

ANNEX A
1085-10 (CO)
809 NEWARK SQUADRON



COMMANDING OFFICER'S POLICIES

DRUGS, ALCOHOL & SMOKING



1. All Cadets, Staff, and Adult Volunteers, 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 at Cadet activities. Cadet activities include, but are not limited to, regular Wednesday night training, training exercises, fundraising days, or any other 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/Adult Volunteer 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. Special consideration is given to families with financial need. Contact the Squadron Commanding Officer directly.

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, 1, 2, 3 Dec 2017 and 6, 7, 8 April 2018; AND two COMPLETE days for Bottle Drives, 16 September 2017 & 13 January 2018.

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 attendance cheque for that date 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 – 1 December 2017**
2. **JAN BOTTLE DRIVE – 13 January 2018**
3. **SPRING TAG DAY – 30 March 2018**

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 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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J. Lemoine
Lieutenant
Commanding Officer
809 Newark Squadron

Mr. G. Zalepa
Chairman
Sponsoring Committee
809 Newark Squadron

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

Treasurer Admin O