) for a team of cadets. Ensure maximum participation of all cadets in the team.
RESOURCES
• As directed by the directing staff based on the concurrent activity, and • A team of cadets.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
N/A.

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LEADERSHIP ASSIGNMENT

Conduct a Cool-Down Activity After Participating in Recreational Sports

ASSIGNMENT DESCRIPTION

Conduct a cool-down activity for a team of cadets after participating in recreational sports. Ensure maximum participation of all cadets in the team.

RESOURCES

- Handout of sample stretches (located at Annex K), and
- A team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Set up Chairs for a Parade

ASSIGNMENT DESCRIPTION

Organize a team to set up chairs for guests of a parade. Count the chairs, which will already be on-site, then set them up as illustrated in the diagram or as directed.

RESOURCES

- Chairs,
- Diagram of placement of chairs (if required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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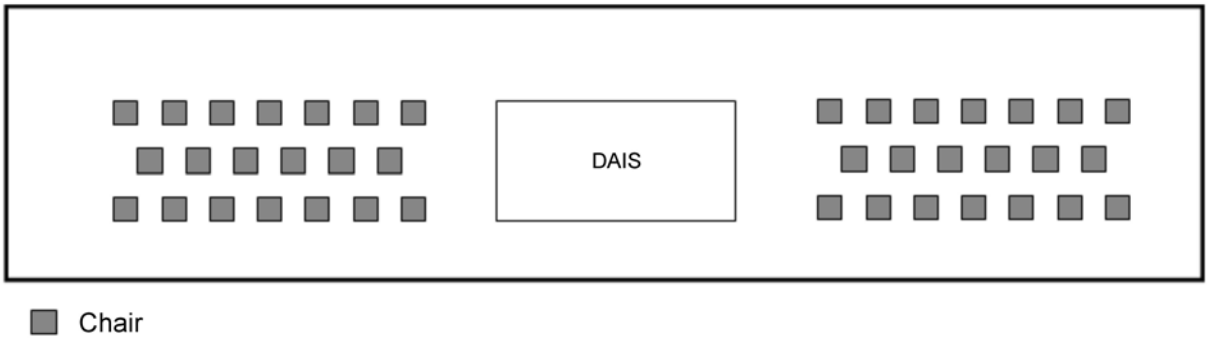

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Figure J-5 Sample Placement of Chairs

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LEADERSHIP ASSIGNMENT

Set up the Dais Area for a Parade

ASSIGNMENT DESCRIPTION

Organize a team to set up the dais area for dignitaries attending a parade. Using the resources provided, set up the dais area as illustrated in the diagram or as directed.

RESOURCES

- Dais,
- Podium (if required),
- Chairs (if required),
- Diagram of dais area (if required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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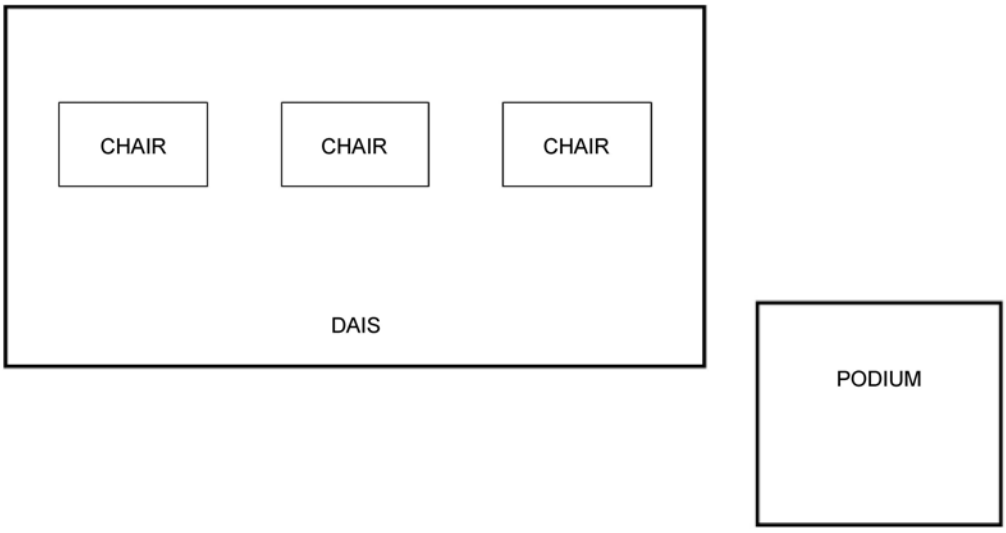

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Figure J-6 Sample Dais Area

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LEADERSHIP ASSIGNMENT

Set up Flags and Parade Markers for a Parade

ASSIGNMENT DESCRIPTION

Organize a team to set up flags and parade markers for a parade. Set them up as illustrated in the diagram or as directed.

RESOURCES

- Provincial and territorial flags,
- Parade markers,
- Diagram of placement of flags and parade markers (if required), and
- A minimum of four cadets.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

N/A.

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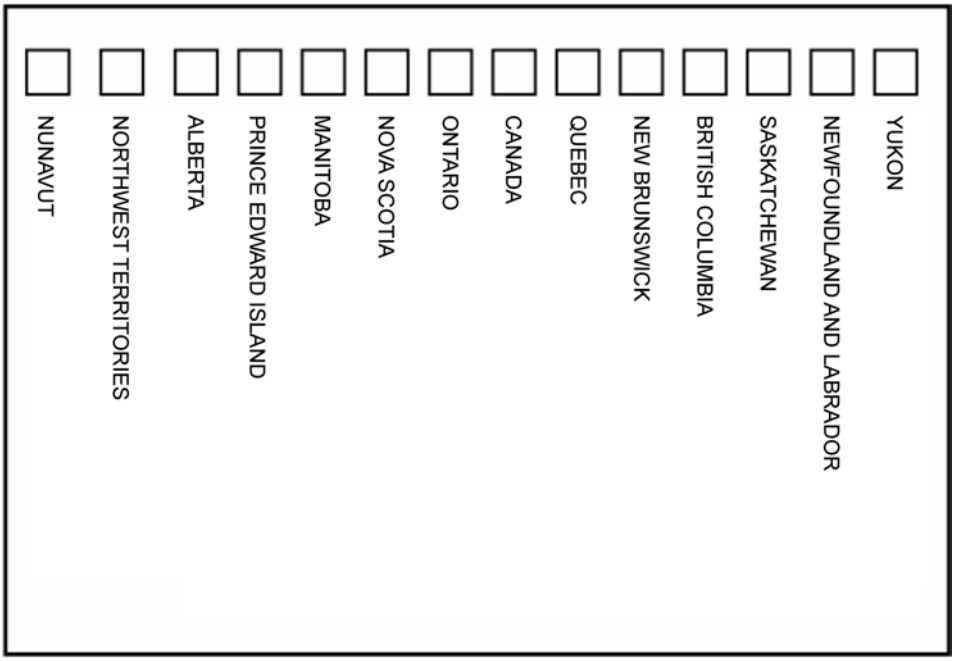

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Figure J-7 Sample Placement of Flags

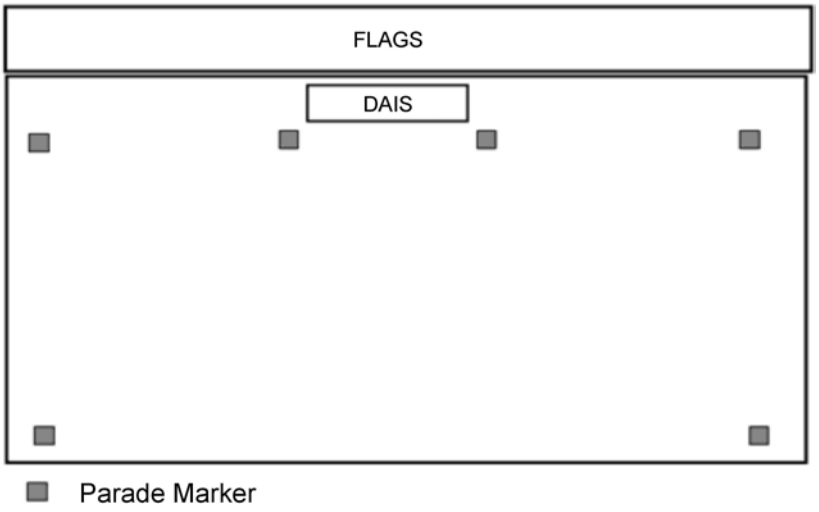

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Figure J-8 Sample Placement of Parade Markers

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LEADERSHIP ASSIGNMENT

Tear Down Chairs After a Parade

ASSIGNMENT DESCRIPTION

Organize a team to tear down chairs after a parade. Move the chairs to the designated supply area. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Paper,
- Pen/pencil, and
- A minimum of four cadets.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Tear Down the Dais Area After a Parade

ASSIGNMENT DESCRIPTION

Organize a team to tear down the dais area after a parade. Return all equipment to the designated supply area. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Paper,
- Pen/pencil, and
- A minimum of four cadets.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Tear Down Flags and Parade Markers After a Parade

ASSIGNMENT DESCRIPTION

Organize a team to tear down flags and parade markers after a parade. Return all equipment to the designated supply area. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Paper,
- Pen/pencil, and
- A minimum of four cadets.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Set up Classroom Space

ASSIGNMENT DESCRIPTION

Organize a team of cadets to set up a classroom as required. Move the chairs, desks/tables and any other equipment as directed.

RESOURCES

- Chairs,
- Desks/tables,
- Electronic equipment (if required),
- Whiteboards (if required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Rearrange Classroom Space

ASSIGNMENT DESCRIPTION

Organize a team of cadets to rearrange a classroom as required. Move the chairs and desks/tables to match the diagram (if provided) or as directed.

RESOURCES

- Chairs,
- Diagram of placement of chairs (if required),
- Desks/tables,
- Electronic equipment (if required),
- Whiteboards (if required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Tear Down Classroom Space

ASSIGNMENT DESCRIPTION

Organize a team of cadets to tear down a classroom as required. Remove the chairs and desks/tables to match the diagram (if provided) or as directed.

RESOURCES

- Chairs,
- Diagram of placement of chairs (if required),
- Desks/tables,
- Electronic equipment (if required),
- Whiteboards (if required), and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Set up a Canteen

ASSIGNMENT DESCRIPTION

Organize a team of cadets to set up a canteen. Move the tables/counters, chairs, stock, cashbox and any other equipment as directed.

RESOURCES

- Chairs,
- Tables/counter,
- Stock,
- Cashbox, and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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Verify against the official publication.

LEADERSHIP ASSIGNMENT
Staff a Canteen
ASSIGNMENT DESCRIPTION
Organize a team of cadets to staff a canteen. Ensure team know the price of each item to be sold.
RESOURCES
• Chairs, • Tables/counter, • Stock, • Cashbox, and • A minimum of four cadets.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
N/A.

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LEADERSHIP ASSIGNMENT

Tear Down a Canteen

ASSIGNMENT DESCRIPTION

Organize a team of cadets to tear down a canteen. Remove the tables/counters, chairs, stock, cashbox and any other equipment as directed. Ensure cashbox is returned to an area that is secured.

RESOURCES

- Chairs,
- Tables/counter,
- Stock,
- Cashbox, and
- A minimum of four cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
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LEADERSHIP ASSIGNMENT

Set up a Presentation Area for a Guest Speaker

ASSIGNMENT DESCRIPTION

Organize a team to set up a presentation area for a guest speaker. Set up the podium, chairs and electronic equipment (if required) as directed.

RESOURCES

- Podium,
- Chairs,
- Electronic equipment (if required), and
- A minimum of two cadets.

TIME

A maximum of 15 minutes.

SAFETY CONSIDERATIONS

N/A.

Unofficial convenience copy of A-CR-CCP-803/PF-001, cached 2026-11-08 from https://app.cadets.gc.ca/cadet-publications/A-CR-CCP-803-PF-001/A-CR-CCP-803-PF-001.pdf.
Verify against the official publication.

LEADERSHIP ASSIGNMENT

Tear Down a Presentation Area After a Guest Speaker

ASSIGNMENT DESCRIPTION

Organize a team to tear down a presentation area after a guest speaker. Return all equipment to supply area. Count all equipment and report numbers to the directing staff after completing the assignment.

RESOURCES

- Paper,
- Pen/pencil, and
- A minimum of two cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT
Set Up for an Extracurricular Activity
ASSIGNMENT DESCRIPTION
Organize a team of cadets to set up for an extracurricular activity (eg, recreational sports, tour of a facility, field trip, summer biathlon, etc).
RESOURCES
As provided by directing staff.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
N/A.

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LEADERSHIP ASSIGNMENT
Conduct a Concurrent Activity
ASSIGNMENT DESCRIPTION
Conduct a concurrent activity (eg, ground sweep, team-building activity, singing, etc) for a team of cadets who are awaiting further direction. Ensure maximum participation of all cadets in the team.
RESOURCES
• As directed by the directing staff based on the concurrent activity, and • A team of cadets.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
Cadets should be kept out of high-traffic areas.

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LEADERSHIP ASSIGNMENT
Organize a Team During a Community Service Activity
ASSIGNMENT DESCRIPTION
Organize a team of cadets during a community service activity. Move people and equipment as directed.
RESOURCES
A team of cadets.
TIME
A maximum of 20 minutes.
SAFETY CONSIDERATIONS
Cadets should be kept out of high-traffic areas.

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LEADERSHIP ASSIGNMENT

Conduct a Concurrent Activity During a Community Service Activity

ASSIGNMENT DESCRIPTION

Conduct a concurrent activity during a community service activity (eg, ground sweep, team-building activity, singing, etc) for a team of cadets who are awaiting further direction. Ensure maximum participation of all cadets in the team.

RESOURCES

- As directed by the directing staff based on the concurrent activity, and
- A team of cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

Cadets should be kept out of high-traffic areas.

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LEADERSHIP ASSIGNMENT

Complete a Final Garbage Sweep After a Community Service Activity

ASSIGNMENT DESCRIPTION

Organize a team of cadets to complete a final garbage sweep after a community service activity and ensure all areas used are free of garbage.

RESOURCES

- Garbage bags, and
- A minimum of 10 cadets.

TIME

A maximum of 20 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Embark and Disembark Personnel on Vehicles During Transportation

ASSIGNMENT DESCRIPTION

Organize a team of cadets to ensure all personnel embark and disembark vehicles in a safe manner. Count all personnel when embarking and disembarking the vehicle. Assist in supervision while personnel are being transported.

RESOURCES

- Vehicle, and
- A minimum of seven cadets.

TIME

Travel time.

SAFETY CONSIDERATIONS

Cadets must sit facing the front of the vehicle and must use seat belts.

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LEADERSHIP ASSIGNMENT
Conduct Uniform Inspections of Year One Cadets
ASSIGNMENT DESCRIPTION
Organize a team of cadets to conduct uniform inspections of year one cadets.
RESOURCES
• Uniform inspection rubrics, • Year one cadets, and • A team of cadets.
TIME
A maximum of 15 minutes.
SAFETY CONSIDERATIONS
N/A

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UNIFORM INSPECTION RUBRICS

	Incomplete	Completed With Difficulty	Completed Without Difficulty
Headdress	The cadet was not wearing a uniform	The cadet was wearing headdress, but it was either not correctly positioned or fitted, or had an incorrectly attached cap badge.	The cadet was wearing a properly fitting headdress with a properly attached cap badge.
Uniform	The cadet was not wearing a uniform	The cadet was wearing a uniform, but it was either not correctly worn or fitting, or had signs of being dirty or not having been properly pressed.	The cadet was wearing a properly fitting and properly pressed uniform.
Badges	The cadet was not wearing a uniform	The cadet had badges worn on the uniform, but some were either not correctly positioned or had missing badges.	The cadet's rank and all other badges were worn and correctly positioned.
Footwear	The cadet was not wearing a uniform	The cadet had boots, but they were either poorly maintained or poorly shone.	The cadet had well maintained boots with the entire boot shone equally.
Personal Appearance	The cadet was either not on parade or was not hygienic.	The cadet was on parade, but their personal appearance was somewhat below the standard IAW dress instructions (eg, hair, shaving, makeup, jewellery, etc.).	The cadet was on parade, and their personal appearance met the standard IAW dress instructions (eg, hair, shaving, makeup, jewellery, etc.).

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UNIFORM INSPECTION CHECKLIST

Name	Headdress	Uniform	Badges	Footwear	Personal Appearance	Comments
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
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24.						

I–Incomplete D–Completed With Difficulty W–Completed Without Difficulty

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LEADERSHIP ASSIGNMENT

Collect and Dispose of Garbage After Weekly Parade

ASSIGNMENT DESCRIPTION

Organize a team of cadets to collect and dispose of garbage and ensure all areas used are free of garbage.

RESOURCES

- Garbage bags, and
- A minimum of five cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT

Collect, Sort and Dispose of Recycling After Weekly Parade

ASSIGNMENT DESCRIPTION

Organize a team of cadets to collect, sort and dispose of material to be recycled. Ensure all areas used are free of material to be recycled.

RESOURCES

- Garbage bags,
- Recycling containers or bags (as required), and
- A minimum of five cadets.

TIME

A maximum of 10 minutes.

SAFETY CONSIDERATIONS

N/A.

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LEADERSHIP ASSIGNMENT
Turn Off Lights and Close Windows After Weekly Parade
ASSIGNMENT DESCRIPTION
Organize a team of cadets to turn off lights and close windows after weekly parade.
RESOURCES
A minimum of five cadets.
TIME
A maximum of five minutes.
SAFETY CONSIDERATIONS
N/A.

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