

**ADMINISTRATIVE MANUAL
SECTION 2 – BRITISH COLUMBIA PROVINCIAL COMMITTEE
AWARDS and SCHOLARSHIPS
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The “Annex” forms used in the Squadron and Sponsor Evaluations can be located in the Appendix or accessed by clicking on the blue highlighted names in this section.

2.1 SQUADRON PERFORMANCE EVALUATIONS

2.1.1 Overview

Each year every Air Cadet Squadron is subject to a performance assessment and evaluation. The responsibility for carrying out these is shared between the Military and the Air Cadet League. The evaluation process is summarised by a League Committee in September for the Training Year ending after the Squadron has completed their Annual Ceremonial Review which is normally sometime in May or June.

The monitoring and assessment of the Squadron Supply, Administration, Training functions, and the Military/Civilian instructor staff is essentially the responsibility of the Canadian Forces, while the BCPC, monitors performance of the Sponsoring Committee and Cadet activities. To recognise the collective achievement of Squadrons, Sponsoring Committees, and Cadets in performance and assessment evaluations, as well as individual Cadets achievements, various trophies and awards are presented at the BCPC Annual General Meeting held in October of each year.

2.1.2 Military Evaluation

Squadrons are evaluated and assessed by the military throughout the training year to allow the Area Cadet Office at Pacific Region to focus attention on those units that require extra assistance, as well as allow other interested parties to monitor the overall conditions of the Cadet organisation within Pacific Region. This assessment or Situation Report is normally made in December, March, and June by Pacific Region staff in conjunction with input from the British Columbia Provincial Committee. Squadrons are assigned an overall assessment as follows:

- (a) Green -- successfully meeting the required standard
- (b) Amber -- some significant problems; monitoring is required
- (c) Red -- serious problems; immediate action required.

In 1994, the Military discontinued the use of the term "annual inspections" as such and numerical ratings in the evaluation of a squadron's performance. Consequently, the military are no longer involved to any large extent in the rating process for determining "Top Squadron" awards and trophies.

"Top Squadron" trophies and awards at year-end are now BCPC responsibility. A squadron must have a "Green" rating from the military to be considered for awards providing that the amber or red assessment is not caused by factors beyond the control of the squadron.

2.1.3 Air Cadet League Evaluations

All BC Squadrons and Sponsoring Committees are assessed and evaluated on the same criteria and procedures. This is in keeping with BCPC and Pacific Region policy that every

Cadet is to have access to and receive the same training and support regardless of location and size of the Squadron.

For the purpose of determining Squadron and Sponsoring Committee awards, however, adherence to this policy creates somewhat of an “uneven playing field” since Squadrons that are located in relatively remote rural areas, do not usually have the same resources (facilities, sources of financial sponsorship and or support, pool of adults from which to obtain military staff and/ or Sponsoring Committees) or population base from which to draw cadets as that of Squadrons located in or near larger urban areas.

Rather than creating two evaluation criteria for the purpose of awards and trophies, BC Squadrons are divided into two equally important divisions, Urban and Rural. A Squadron will be designated as either “Urban” or “Rural” with Squadron location relative to other Squadrons and population centres as the primary criteria, with community resources (as listed above) as important secondary criteria for Squadron designation.

Because the criteria may be open to interpretation, the final decision on Squadron designation rests with BCPC Executive. Top Squadrons and Top Sponsoring Committee trophies will be determined accordingly, with First and Second Place Trophies for Sponsoring Committee and Squadrons for each Division. The designation for Pacific Region Squadrons is shown at Annex “I”, Sub-section 2.4.1.

2.1.4 Annual Evaluation - Sponsoring Committee

The Annual Evaluation given to a Sponsoring Committee is actually a combined procedure involving two evaluation documents: the "Annual Points Report" (Annex A) and the "Annual Ceremonial Review Marking Guide Form" (Annex D).

2.1.5 - Annual Points Report - (Annex A)

The Annual Points Report is completed by the BCPC Office and is a culmination of points that are gathered throughout the year from “Visit Reports” as well as the points awarded by the BCPC Office for the timely and proper submissions of reports and returns by the Sponsoring Committee.

Points are awarded in three broad categories: Administration, Communication, and Financial. Each Squadron is assigned an Air Cadet League Representative (League Rep). The role of the League Rep is largely that of advisor and liaison that represents the BCPC for matters affecting an assigned Sponsoring Committee.

The League Rep is to visit the Squadron at least twice during the period September and June of the training year. Visit Reports are completed and then submitted to the

British Columbia Provincial Committee Office for recording of marks onto the Annual Points Report (Annex A). In some cases the visits may not be completed due to weather, remoteness of Squadron, etc. However, the progress of these Sponsoring Committees will be monitored by direct telephone/fax/e-mail contact as well as Minutes of Meetings, various returns, attendance of cadets and Committee members at competitions and other contests, Selection Boards, and Wing Meetings. The following is a brief overview of the Annual Points Report (Annex A)

- a. [Visit Report Number One \(Annex B\)](#) - A League Rep will visit sometime between September 15 and January 15 each year.
- b. [Sponsoring Chairs Mid-Year Report \(Annex B \(1\)\)](#) - Submission by Committee Chair sometime in January of each year.
- c. [Visit Report Number 2 \(Annex C\)](#) - A League Rep will visit sometime after February 1 and April but before the Squadron Annual Review Parade. Visit Report Number Two is more comprehensive than that of Visit Report Number One and deals with items that are only marked once in the year as indicated on the marking form.
- d. **Administration** - Administration is evaluated by the BCPC Office and includes points for submitting various reports and returns on time:
 - ACC9 Financial Report, due by October 31
 - Squadron Information Sheet, due by September 30
 - Submission of Minutes of Monthly Meetings
 - Chairs Annual Report, due at time of Annual Review (to be handed to Annual Review League Inspector)
 - In possession of a BCPC Administrative Manual
 - Volunteer Membership Registration (Screening)
- e. **Communication** - Communication is evaluated by the League Rep during half yearly visits and includes:
 - Attendance of at least one Sponsoring Committee member on parade nights
 - Newsletter to parents
 - Advertising in the Community and local publicity
 - Distribution of League material to cadets and parents
 - Hosting Special Functions/Competitions
 - Attendance at Wing/AGM meetings
 - Scholarship board training ("mock" boards)
 - Involvement in recruiting

- f. **Financial** - The Sponsoring Committee's ability in meeting financial requirements is also evaluated by the League Rep during half year Visits, Report B and includes:
- Preparing of budget
 - Organising bingo/casino nights, other donations, cadet activities for fund raising
 - Payment of annual assessment fees

Note: - Full marks are usually awarded for "Financial" if the Committee meets the financial requirements of the Squadron and their Assessment is paid on time.

The League Reps are encouraged to start the training year with a review of the Annual Points Report form in the presence of the Sponsoring Committee Chair to ensure that all those concerned are reminded of what is required.

2.1.6 - Annual Ceremonial Review-Sponsoring Committee Form (Annex D & E)

The Annual Review evaluation mark for the Sponsoring Committee is the other evaluation mark obtained and completed by a "League Inspector" selected to carry out the Squadron Annual Ceremonial Review. A "League Inspector" will be appointed by the BCPC and will be someone other than the League Rep assigned to the Squadron.

The Annual Ceremonial Review is viewed as an important event since it is a venue to display the Squadron and the Air Cadet program to the parents and community. Maintaining a high standard of this occasion is considered of paramount importance by the BCPC. [Annex "D"](#) shows the League Inspector's Marking Guide; [Annex "E"](#) shows the Guidelines for marking the Annual Ceremonial Review Form.

Points achieved in both paragraphs above are combined to determine the recipients of the following awards:

- a. V.R. Clerihue Trophy - Top Urban Sponsoring Committee
- b. Cumberland Award - Runner-up Urban Sponsoring Committee
- c. R.H. Hammond Trophy - Top Rural Sponsor
- d. W.D. Munden Trophy - Runner up to Top Rural Sponsor
- e. Six "Wing Top Sponsoring Committee" Trophies

2.1.7 - Annual Squadron Evaluation – Cadets (Annex G)

The BCPC is responsible for evaluating the Squadrons at the Annual review, which provides the basis for awarding trophies and awards to the squadrons. The underlying principle of the evaluation system is to assess the performance of the cadets in carrying out their duties and interacting with the community, rather than the performance of the Military Staff or the Sponsoring Committee functions which are rated by the various other means as noted above. The objective of the BCPC is to have evaluation criteria that are as simple and objective as possible, since they will be administered by a large number of BCPC personnel throughout the Province.

The criteria are listed at [Annex "F"](#). [Annex "G"](#) shows the Marking Guide form to be completed by the Annual Review League Inspector. The completed Marking Guide is used to determine the recipients of:

- a. D.R. McLaren Trophy - "Top Urban Squadron"
- b. Clarke Memorial Trophy - "Runner-up Top Urban Squadron"
- c. "Top Rural Squadron"
- d. J.D. McLeod Trophy - Runner up Top Rural Squadron
- e. Six "Wing Top Squadron" Trophies

2.1.8 - Sponsoring Committee Annual Report (Annex H)

The Sponsoring Committee Annual Report as shown in Annex "H" is intended to be used as a guideline or format for the Chair to ensure all items of importance to BCPC Office are covered.

The report itself is submitted on separate paper. Special note should be taken of Part 3 of the Sponsoring Committee Annual Report - "Cadet Activities". **Part 3 is used by the League Inspector to complete Annex "G" Marking Guide Annual Evaluation - Cadets.**

Part 3 should be completed in consultation with Military staff and is to list all activities and fund raising carried out by cadets over the training year. An incomplete or poorly done Part 3 will inadvertently result in cadets being penalized on their "Performance Evaluation" for the year.

Note: The completed Sponsoring Committee Annual Report is to be given to the League Inspector upon his or her arrival for the Squadron Annual Review.

2.1.9 - Performance Evaluation Review (Feedback)

By way of "feed back" on their overall Annual Performance Evaluation, some time in late October or early November, Squadrons and Sponsoring Committees will receive:

- A completed Annex "A" – Sponsoring Committee Annual Points Report
- A brief written summary or comments on the Squadron Annual Review ceremony completed by the League Inspector
- A listing of all Squadrons, showing "Gold, Silver, Bronze" achievement ratings.
- Please note that the Squadrons will be listed in order of Squadron number in each particular grouping and do not necessarily reflect their numerical standing in the group

The intent of this "feedback" is to give an overview of the past years efforts and provide guidance as to where improvements could be made with respect to the Performance Evaluation criteria as set out in the BCPC Administrative Manual.

League Representatives will also be sent a copy of the above noted documents. **Wing Chairs will have all pertinent information with respect to Squadron Annual Evaluations within their respective Wings. However, queries or concerns about evaluations should first be directed to the Squadron League Representative.**

ANNEX "E"**2.2 ANNUAL CEREMONIAL REVIEW (ACR)****2.2.1 Annual Review Marking Guidelines - The League Inspector**

This is a guide for the "League Inspectors" of the BCPC of the Air Cadet League of Canada on the occasion of an Air Cadet Squadron's Annual Ceremonial Review. The League Inspector is required to make an assessment of the particular components of the event as they relate to the demonstrated performance of the Sponsoring Committee (Annex D). In addition, but not related to Sponsoring Committee activities, the Inspector is also required to assess the Cadet Performance with respect to the ACR – such as Drill, Dress, Deportment, and Demonstrations (Annex G)

Prior to the day of the ACR, the League Inspector should make personal contact with the Chair of the Sponsoring Committee to confirm the details of the time, date and location of the parade and remind the Chairperson of the requirement to have a copy of their Annual Report (Annex H) ready for the League Inspector upon his arrival.

The League Inspector should indicate to the Chair whether or not another guest, for example a spouse or significant other, will accompany him or her.

2.2.2 On Arrival

The League Inspector should take note of the way in which guests in general and honoured guests in particular are greeted. The Chair should give mutual introduction of honoured guests and an outline of the proceedings social pleasantries, to the League Inspector.

Also at this time, the Chair **MUST** give a copy of the Chair's Annual Report (Annex H) to the League Inspector.

2.2.3 During The Parade

The role of Master of Ceremonies is an important one and requires that he or she keep the people in attendance informed as to what will occur and what is required of them, e.g. when they will be required to stand and so on. Consideration should be given to the extent to which effort has been made to ensure the audience can hear the M.C. and any subsequent speakers – a PA system, while not mandatory, is very beneficial to this aspect of the proceedings.

A printed Program must be provided and list the order of events, the background of the Reviewing Officer, background of the League Inspector, the name of the Commanding Officer, and the name of the Sponsor and Committee Chair. Annex "D" outlines the basic Program content that Committees should try to achieve.

Bear in mind that the physical location being used might be the best available for the area. With that in mind, give consideration to layout and availability of organized seating for people attending, demonstrations and how well they were introduced and narrated or explained by other means for example - information cards at static displays.

2.2.4 After The Parade

By now the League Inspector's work has been more or less completed. All that remains now is to attend the static displays, if sequenced after the parade has formally concluded.

Note: Static displays can be viewed either before or after the official ACR to best suit the program of events and the layout of the facilities, but the Reviewing Party **should be the first to view the Static Display**

Very often there is a reception after the ACR and it is here that some sensitivities have to be recognized. On the one hand it can certainly add to the occasion if everyone is invited to partake of light refreshment at the conclusion of the parade. It is an area that can be evaluated under social pleasantries. The extent of the refreshment provided however, is a delicate matter to assess due to the many variables that can occur such as what funds are available, what indirect support is received from other sources, for example, a generous caterer. Or perhaps even the ability to provide extensive refreshment given the physical layout of the location being used is a determining factor. It is not so much what is offered but how it is offered which is the key ingredient in hospitality.

Having said that, it now remains to deal with the Sponsoring Committee who make special effort and lay on a meal complete with a keynote speaker and Program. Clearly, the effort of this Committee must not be overlooked. A Committee that does go to considerable effort in providing a reception of some significance should be recognized by another route, but It should be emphasized that the BCPC is in no way encouraging mega sized receptions as part of the Annual Review. A reception at the Annual Review is very different event than say a Squadron Mess Dinner - Potluck Supper with Parents, Committee and so on. The latter are to be encouraged and can often be successful financially.

If a Sponsoring Committee provides refreshment over and above what is normally provided, then the League Inspector will assess it from a Communication and Fundraising aspect and incorporate suitable reference and comments into the report for the year.

The League Inspector will be required to complete Annex D and G evaluation forms (marking guides) and mail to the BCPC Office in Vancouver on or before 1 July. Further elaboration of Annex "D" and "G" follows:

2.2.5 Annual Ceremonial Review - Sponsoring Committee (Annex “D”)

Annex “D” marking guide covers two broad categories, “Protocol and Courtesies” and “Coordination of Events”. Criteria for evaluation are listed under the following sub-headings and are fairly self explanatory from the Marking Guide.

1. Protocol and Courtesies

- **Reviewing Party**
- **Public**
- **Parking and Traffic Control**
- **Parade Facilities**

2. Coordination of Events - Criteria for evaluation listed under the following sub-headings

- **Printed Program** A printed Program is a very important requirement and should be widely distributed by designated people. Size and glossiness are not the primary points to be evaluated. A Sponsoring Committee’s budget may well determine the quality of the printed program. However, the content criteria listed are considered minimum to ensure the public is adequately informed.
- **Master of Ceremonies**
- **Static Display: Note:** Although the Static Display is largely a military staff /cadet responsibility, Sponsoring Committees have an important role to remind the CO of the requirement to have the Reviewing Party to see the display first and that cadets are on hand to answer any queries from the public.

The “ACL Inspector’s Comments” section of Annex D is an important part of the “feed back” process to Sponsoring Committees. **Comments in this section should relate to the marks awarded in the Annex D & G Marking Guides.** If full marks were achieved in any particular category, general statements would suffice. However, if marks are lost, the comments should be more specific as to why, with possible suggestions of how to improve.

The “Overall Impression” section is used to record the ACL Inspector’s general impression of the total ACR. There are no numerical marks for this section, but the “Overall Impression” selected should be reflected in the ACL Inspector’s Comments (Annex D).

2.2.6 Marking Guide – Cadet Annual Evaluation (Annex “G”)

Page 1 of the marking guide of the cadet performance evaluation covers the “Ceremonial Parade” phase. It is a “work sheet” designed to guide the ACL Inspector through the criteria to be assessed on the day of the ACR (Drill, Deportment, Dress, Demonstrations). The total marks on page 1 are transferred to “Ceremonial Parade” section on Page 2. With regards to the balance of page 2 categories:

- **Cadet Attendance:** This section is completed by the BCPC Office from attendance figures provided by Pac Region. **However, the ACL Inspector is to confirm that the Squadron is or is not up to cadet enrolment capacity. Enrolment capacity is determined by the unit and is based on the availability of adequate parade facilities and/or supervisory staff.**

NOTE: When determining the following, ensure that an activity/program/fund raising event is only counted in one category.

- **Cadet Activities:** The ACL Inspector is required to extract the information from the Sponsoring Committee Annual Report (Annex H), enter the number of activities and calculate the mark.
- **Specialty Programs:** The ACL Inspector is required to extract the information from the Sponsoring Committee Annual Report (Annex H), enter the number of programs and calculate the mark.
- **Fund Raising by Cadets:** The ACL Inspector is required to extract the information from the Sponsoring Committee Annual Report (Annex H), enter the number of fund raising events and calculate the mark.

Note: Final mark will be calculated by BCPC Office.

2.3 SQUADRON EVALUATIONS**2.3.1 Criteria for "Annual Squadron Evaluation - Cadets" (ASE-C)**

The ASE-C Marking Guide (Annex G) is comprised of 5 sections and is to be completed by the League Inspector. The criteria and the basis for marking the ASE-C follow:

2.3.2 Ceremonial Parade: (Maximum 50 Points)

Of the five sections this is the most subjective. This section should be marked in collaboration with the Pacific Region Representative. The Reviewing Officer (RO) could also be considered as a source of input, but often they get tied up with other aspects of the day. Moreover, RO's may not be too familiar with what is to be expected from cadets with respect to drill, deportment, and dress.

- a. **Drill** Quality of drill displayed by the cadets and the NCO's in carrying out the parade. The "dressing" on the March Past, unison on the halts, keeping in step, parade square positioning, and Advance in Review Order, are often reliable indicators.

Max 15 points

- b. **Deportment** Deportment is how the cadets handle themselves in terms of non-drill items such as correct protocol in saluting; receiving awards; the bearing and behaviour of cadets involved in special activities; and general efficiency cadet's display in carrying out their duties.

Max 5 points

- c. **Dress** Standard of dress observed during the "inspection" portion of the parade

Max 10 points

- d. **Demonstrations** Squadrons are expected to have at least two "live" demonstrations. The live demonstrations should be indicative of the training that the cadets have done throughout the year. Five points are to be awarded if the minimum expected is achieved with an extra point being awarded for quality/originality, - **Maximum Ten points**. "Static" demonstrations are to be relevant to regular squadron training and activities. Cadets should be available to explain and answer questions about static displays (2 points), 4 points for having a display, with 4 extra points for quality/originality, - **Maximum Ten points**.

Max 20 points (10 points each).

Total for page 1 (50 points)

2.3.3 Cadet Attendance (Max 20 POINTS)

Note: other than ACL Inspector's confirmation of enrolment capacity status, attendance figures and calculations in this section are provided by BCPC Office.

While it is the responsibility of all squadron Commanding Officers to work in partnership with the applicable Sponsoring Committee to ensure that an efficient and continuing cadet recruiting program is maintained, the success or lack thereof of the effectiveness of how a squadron recruits and retains an acceptable level of cadet strength is in no small way influenced by the cadets themselves. Cadets play a vital role in the function through the interaction between one another and their friends, and the quality of leadership by cadet NCOs. The size of a squadron is not necessarily indicative of "a better squadron" in terms of attendance. Location, demographics, and other non-controllable factors can affect a Squadron's strength.

The evaluation for "Cadet Attendance" is arrived at by relating the number of cadets in actual attendance at their Annual Review Parade to that of the Squadron's Effective Strength and relating current year attendance to that of the previous year attendance on Annual Review. Attendance data for this section is provided by PAC Region HQ. **However, the ACL Inspector is to determine, at time of ACR, and record on the Marking Guide, if the Squadron is or is not up to capacity with respect to cadet enrolment because of facilities and/or staff limitations.**

- a. **Squadron Effective Strength (SES)** - The SES is the number of cadets the Squadron has reported on their monthly enrolment reports averaged over the eight-month period from September to April of the training year. **The SES is provided to the BCPC Office by Pacific Region, and is recorded by the BCPC Office on the Marking Guide that are sent out to the ACL Inspectors prior to ACR.**

- b. **Annual Review Parade Attendance (ARPA)** – The ARPA is provided to the BCPC Office by Pacific Region at some future date from information provided by the Squadron Military staff as a required year end Sqn strength return. **Therefore, the ACL Inspector is not involved in this aspect other than noting enrolment capacity status in the appropriate box in this section.** This ARPA is used by the military to establish unit staffing, contingency grants, and cadet quotas. BCPC use this figure to determine the squadron operating assessment.

- c. **Previous Year ARPA** - **The Previous Year ARPA is supplied by the BCPC Office, and is recorded on the Marking Guide that is sent to the League Inspector.** The Previous Year ARPA is used to compare against the current year attendance. Squadrons that show an increase over previous year or remain the same will receive extra points (on a graduated scale), while those showing a decrease, will not receive any points. The change, if any, is expressed as a percentage to facilitate marking compatibility. **Calculations are done by BCPC Office**

The following calculations are provided for information purposes only:

d. (To relate Current ARPA to SES - (Sub-section 2.2d)

Formula:

Current Year ARPA \times 10
SES
(Max 10 Pts)

Example:

ARPA of $\frac{42}{50} = .84 \times 10 = 8.4$
SES of 50
Pts Awarded = 8 (rounded)

e. To relate Current ARPA to Previous Year ARPA - (Sub-section 2.2e)

Formula:

Change From Previous Year. $\times 100 = \%$ **(Max 10 Pts)**
Previous Year ARPA

Marking Values:

Decrease from previous year = 0 pts
0% (no change) - 10% Increase = 5 pts
Over 10% increase = 10 pts

Example 1.

Calculations:

Current year ARPA = 46
Previous year ARPA = $\frac{41}{5}$
Change from Pr Year + $\frac{5}{5}$

$\frac{5}{41} \times 100 = 12.2\%$

Pts Awarded = 10

Example 2.

Calculations:

Current Year ARPA = 41
Previous Year ARPA = $\frac{41}{41}$
Change = $\frac{0}{0}$

$\frac{0}{41} \times 100 = 0\%$

Pts Awarded = 5

Example 3:

Calculations:

Current Year ARPA = 40
Previous Year ARPA = $\frac{41}{41}$
Change = $\frac{-1}{-1}$

$\frac{-1}{41} \times 100 = -2.43\%$

Pts Awarded = 0

Note: If Squadron is at full strength, (as determined by the unit due to facilities / staffing limitations) 10 points are to be awarded for this section. ACL Inspector is to make note of the enrolment capacity status in the Attendance Section of Annex G Marking Guide

2.3.4 Cadet Activities (Maximum 40 Points)

This section is used to evaluate the extent to which cadets participate in activities that are outside of their regular weekly training. To try to improve the objectivity in the marking of this section, numerical values have been assigned to each category or activity. Numerical values are assigned to each activity, so that the BCPC can objectively compare one Squadron to the other.

If only one or two League Inspectors were doing all of the Annual Reviews and Evaluations, the problem would not be of so much concern. However, with the large number of League Inspectors that is used to do Annuals each of which may have their own interpretation of how "active" a Squadron is or purports to be, this method of injecting objectivity into the marking system was felt necessary for fairness. A numerical assessment for each activity is one way that this can be achieved; recognizing, of course, that the type of activity and the values that have been assigned for each may be open for discussion as the new evaluation system evolves.

Important Note: The **Sponsoring Committee Annual Report** is the source document used to obtain information required on cadet activities and fund raising. The Chair, in consultation with military staff, is urged to ensure every activity that the cadets have undertaken in the year is recorded in the annual report. The annual report format reflects this new requirement.

(See "Annex H")

"**Cadet Activities**" are assessed under four broad categories: Community Service; Community Parades; Inter-Squadron Participation; and Award Courses:

- a. **Community Service - (4 Points Per Event, Maximum 20 Points).** These activities include any function the cadets donate their time and resources for the benefit of the community, and include, but not limited to, such activities as:
 - Food bank
 - Civic projects
 - visits to seniors
 - assist non-profit groups
 - fund raising for community (poppy sales, heart fund, etc)

The marker is to obtain the type and number of Community Services events from the Sponsoring Committee Annual Report.

- b. **Community Parades - (2.5 Points / Event, Maximum 5 Points).** This assessment is for Squadron participation in Community parades on special days and civic functions, and includes but not limited to:

- Battle of Britain
- Remembrance Day (Nov 11th)
- May Day Parade
- Funerals

The League Inspector is to obtain the type and number of Parades from the Sponsoring Committee Annual Report.

- c. **Inter-Squadron Participation - (1 Point/Event, Maximum 5 Points)** - Involvement in activities with other Squadrons is considered an important part of the Cadet Program in that it promotes a co-operative rather than an adversarial atmosphere amongst Squadrons. This section is to evaluate the extent to which cadets participate in inter-squadron activities and includes, but not limited to participating with another Squadron in:

- NCO courses
- Band Training
- Recruiting
- Training Exercises
- Public Speaking
- Sports meets, and other competitions
- Rifle Range activities

The League Inspector is to obtain the number and type of events from the Sponsoring Committee Annual Report.

- d. **Award Courses - (2 Points/Course, Maximum 10 Points)** - The mark assessed for this section is to give recognition to those Squadrons that actively pursue and successfully achieve positions on Air Cadet League National Award Courses. The Award Courses are: Power Flying, Glider Scholarship; Exchange; Technical Courses; Senior Leaders; Survival Instructor; Air Traffic Control; Athletic Instructor; and Aerospace Sciences Course (Space Camp). The BCPC Office provides the names of the Cadets that have received the Award Courses. The names should be listed in the Annual Review package sent to the League Inspectors.

2.3.5 Speciality Programs - (5 Points/Team + Bonus Points, Maximum 30 Points)

Speciality Programs are considered another good indicator of the participation of cadets in squadron activities. It is not necessary for a **Speciality Program Team** to be entered into inter-Squadron or Wing Competitions to be awarded 5 points as long as they have a team. However, if they do enter competitions, **5 bonus points** are awarded. If the Team places **1st or 2nd, an additional 5 bonus points** are awarded.

Note: if the competition is Tri-Service, Air Cadet Teams are to be considered in competition with other Air Cadet Teams only for the purpose of 1st and 2nd place bonus points. Speciality Teams are:

- a. Drill Team,
- b. Band,
- c. First Aid,
- d. Range (Rifle Team), **or** Biathlon **or** Effective Speaking

The League Inspector is to obtain the Speciality Team information from the Sponsoring Committee Annual Report.

2.3.6 Fund Raising By Cadets - (5 Points/Event, Maximum 10 Points)

It is recognised by the BCPC that the amount of funds that cadets can raise in any given year is limited and, in most cases, not enough to sustain all the activities a squadron undertakes. The evaluation in this section is not necessarily the amount of funds generated by fund-raising, but that the cadets of the Squadron recognize that they have a responsibility to contribute to their program. **Note:** Fund-raising for Community is listed under "Community Service" activity.

- **For The Squadron: (5 Points /Event, Maximum 10 Points)** - The types of activities that cadets use for fund raising are limited only by the imagination. Tag Days, Raffles, Bottle Drives, Car Washes, are common ones.

ANNEX "I"

2.4.1 SQUADRON (TOP TROPHIES) - DIVISION DESIGNATION

The criteria for Rural/Urban designation will be based on the Community Profile where the Squadron is located. Community Profile is defined as the population base available to provide a source for cadets, military, Civilian Instructors, League Representation, Sponsoring Committees and financial sponsorship. Based on BC Committee experience over several years, a Community population base of 20,000 or less will be designated as "Rural" with those above 20,000, designated "Urban" for the purpose of Performance Evaluation awards for Trophies. Designation of Squadrons is reviewed periodically and is a BC Committee Executive decision. The following list is the current Rural/Urban Squadron designation showing each Squadron estimated Population base.

Rural Squadrons			Urban Squadrons		
Sqn #	City	Estimated Population	Sqn #	City	Estimated Population
Fraser Valley Wing					
			147	Chilliwack	62,582
			521	Mission	31,677
			583	Maple Ridge	50,000
			746	Aldergrove/Langley	83,173
			767	Surrey	48,749
			754	Port Moody	23,000
			777	Port Coquitlam	55,000
			819	North Delta	49,000
			828	South Delta	44,000
			861	Abbotsford	107,400
			907	White Rock Area	30,000
Lower Mainland Wing					
835	Squamish	14,278	103	North Vancouver	86,000
858	Gibsons	9,500	111	Vancouver	560,000
			135	Vancouver	560,000
			513	New Westminister	54,000
			525	West Vancouver	42,000
			637	South Burnaby	198,000
			692	Richmond	165,000
			655	Richmond	165,000
			759	North Burnaby	198,000
Vancouver Island Wing					
22	Powell River	14,143	89	Victoria	334,577
257	Ladysmith	6,700	205	Nanaimo	72,000
893	Parksville	13,000	363	Campbell River	29,235
744	Duncan	18,000	386	Comox / Courtenay	29,922
			676	Sidney	48,000
			848	Victoria	37,385

Revised March 2005

Rural Squadrons			Urban Squadrons		
Sqn #	City	Estimated Population	Sqn #	City	Estimated Population
Okanagan Wing					
222	Salmon Arm	15,020	204	Kamloops	79,566
232	Oliver	4,285	223	Vernon	23,514
902	Summerland	11,150	243	Kelowna	75,950
909	Westbank	24,500	259	Penticton	32,219
Northern Wing					
285	Chetwynd	3,271	396	Prince George	77,996
353	Dawson Creek	11,730			
747	Terrace	13,372			
768	Quesnel	8,588			
787	Mackenzie	6,000			
899	Vanderhoof	4,470			
Kootenay Wing					
279	Elkford	2,846			
266	Kimberley	6,908			
531	Trail	7,696			
561	Nelson	9,585			
581	Castlegar	7,257			
841	Grand Forks	5,000			
904	Creston	4,843			

2.5.1 TROPHIES

Each year the BCPC awards Trophies and or Plaques to Squadrons, Sponsoring Committees and cadets. These awards are in recognition of their achievement and are given only after careful consideration by the BCPC Awards and Evaluation Committee.

The individual cadet awards are selected by the military through evaluation of course reports. These awards are normally presented to the cadet at respective course graduation ceremonies.

Awards and Trophies for Top Squadron and Sponsoring Committee are done by the BCPC Awards and Evaluation Committee and are in recognition of achievements with respect to the Performance and Evaluation Criteria as set out in the BCPC Administrative Manual. These awards are presented at the BCPC Annual General Meeting in October of each year.

The following pages identify the Trophies and Awards.

2.6.1 TROPHIES AND AWARDS

The announcements and trophy presentations for the following trophies will be made at the British Columbia Provincial Committee Annual General Meeting.

1* **Captain Geoff Richards Trophy - Top Senior Leader**

The BC Air Cadet who was overall the highest on the Senior Leaders course as notified by the Cadets Senior Leaders course Report.

2* **Chuck Sixsmith Trophy - Top Flying Training (Power)**

The BC Air Cadet who places First on the BC Flying Scholarship Course (Power) as notified by reports from the Flying Scholarship Course.

3* **Billy Bishop Trophy - Runner-Up-Flying Training (Power)**

The BC Air Cadet who places Second on the BC Flying Scholarship Course (Power) as notified by reports from the Flying Scholarship Course.

4* **Ivan R. Quinn Trophy - Top Flying Training (Glider)**

The BC Air Cadet who places First on BC Gliding Scholarship as notified by reports from the Gliding School.

5* **Cherie Hall Trophy - Runner-Up Flying Training (Glider)**

The BC Air Cadet who places Second on BC Gliding Scholarship as notified by reports from the Gliding School.

6* **Beatrice Large I.A.C.E. Trophy - Top Exchange Cadet**

The BC Air Cadet who places First on the Merit List.

7* **B.O. Mayne Trophy - Top NCM**

This award will be selected at a combined meeting of both the BCPC Awards and Evaluation Committee and ACO's Staff. Selection will be based on the results of a standard form sent to each Squadron.

8* **Chairman's Trophy - Top Athletic Award**

As selected from Course Reports.

9* **Peter Wing Trophy - Top Technical Training**

As selected from Course Reports.

- 10* **Ex Air Gunners's Trophy - Top Air Controller**
As Selected from Course Reports.
- 11 **A.D. Bell-Irving Trophy - Large Team Drill**
This trophy is awarded to the winner of the Large Drill Team Competition.
- 12 **A.W. Carter - Small Team Drill**
This trophy is awarded to the winner of the Small Drill Team Competition.
- 13 **BC Band Trophy - Top Band**
The Air Cadet Band that places highest in the Tri-Service Band Competition. A band in Division "A" would place higher in Division "B" regardless of marks. A tie in the standing mark would be in the following priority: Military Trumpet, The pipes and drums.
- 14 **Clarke Rosebowl - Top First Aid Team**
The Air Cadet Squadron that places highest in the Tri-Service First Aid Competition.
- 15 **SO Cadet Trophy - Achievement**
As selected by the ACO's Staff on outstanding effort and accomplishment.
- 16 **D'Easum Trophy - Citizenship**
Citizenship activities as reported by the Sponsoring Committee Chairs in the Annual Report to the BCPC. **Not always awarded annually.**
- 17 **Top Squadron - Northern Wing**
As chosen by the BCPC Awards and Evaluation Committee
- 18 **Top Squadron - Vancouver Island Wing**
As chosen by the BCPC Awards and Evaluation Committee
- 19 **Top Squadron - Okanagan Wing**
As chosen by the BCPC Awards and Evaluation Committee
- 20 **Top Squadron - Kootenay Wing**
As chosen by the BCPC Awards and Evaluation Committee
- 21 **Top Squadron - Fraser Valley Wing**
As chosen by the BCPC Awards and Evaluation Committee

- 22 **Top Squadron - Lower Mainland Wing**
As chosen by the BCPC Awards and Evaluation Committee
- 23 **V.R. Clerihue Trophy - Top Urban Sponsoring Committee**
The support given to the National and Provincial Committees (reports, financial, attendance at meetings). The support given to the Squadron (financial, quarters, publicity).
- 24 **Cumberland Trophy - Runner-Up Top Urban Sponsoring Committee**
As chosen by the BCPC Awards and Evaluation Committee
- 25 **R.H. Hammond Trophy - Top Rural Sponsoring Committee**
As chosen by the BCPC Awards and Evaluation Committee
- 26 **MWO W.D. Munden Trophy - Runner-Up Top Rural Sponsoring Committee**
As chosen by the BCPC Awards and Evaluation Committee
- 27 **A.C.O. (AIR) Trophy - Top Rural Squadron Trophy**
As chosen by the BCPC Awards and Evaluation Committee
- 28 **J.H. McLeod Trophy - Runner-Up Top Rural Squadron**
As chosen by the BCPC Awards and Evaluation Committee
- 29 **Clarke memorial Trophy - Runner-Up Top Urban Squadron**
As chosen by the BCPC Awards and Evaluation Committee
- 30 **D.R. McLaren Trophy - Top Urban Trophy**
As chosen by the BCPC Awards and Evaluation Committee
- 31 **Nancy Tsangaris Effective Speaking Trophy**
To winner of Provincial Effective Speaking Competition
- 32 **Top Sponsor - Northern Wing**
As chosen by the BCPC Awards and Evaluation Committee
- 33 **Top Sponsor - Vancouver Island Wing**
As chosen by the BCPC Awards and Evaluation Committee

34 **Top Sponsor - Okanagan Wing**

As chosen by the BCPC Awards and Evaluation Committee

35 **Top Sponsor - Kootenay Wing**

As chosen by the BCPC Awards and Evaluation Committee

36 **Top Sponsor - Fraser Valley Wing**

As chosen by the BCPC Awards and Evaluation Committee

37 **Top Sponsor - Lower Mainland Wing**

As chosen by the BCPC Awards and Evaluation Committee

Note: * A small “keeper trophy” is also awarded to each recipient

2.7 NATIONAL SUMMER SCHOLARSHIP AWARD COURSES

2.7.1 Introduction

The Air Cadet League of Canada and the Department of National Defence are jointly responsible for identification of worthy Air Cadets to participate in national summer training programs. For more than fifty years, the civilian and military partnership has promoted the well being of Canadian youth through their support of a number of challenging training opportunities. The national summer training programs that utilize all or portions of this selection process are as follows:

- International Air Cadet Exchange
- Flying Scholarship
- Gliding Scholarship
- Senior Leaders
- Air Traffic Control
- Technical Training
- Space Course
- Athletic Instructor
- Rifle Coach

2.7.2 Principles

Selection of Air Cadets to participate in national summer training programs is a complex process that involves all levels of the Air Cadet League and national, regional, and local involvement by the Canadian Forces. The process, despite its complexity, is co-operative and all involved subscribe to several fundamental principles:

- a. Cadets must earn the opportunity to participate in the national summer training program.
- b. Selection of cadets for participation in the national summer training programs is **based on the individual merit of the cadet.**
- c. Excepting instances in which the safety or welfare of the individual cadet, or other cadets, might be jeopardized and instances where a medical condition would preclude third party licensing upon graduation from a national summer training program, every cadet has the opportunity to earn selection to the national summer training programs.

Notwithstanding the foregoing, it is understood that in a country as diverse as Canada, it is neither reasonable nor possible to establish one absolute criteria or formula that can be applied to administer the selection process. The critical requirements are that the process be equitable, as it applies to each geographic sub-division of the national establishment for each training program, and that everyone involved be aware of the process and how it is applied.

2.7.3 Evaluation Criteria

The evaluation criteria that are employed in the various stages of the selection process are intended to establish the merit of a cadet within the home squadron and among peers at the regional and provincial level. The criteria and the weight assigned to each criteria vary somewhat dependent upon the specific nature of the individual summer training programs and the process that is used to evaluate candidates in each provincial committee jurisdiction.

The criteria that are utilized in various portions of the selection process are:

- Narrative prepared by cadet
- School marks
- Years of cadet service
- Flying examination (for Power and Glider Scholarships)
- Knowledge of the Air Cadet program
- Attitude and Motivation towards cadets
- Attitude and Motivation to the course
- Knowledge pertaining to the course
- General knowledge and current events
- Dress and deportment

The marks assigned to each section may vary from course to course to fit the circumstances. Refer to the Appendix, **Marking Sheets - Scholarship Courses** that provide a breakdown of the marks assigned to each of the criteria. Sample 1 is used for both Flying and Gliding, Sample 2 is used for International Exchange and Sample 3 is used for the remaining courses.

Details for the Scholarship Courses can be found on the National Air Cadet League Website (www.aircadetleague.com)

National Summer Training Course Selections

which provides an overview of the Scholarship Award Courses. In addition, the Website contains specific criteria for each of these award courses. These detailed criteria are sent out each year to all Sponsoring Committees and Commanding Officers. The criteria should be reviewed carefully, as there are specific requirements for each course which are set out in the "Introduction Section" on the website.

2.7.4 Important Requirements

Particular attention should be paid to the following requirements

Age requirements, especially for Glider, Power, International Exchange (IACE) and Senior Leaders

Completion of applicable cadet training levels

Height and weight restriction for the Glider Scholarship

Fitness requirements for the Athletic Scholarship

Submission Dates for Applications

Application includes current semester school marks as well as the **prior years marks.**

2.8.1 SCHOLARSHIP REVIEW BOARD PROCEDURES AND INSTRUCTIONS

The following are the criteria and procedures followed by the Interviewers at the Scholarship Review Boards. It is the intent of the committee to make this process as fair and equitable as possible for all the candidates. This is done by:

- The same questions for each course are asked of all cadets throughout the province.
- Attempting to use the same interviewers, wherever possible.
- Following the same procedures and guidelines for all Boards throughout the province.

2.8.2 Procedures

In accordance with National policy, cadets who apply for Award and Scholarship Courses are required to sit for a personal interview at the Scholarship Boards. These Boards, organized and staffed by the BCPC along with Military Personnel from Pacific Region, are held in each Wing area during the first three months of the year. All cadets who apply for International Exchange, Flying Scholarship, Glider Scholarship, Senior Leaders, Technical Training, Athletic Leadership and Air Traffic Control, are required to attend.

British Columbia places considerable emphasis on the interview process as a positive developmental experience for the cadet. The use of uniform question banks and marking guides is part of the commitment to provide this training experience.

One of the important features of any Scholarship process is consistency. No system is perfect, but the greater the effort put into making the interview and assessment process the same for every participant, the greater the validity of results. To facilitate this process, the following procedures shall be followed by all Board participants.

2.8.3 Board Composition

A Scholarship Review Board shall consist of not less than two and not more than three members. A Chair will be appointed for each board by the BCPC Executive. The Chair of each Board will then record the names of each Board member who participates, and these names shall remain on file for two competition years.

2.8.4 Requirements To Conduct The Interview

Each Board will be provided with the following materials:

Booklets containing instructions and the questions to ask each cadet who appears before the Board;

A supply of **Marking Sheets** for that particular Board;

The cadet Application Forms (DND2226), along with the appropriate documents. Contained in each Application Form will be a summary **Scoring Sheet** with information about the cadet, including the scores for the appropriate sections which have been entered by either the Air Cadet League Office or Pacific Region.

An Electronic Calculator.

2.8.5 Time Allocated for the Interview Process

The amount of time spent on each cadet interview is limited to 1/2 hour in total, which includes the review of the file, the interview and the summarizing of the marks after the interview has been completed. Members allocate 4 minutes to the file review, 21 minutes for the interview and 5 minutes to summarize.

2.8.6 Chair's Introduction To The Cadet

The Board members will review the file before the cadet enters the room. After mutual introductions, the Board Chair shall explain the objectives of the interview. These should include:

- That the interview is not intent on tripping the cadet up;
- That the purpose is not to find fault or to try to prevent his/her participation on the course applied for;
- That the Board wants to use the time allotted to provide a fair assessment of the cadet's knowledge and experience of the course for which they are applying; and,
- That notes will be taken throughout the interview (this will prevent note taking from becoming a distraction).

2.8.7 The Interview

There will be no interruptions or noise disruptions from any local source. The interview process is a stressful experience for the cadet; therefore, all unnecessary stress factors are to be eliminated such as:

- Board members "Lecturing" or "Reprimanding" cadets over issues that the cadet has no control over; or,
- Having observers present in the interview room; this is not permitted.

2.8.8 Marking

Each Board member will use a **Marking Sheet** to record the points awarded the cadet for their answers to each of the questions asked. The sections on the Marking Sheet correspond to the Questions in the booklet for each particular Board. ALL questions in the booklet will be asked of ALL cadets.

2.8.9 Dismissal Of The Cadet

At the conclusion of the interview, the cadet will be asked if he/she has any questions for the Board. The Board will then advise the cadet that the results of the Boards will be provided to the Commanding Officer of their squadron sometime after April 15th.

The cadet must be advised that final Scholarship often involves a difference of only one-half point between candidates; therefore, the cadet should not divulge any of the questions to their colleagues as this would provide an unfair advantage and might very well result in the loss of the course to the cadet.

The Board should also provide the Power and Glider Scholarship candidates with instructions on obtaining their Medical Certificate.

The cadet should then be complimented for participation and given permission to be excused.

2.8.10 Finalizing The Marks

Once the cadet has left the room, the Board Members should compare and discuss the Marks for each Section and AGREE on the final mark to be awarded for that particular section.

Enter the agreed-upon mark in the appropriate box on the pre-printed **Scoring Sheet**. Once all marks have been entered, add up the marks INCLUDING the marks that have been pre-printed. (See note below)

The Board Chair will then sign the Scoring Sheet, and place it inside the Application along with all the Marking Sheets before proceeding with the next cadet. Once the Board is completed, the marking sheets and all relevant material will be forwarded to the League Office for summarizing.

2.8.11 Summary

The preceding pages describe the interview process that each scholarship candidate will experience when attending the Scholarship Review Boards. As indicated previously, it is the cadet who determines whether he or she will be successful in obtaining a scholarship camp.

2.9 HONOURS AND AWARDS

Honours and Awards are an important method of recognizing valuable service to the Air Cadet Movement. The Air Cadet League of Canada could not exist without the thousands of volunteers who give freely of their time to support hundreds of Squadrons by serving on Committees, helping with fundraisers, transporting cadets, instructing cadets or by joining the CIC. This Section provides the policies and procedures for the granting of Honours and Awards for British Columbia and is the basis for nominating deserving League Members for National Awards.

2.9.1 BRITISH COLUMBIA (B.C.) HONOURS AND AWARDS

Policy

- Honours and Awards are made annually to members and others to recognize their outstanding contribution to the Air Cadet Movement in B.C.
- National Honours and Awards are outlined in Section 2.10 of the National Policy and Procedures Manual and should be read in conjunction with this section.
- This Section provides policies and procedure applicable to those involved in the Air Cadet Movement in B.C.
- All decisions with respect to the granting of B.C. Honours and Awards rest with the B.C. Honours and Awards Committee.
- The B.C. Honours and Awards Coordinator (BCHAC) will provide assistance to Wing Chairs and others with respect to all aspects of the B.C. Honours and Awards Program.
- Whenever possible B.C. Honours and Awards should be presented at the annual B.C. Annual General Meeting (AGM). If this is not practical, the B.C. Honours and Awards Committee will provide presentation guidance as applicable.
- The B.C. Honours and Awards Committee shall provide Public Relations guidance to ensure maximum public exposure to the recipients of B.C. Honours and Awards.
- Locally designed and produced Certificates shall not be used for any purpose without prior approval of the B.C. Honours and Awards Committee.

Procedures

- The BCPC may, at its discretion, convene an Honours and Awards Committee to receive, review and approve all nominations for Honours and Awards. The President of the BCPC or his designated representative will serve as Chairman and be assisted by one or more current or former BCPC members.
- All nominations for B.C and National Air Cadet League Honours and Awards requiring provincial input will be made to the B.C. Honours and Awards Committee for approval through the BCHAC.

2.9.2 B.C. HONOURS AND AWARDS COORDINATOR (BCHAC)**Terms of Reference**

- Assist members as necessary on all aspects of preparing submissions for National and B.C. Honours and Awards.
- Ensure compliance with National and B.C. Policy and Procedures.
- Coordinate the formulation of B.C. Honours and Awards Policy and Procedures with the BCPC and Wing Chairs.
- Coordinate submissions with the B.C. Honours and Awards Committee, Wing Chairs and others as necessary.
- Maintain records of submissions for future assessment and ongoing guidance to members.
- Assist in the final preparation of submissions to the B.C. Honours and Awards Committee.

2.9.3 B.C. HONOURS AND AWARDS**2.9.3.1 Certificates of Appreciation****Policy**

- Certificates of Appreciation will be used to formally acknowledge a service or contribution by individuals or organizations.
- There is no requirement for Certificates of Appreciation to be approved by the B.C. Honours and Awards Committee unless the signature of the President of the BCPC or his designated representative is required and/or the Certificate is to be presented by a member of the BCPC.

Procedures

- Certificates of Appreciation may be obtained from the BCPC office or ordered online through the National Website Online Catalogue.

2.9.3.2 Certificates for 50 Years and Certificates of Recognition for 25, 40 and 50 Years**Policy**

- All Certificates in this section shall be signed by the President of the BCPC or his designated representative.
- Whenever possible, Certificates in this section should be presented by a member of the BCPC, preferably at the annual BCPC AGM, or other suitable occasion.

Procedures

- Certificates in this section can be ordered through the National Website online catalogue.

2.9.3.3 B.C. Certificate of Honour**Policy**

- A B.C. Certificate of Honour is the highest award that can be granted to a B.C. League member by the B.C. Honours and Awards Committee and may be granted in conjunction with any of the other B.C. or National awards.
- A nomination for a B.C. Certificate of Honour shall be made only by a member or former member of the BCPC or Wing Chair.
- Chairpersons shall submit their nominations to their Wing Chair and assist in the preparation of the Citation. Citations must clearly show that the service rendered to the Air Cadet Movement in B.C. has been consistently outstanding over an extended period of time. The Citation should also include an explanation of service to the Air Cadet Movement elsewhere in Canada that might support consideration for a National Award.
- This Award would normally be presented at the BCPC AGM or at an event appropriate to the prestige of this award.
- The BCHAC shall recommend to the B.C. Honours and Awards Committee, if approval of this award would also merit nomination for a National award, and if so, prepare an appropriate submission.

Procedures

- A submission to the BCHAC shall be made no later than 30 June complete with a written citation and relevant supporting information.

2.9.3.4 B.C. Certificate of Merit**Policy**

- A B.C. Certificate of Merit may be issued to B.C. League members in recognition of meritorious service to the Air Cadet Movement in B.C. This award may also be used to recognize a specific service rendered to a Squadron or Committee, which may have been of a short duration, but is considered by the B.C. Honours and Awards Committee to warrant recognition.
- A nomination for a Certificate of Merit may be made by any B.C. League member.
- The BCHAC may recommend to the B.C. Honours and Awards Committee if approval of this award would also merit nomination for a National award and, if so, prepare an appropriate submission.
- This Award would normally be presented at the BCPC AGM or at an event appropriate to the prestige of the award.

Procedures

- A submission to the BCHAC shall be made no later than 30 June complete with a written citation and relevant supporting information.
- Chairpersons shall submit their nominations through their Wing Chair and assist in the preparation of the citation

2.9.3.5 The President's Award

Policy

- The President's Award may be issued as a separate award by the B.C. Honours and Awards Committee on the recommendation of the President of the BCPC. The President's Award may be issued to B.C. League members, to persons outside the League, or to organizations, in recognition of unique and/or extraordinary service rendered to the Air Cadet Movement in B.C.
- The B.C. Honours and Awards Committee will decide on the form of the award and provide guidance on an appropriate occasion for its presentation.

Procedures

- Submissions from Wing Chairs shall be made to the BCHAC at any time during the year.

2.9.4 AWARD TO MILITARY PERSONNEL

Policy

- The B.C. Honours and Awards Committee, will, when appropriate, make awards to military members or former members involved in the Air Cadet Movement in B.C.
- Nominations for this award may be made by members or former members of the BCPC or by Wing Chairs. Chairpersons may nominate an officer for this award through their Wing Chairs
- The citation shall clearly show that the military member has provided outstanding leadership and commitment above that which might normally be expected of a member of the Canadian Forces or its CIC component.

Procedures

- Nominations shall be forwarded to the BCHAC by 30 June. The submission shall contain a written citation that will clearly show what the nominee has done to warrant this award.
- The BCHAC will make a recommendation to the B.C. Honours and Awards Committee if the submission would support a nomination for a National award and, if so, prepare an appropriate submission.

2.9.5 HONOURS AND AWARDS FOR CADETS

Policy

- Nominations for National awards to cadets that require comments by the BCPC shall be dealt with by the B.C. Honours and Awards Committee as necessary.

Procedures

- Sponsoring Committees shall forward submissions as instructed in the National Policy and procedures Manual to the B.C. Honours and Awards Committee for supporting comments.
- Recommendations for and processing of the following awards shall be dealt with without delay:

Refer to the following sections in the National Policy and Procedures Manual for details

- Section 2.10.8 Cadet Award for Bravery
- Section 2.10.9 Cadet Certificates of Commendation

2.9.6 SPECIAL HONOURS AND AWARDS**Policy**

- In exceptional and rare circumstances the B.C. Honours and Awards Committee may make a one-time award to an individual, military member or organization that has rendered a service to the B.C. Air Cadet Movement that warrants recognition superior to any other B.C. Award.

Procedures

- Any recommendations for a Special Award must be made through Wing Chairs directly to the President of the BCPC who will provide guidance on the commission of such an award.

2.9.7 B.C. HONOURS AND AWARDS NOMINATION FORM**Policy**

- The B.C. Honours and Awards Nomination Form can be found in Section 6 of the B.C. Administrative Manual, Appendix – List of Forms. In order to facilitate processing, this Form is required for all submissions. A separate citation must be attached to the original submission.