

ANNEX A
1085-10 (CO)
809 NEWARK SQUADRON

COMMANDING OFFICER'S POLICIES

DRUGS, ALCOHOL & SMOKING



1. All Cadets and Staff are prohibited from smoking, or being in possession of tobacco products, consuming, being under the influence, or being in possession of alcohol, non-prescription medication or illicit drugs of any kind while participating in Cadet activities. Cadet activities include, but are not limited to regular Wednesday night training, training exercises or any other type of activity conducted by 809 RC(Air)CS.

On the first and only occurrence, the individual will be formally counseled and in the case of a Cadet, their parent/guardian will be notified. The Cadet or the Staff member will be sent home immediately from the activity. The individual will be immediately suspended pending the completion of an investigation.

REGISTRATION FEE



2. **There is a \$120 yearly fee to join an Air Cadet squadron.** This will be paid on the first night of Cadet Training in September, or the first night that the cadet attends – whichever comes first. This fee covers the Ontario Provincial Committee (OPC) assessment fee of \$60 per cadet and the cost (\$60) of one book of OPC Lottery Tickets*.

*Each cadet will be given a book of **OPC Lottery Tickets**. If the cadet wishes, he/she may sell these tickets to family and friends, for a total return of \$60 – thus reducing the cost of the program to \$60 per year. Otherwise, the cadet/parent/guardian may assume all the tickets for themselves.

All ticket stubs must be fully **returned to the SSC Chair/Treasurer on or before Jan 1st, 2017**, as mandated by Air Cadet League/OPC Regulations.

You will be given a receipt for all fees paid to 809 Newark Squadron, however the cadet program is not eligible for the Canada Fitness Tax Credit. Cash or cheque is acceptable.

FUNDRAISING



3. CADETS are responsible for ensuring that they attend all required fundraising days. These days are announced well in advance and posted on the website as a reminder the week before. Not only do they boost morale and encourage teamwork, they are vital to the success of our program. If you can help drive cadets, sort bottles or car pool, please let us know in the cadet office prior to the fundraising event.

Each CADET **will** attend: two shifts for EACH Tagging weekend, 2, 3, 4 Dec 2016 and 31 Mar, 1 & 2 April 2017; AND two COMPLETE days for Bottle Drives, 10 Sept 2016 & 7 Jan 2017.

For EVERY cadet, the parent will sign and date the Commanding Officer's Policies so that everyone is clear on the expectations. If a cadet only meets half of a tagging weekend requirement (1 shift instead of the required 2), or leaves early/arrives late for a bottle drive, the cheque will be cashed. In the case of a special occurrence or emergency situation, please contact the CO.

** Holidays/School Trips/Work are not acceptable absence reasons. No accommodations will be made after the weekend has passed.**

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ATTENDANCE FEES:



4. Each PARENT will submit THREE(3) cheques, post-dated, in the amounts of **\$100.00** each. Cash is **not** accepted for attendance fees.

- 3 post-dated cheques for the:
1. **WINTER TAG DAY – 2 December 2016**
 2. **JAN BOTTLE DRIVE – 7 January 2017**
 3. **SPRING TAG DAY – 31 Mar 2017**

Cheques made payable to 809 Air Cadet Squadron. Cheque will be cashed immediately following any event that the cadet fails to complete. For questions please contact the CO. All cheques that are not cashed will be returned to parents following each activity, by the SSC Treasurer or designate, as per the parents' direction on the provided form.

SUBMISSION OF MONEY (CASH OR CHEQUES)



5. All CASH, CHEQUES or issues related to money/fees or purchase of 809 Squadron Spirit Wear or payment for optional activities must be handled directly between the PARENT and TREASURER of the Sponsoring Committee. DO NOT send money with your cadet. The Treasurer or Chairman, will be available at the beginning and end of each Wed night in Sept, then the first Wed of each month for the remainder of the training year.

DATE: _____

I have read and understand the Commanding Officer's Policies. I understand that I may be asked to leave 809 RC(Air)CS if I do not comply with these policies.

Cadet _____

	Rank	NAME		SIGNATURE
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I have initialed in the 5 boxes stating that I will comply with the Commanding Officer's policies regarding registration, fundraising, and attendance fees. I have kept a copy for my records.

Parent/Guardian _____

NAME	SIGNATURE
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T. Palumbo, CD
 Captain
 Commanding Officer
 809 Newark Squadron

Mr. T. Hendriks
 Chairman
 Sponsoring Committee
 809 Newark Squadron

Treasurer/Admin O: received, copy given to parents & original filed in cadet pers file: _____
Treasurer
Admin O