

ADMINISTRATIVE MANUAL APPENDIX – LIST OF FORMS

The following is a list of forms that are used on a regular basis. A number of these forms are included in the National Policy and Procedures Manual; however we have provided copies of them in the Administrative Manual for the convenience of the Sponsoring Committee.

1. Contact and Address List
2. Annex A – Sponsoring Committee Annual Points Report
3. Annex B – Quarterly Report – Visit Report Number One
4. Annex B1 Mid Year Report – Sponsoring Chairpersons Mid year Report
5. Annex C Quarterly Report – Visit Report Number Two
6. Annex D – Annual Ceremonial Review Form – Sponsoring committee
7. Annex G – Marking Guide – Annual Evaluation – Cadets
8. Annex H – Sponsoring Committee Sample Annual Report
9. Screening Handbook
10. Registration Package
11. Renewal Form
12. Annex A
13. VSS Forms
14. Sample Letter – Included with #13 above
15. Sample Drivers Log
16. Sample Balance Sheet
17. Sample Income Statement
18. Sample Agenda Format
19. Sample Minutes Format
20. Sample Squadron Information Sheet
21. Marking Sheets – Scholarship Courses
22. Continuation Flying Training Award
23. ACC9 Guidelines
24. ACC9 – Sponsoring Committee Annual Financial Statement
25. ACC20 - Application for Liability Insurance Coverage
26. ACC30 - League Insurance Policy Accident Claim Form
27. CATO - 12-23 – ACC30 Annex – Accident Claim Form
28. Annual Music Awards for Excellence Application
29. Honours and Awards Nomination Form