

# THE ARMY CADET LEAGUE OF CANADA



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WHAT THE NATIONAL OFFICE  
CAN DO FOR YOU!

[www.armycadetleague.ca](http://www.armycadetleague.ca)

# Document Outline

This document will outline how the National Office can assist you at the Corps and/or the branch level.

This includes:

- About us
- The National Office team & contact information
- Chain of communications
- **NEW** - National Office communication - Announcements & opportunities
- **REVISED** - Insurance Certificate requirements
- Volunteer screening processes
- Policy Manual Updates
- Awards
- **Revised** - Donations
- Procedures for the request of customized recruiting posters for the Corps
- News page
- On-Target
- Vimy Commemoration Events resources

The National Office of the ACLC is dedicated to support you, we want you to know what we can do for you, but also find out what you may need from us.

Do not hesitate to contact us if you have any questions or concerns.

***Note: this document includes links to various Website or Webpages. Although a printed copy should be made available for members of the support committee at the Corps, the electronic version of this document should also be shared with whomever it may benefit.***

# About the League

## Our Mission Statement

The Army Cadet League of Canada, a civilian non-profit organization, commits to support the Army Cadets by working in partnership with local communities and the Canadian Forces in the development of policies and methods for achieving the aims and objectives of the Canadian Cadet Movement in general, and the Royal Canadian Army Cadets in particular.

## Role

Encourage army cadets to become better Canadians through citizenship and leadership training.

The Army Cadet League of Canada (League) was officially formed in 1971 to work with the Department of National Defence (DND) in support of army cadets and has a branch office in each of the 10 provinces and the Northern region.

The League is the supervisory sponsor for more than 400 cadet Corps across Canada. With the aid of each branch office, the League ensures financial, accommodation and transportation support for programs and services not provided by the Department of National Defence to more than 19,000 Army cadets.

## Objectives

- Encourage and promote interest in and support for the Royal Canadian Army Cadets.
- Facilitate and recommend the formation of army cadet Corps.
- Assist in the recruitment of cadet instructors and participate in the recruitment of cadets.
- Provide and supervise local sponsors.
- Ensure that the Army Cadet Program is adventure-oriented, challenging, consistent with our aims and relevant to present society.
- Collect, receive, hold and invest funds and property from contributions, gifts, grants, subscriptions or legacies and use such funds, subject to the donor's direction, for the benefit of the Royal Canadian Army Cadets.
- Protect the overall interests of the Army Cadet League of Canada.
- Coordinate and influence effective support of Army Cadet Corps at all levels.

Charitable Organization Number: BN 108071564

# Our National Office Team

There are 3 staff members at the National Office

Robert Gill – Executive Director (ED)

Jennifer Saint-Denis – Executive Assistant

Maxime Corneau – Communications Officer

The services that we provide, listed in this presentation are offered equally across the country.

We are a small team but we are efficient and work closely together to meet all the requirements.

## Our contact information for general inquiries:

Telephone: 613-941-3729

Toll-Free: 1-877-276-9223

Fax: 613-941-3744

General mailbox for email inquiries: [national@armycadetleague.ca](mailto:national@armycadetleague.ca)

Mailing address: 1505 Laperriere Avenue, Suite 201, Ottawa, ON, K1Z 7T1

Website: [www.armycadetleague.ca](http://www.armycadetleague.ca)

Twitter: [@armycadetleague](https://twitter.com/armycadetleague)

Official Facebook page: [www.facebook.com/armycadetleague/](https://www.facebook.com/armycadetleague/)



# Chain of Communications

While involved at the Corps level, you may require to seek assistance and support for matters of various nature and degrees of sensitivity.

In a case where a matter requires resolution beyond the internal corps operation, your **first** point of contact should be:

- a) The chain of command & communication set by your Provincial League Branch/Office
- b) If the matter requires to be resolved at a higher level, **the Provincial Branch office** would be in contact with either the Region or Area Headquarters of the Canadian Forces on matters within their provincial or territorial jurisdictions or the Executive Director (ED) at the National League level to find a resolution.

**It is the role of the National Office of the League (only) to communicate with the National Defence Headquarters.**

You can refer to the [By-Law 9](#) (National) for further details, available on the National Policy Manual page of our Website.

**Note: It is important to the success of the Cadet Program that the Chairpersons of Corps Support Committees keep an open line of communication with the provincial or territorial League chain of command.**

**And, equally important, the Corps Support Committees should ensure that important announcements emanating from the National Office or the Branch/Territorial Office are made known to Cadet Corps officers and volunteers, and through them, to the cadets if applicable.**

These announcements may include (but not limited to):

- Provincial/Territorial League matters
- Notice of updates to the National Website such as national policy updates, special announcements, awards, news page updates, On-Target publications
- Opportunities for Corps or cadets such as contests, awards, etc.

For more details, refer to [Policy 3.3 – The role and responsibilities of the Corps Support committee](#)

# National Office communication - Announcements & opportunities

Often times the National Office will send out announcements or updates, via e-mail for a variety of subjects.

Our main goal is to communicate our messages as far down the chain as possible, including volunteers, parents, Corps CO's and staff, etc.

We also encourage you to share **these messages with the cadets**. Specifically items such as:

- contest deadlines from outside agencies such as the [Vimy Foundation](#), [Encounters with Canada](#), [Historica Canada](#), etc
- awards, bursaries and scholarship opportunities
- On-Target online launch

**Each Corps should have one key contact person to receive our messages.**

Should you wish to be added to our general communications mailing list, contact Maxime Corneau at [commsofficer@armycadetleague.ca](mailto:commsofficer@armycadetleague.ca)

## What We Communicate:

- General announcements & website updates
- Opportunities for cadet or member recognition
- Important announcements
- On-Target article call out and release dates
- And any other PR related messages and matters

To view the latest issue of the On-Target magazine visit the national website's [News](#) page

**Please ensure that these messages are shared as far down the chain of communication as possible. Cadets and all individuals involved at the cadet Corps level can benefit from these messages.**

# Insurance Certificate requirements

One of the responsibilities of The National Office of the ACLC is to provide insurance coverage to its league Members, volunteers & cadets/corps. Our policies also include the liability insurance coverage for cadets, with an extended Umbrella policy to protect against third party liability claims or legal action.

For more details, refer to **section 3 of the ACLC Insurance booklet** – Section 4 of the [National Policy Manual](#))

On occasion, you may be asked by a supporter/ agency/ corporation, to provide proof of liability insurance in order to have access to facilities to conduct your corps approved activities, including (but not limited too):

- fundraisers
- Weekend exercises
- Cultural activities
- dances

The Certificate of insurance will provide such proof and can be obtained by simply completing and submitting the [online form](#).

These certificates are usually “**event specific**” but can sometimes be issued for “block” proof of coverage, for example for use of a facility on a weekly basis during an extended period of time (ie: corps training facility).

**It is important that you discuss the unique needs of each venue** for each activity planned, in order to avoid unnecessary additional liability to the league. Also **be aware of terms and conditions before signing your contract**. If you are not sure, please discuss and review this with management (of the venue you are dealing with).

**\*\*NEW** – The “**Generic Certificate**” option has been added to the request form

This is applicable when you are planning an activity/fundraiser at various locations (ie: multiple Tim Hortons locations)

The generic certificate option would be applicable **ONLY** if the multiple locations you are using for your activities or fundraisers **do NOT** require to be named as additional insured on the certificate.

Should all the locations require to be named as additional insured, you should list them in the last section of the request form. Separate each agency/landlord or corporation names **by a coma**.

\*Note that in a case like this, you would be responsible for distributing the certificate to all parties involved.

Find more information about our insurance coverage [here](#).

Also, refer to section 4 of the [National Policy Manual](#)

## Important things to know when filling the electronic request form:

Prior to filling out this form, **make sure that you have all the information you need from the venue, agency or corporation you are dealing with**. This includes, their deadline to receive proof of insurance, their contact information, street address, email address, if they require to be added as an additional insured, etc. The certificates **are immediately forwarded by e-mail to all the parties listed** on the request form. If you are unable to get an email address, **it will be your responsibility** to provide the certificate of insurance to them

- **Starred items = required fields** – The starred items on the electronic form correspond to the necessary information the Insurance Company requires to process your request. (You will not be able to submit the form unless these fields are filled. If the venue deems it is not necessary or you do not have the information required, insert “N/A” into that field)
- **Avoid using a cadets.gc.ca or forces.gc.ca e-mail address** when possible. The DND's strict rules and firewalls, may block the correspondence from unknown senders and strip the attachments.

Access the form directly via this link:

<https://fs2.formsite.com/aclc/Insurancerequest/index.html>

## Insurance Certificate Q&A

### Why do I need to complete the request form fully and accurately?

This will enable us to process your request in a prompt manner avoiding any delays and reissuance, which may result in the cancellation and/or postponement of your event. It may also avoid unnecessary liability to the League.

Refer to the following section of this document for more details

### What is an additional insured?

**What** – An **additional insured** is an entity/company's legal name that is added to the insurance certificate. This then provides coverage under that policy during the course of the event and or rental of premises.

You should obtain the full legal name of the organization, agency etc. along with their full address.

**When** – at the time you are discussing the terms and conditions of your contract/agreement

**Why** – It is important to ask them (organization, supporter, and agency) if they need to be listed as an additional insured on your certificate in order to avoid delays and perhaps non-acceptance of your request. They then become a party that the League accepts to defend under the League's liability insurance policy. **This step should not be taken lightly.**

### **When will my certificate be issued?**

The certificate will be sent to you, and all others named on the request, within moments of submitting your [request form](#)

Our insurance broker will be in touch with the requestor should there be any errors. **In this case or any other case of error, you will need to submit the request again**

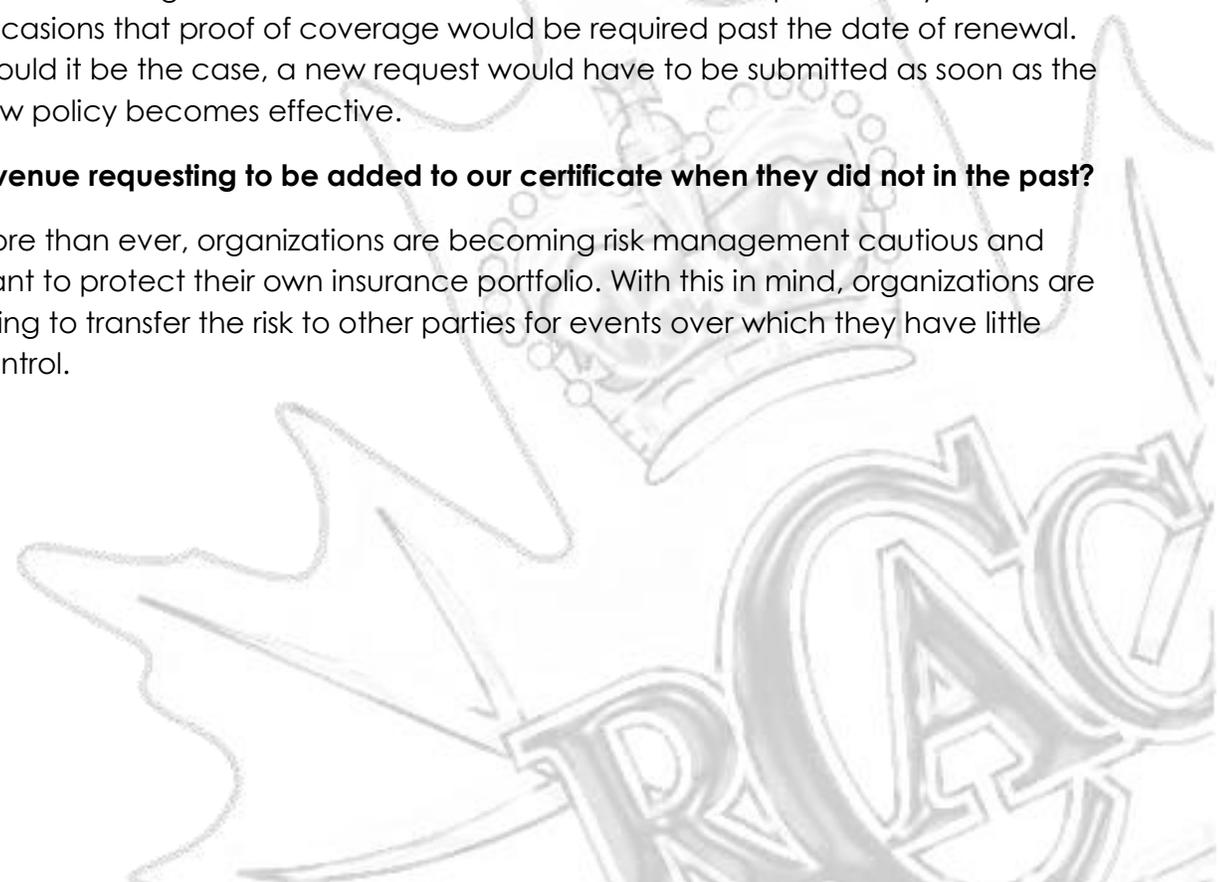
Insurance certificates can only be issued **for the current training year effective only from August 15<sup>th</sup> to the following June 30<sup>th</sup> annually.**

Insurance Certificates requests for **regular use of a facility**, ie: corps training facilities, **will need to be made at the beginning of each training year.**

The date of renewal for the League's policy is **July 31<sup>st</sup>**. This date was chosen as it occurs during the summer stand-down of the cadet corps. It is only on rare occasions that proof of coverage would be required past the date of renewal. Should it be the case, a new request would have to be submitted as soon as the new policy becomes effective.

### **Why is a venue requesting to be added to our certificate when they did not in the past?**

More than ever, organizations are becoming risk management cautious and want to protect their own insurance portfolio. With this in mind, organizations are trying to transfer the risk to other parties for events over which they have little control.



# Volunteer Screening Process

All details pertaining to the Volunteer Screening can be found in [Policy 10.1](#) of the National Policy Manual.

The Volunteer Screening process starts at the Corps level where:

- a) The applicant has an initial meeting with the Support Committee Chair and the Commanding Officer of the Cadet Corps and is given the Volunteer Registration Form ([annex A](#) of policy 10.1). The Volunteer Registration Form lists all the documents that the Applicant must produce in order to initiate the screening process, which includes the requirement for a **VSS (Vulnerable Sector Screening) with your required Police Record Check (PRC)**. Since each provincial or municipal police force or RCMP detachment operate differently, **the applicant should specify this requirement when requesting the Police Record Check**.
- b) Followed by a formal interview.
- c) A reference check.
- d) Once a decision to approve or decline the applicant has been made, the application package is sent to the Provincial Branch office or the Branch's volunteer screening coordinator **to be verified for completeness (must include the required photo of the applicant)** and subsequently, forwarded to the National Office.
- e) The National Office will review the application, cross-check it with the volunteer database and authorize the appointment. Once completed the card is prepared and sent back to the Branch Office.

It is the National Office that produces the ID cards that permit you to work directly with cadets.

You should allow 2 to 4 weeks' from when your **complete application**, including photo, is received at the National Office, for your ID to be returned to your Branch Office.

## **\*\*Photos:**

There is **no need** to provide a **passport photo** or incur any additional expense for these photos.

To **accelerate the process** of creating the ID card, **a good quality photo in a digital format is preferred.**

**\*\*\*A good quality photo taken with your smartphone is totally acceptable as long as it is passport or standard ID format.**

**\*\*\* In order for the photos to be easily identified, it is preferable that the digital photo file be saved using a Last Name\_first name\_corps# naming convention before being sent as an attachment to an email to the National Office.**



## **Policy Manual Updates**

Visit our [National Policies page](#) to familiarize yourself with our policies. All policies are now presented in a bilingual format.

In many cases, where policies call for an application process, the forms have been converted to an electronic format (fillable).

**\*\*We do not recommend that you print or link the specific policies or the application forms on your individual websites as these may be revised at any given time. You should refer to our Policy page on a regular basis.**

# Awards

The National Office sponsors various awards.

**For all details about the various awards, scholarships & bursary opportunities, refer to the individual policies on the [Awards, Grants and Bursary](#) page of our national website.**

These announcements are often distributed by the National office chain communication chain and our Social Media channels.

Follow us on Facebook: [www.facebook.com/armycadetleague/](http://www.facebook.com/armycadetleague/)

All other award opportunities for cadets or Corps from third party organizations, such as [The Beaverbrook Award](#) offered by the [Vimy Foundation](#) will also be sent to you via communication from the PR Committee or posted on our [Facebook](#) page. These are **VERY important to share with the Corps staff and the cadets** as some may include opportunities for the cadets to receive a scholarship or win a trip overseas.

*\*\*The Provincial Branches may also offer awards for cadets, the Corps and volunteers. For more information, refer to your provincial office/branch's website or contact a member from your local branch office*

Here are some dates for key National Awards, scholarships & bursaries. Visit the [Awards, Grants and Bursary](#) page on our website for an extensive list of the awards the National Office offers.

## **ACLIC SCHOLARSHIPS & BURSARIES**

### **For Cadets:**

|                                                         |                                                                          |                                |             |
|---------------------------------------------------------|--------------------------------------------------------------------------|--------------------------------|-------------|
| Young Citizens Foundation Scholarship Award             | Up to \$5000 scholarship - 1 cadet chosen annually                       | April 1 <sup>st</sup> annually | Policy 17.2 |
| <i>Major Terence Whitty, CD, KCStG Memorial Bursary</i> | \$1,000 awarded annually to a cadet                                      | 31 May annually                | Policy 17.3 |
| <i>Bursary – 1CPB Basic Parachutist</i>                 | \$500 Bursary (Drawn from ACLC 1CPB funds) for post-secondary education. | CTC schedule                   | Policy 17.4 |

### **For Corps**

|                                      |                                                 |                 |             |
|--------------------------------------|-------------------------------------------------|-----------------|-------------|
| <i>The Gerard Buckley Cadet Fund</i> | Four \$3,000 grants offered to Army Cadet Corps | Jan 15 annually | Policy 17.1 |
|--------------------------------------|-------------------------------------------------|-----------------|-------------|

## ACLC NATIONAL AWARDS

### **For Cadets:**

|                                          |                                                                    |                                         |                    |
|------------------------------------------|--------------------------------------------------------------------|-----------------------------------------|--------------------|
| <i>Army Cadet Service Medal</i>          | 4 years' service<br>Maple Leaves or bar for additional Years       | Anytime service is completed            | <i>Policy 13.1</i> |
| LGen Quinn award for excellence in music | <i>For Musical Excellence</i><br><i>Cash prizes in 2 categorie</i> | <i>January 31<sup>st</sup> annually</i> | <i>Policy 13.8</i> |
| <i>Walsh Commemorative Sward</i>         | Top Army Cadet in Canad                                            | <i>July 31<sup>st</sup> annually</i>    | <i>Policy 13.5</i> |
| <i>Howard Award</i>                      | <i>Top cadet in NSE by province or territory</i>                   | <i>Sept 30<sup>th</sup> annually</i>    | <i>Policy 13.4</i> |

### **For Volunteers**

|                         |                        |                                       |                     |
|-------------------------|------------------------|---------------------------------------|---------------------|
| Volunteer Service Award | Min 5 years membership | <i>Anytime 5 yr service completed</i> | <i>Policy 13.17</i> |
|-------------------------|------------------------|---------------------------------------|---------------------|

**A variety of other opportunities are made available via 3<sup>rd</sup> party organizations, during summer training or other. Refer to our Army Cadet's Scholarship & Bursary or Awards summaries. Or you can contact [commsofficer@armycadetlerague.ca](mailto:commsofficer@armycadetlerague.ca) to receive a copy**

# Donations

Donations made to the national Office will now be processed through the highly secure payment service of PayPal. To donate click [here](#).

The National Office accepts donations for the day-to day League operations, to support the cadets taking part of the annual Expeditions, the Terry Whitty Memorial Bursary etc.

When it is required, we can also process donations for individual Corps, we call these pass-through donations. Arrangements with either the provincial/territorial office/branch or the National Office **should be made in advance** if their assistance is required in processing donations for a corps. **Effective July 1<sup>st</sup> 2017, all pass-through donations sent to the national office will be subject to an administration fee.**

Tax receipts for donations received at **the national office** are provided for donations of more than \$25.

# Software & Resources for Non-Profits

There are a few resources available for **discounted software for non-profit organizations** such as our branch offices but also for the Corps:

- [www.Techsoup.ca](http://www.Techsoup.ca) (Donated software and technology resources for Canadian charities, nonprofits & libraries. This includes MS Office products, accounting software etc. There is a registration process to qualify for this service )
- [www.Software4nonprofit.com](http://www.Software4nonprofit.com) (Donation tracking software)

Other **resources for volunteers:**

- [www.volunteer.ca](http://www.volunteer.ca) - Your Connection to Canada's Volunteering Community
- [www.charityvillage.com](http://www.charityvillage.com) – Job postings in the not-for-profit sector & various non-profit/volunteer resources,

# Customized Recruitment Poster

Details about this offer can be found here:

<http://www.armycadetleague.ca/resources/toolbox/>

- We offer the first 50 copies free of charge
- Printed on 11x17 high quality print & paper
- 6 to 12 high quality photos are required along with any other graphic you wish. The Corps location, training & contact information is essential along with any other information you wish to have included.
- Send us your design requirements or send us the poster you wish to use

Additional copies & **ALL** subsequent order of posters for your Corps;

- A charge of \$0.60/per copy + shipping will be charged.
- We will be happy to update your existing poster to your new needs, at no charge however the charges per copy apply.

## News page

<http://www.armycadetleague.ca/category/news/>

Visit our News page regularly for:

- Access to the online copy of On-Target
- Other important announcements posted here.
- **\*\*NEW** - News articles from the various media will be posted on our [Facebook](#) page

# On-Target

Tell us about your special achievements, special activities etc.

On-Target provides a platform for idea sharing such as fundraising activities.

Our National newsletter is published twice a year

- Spring/Summer
- Fall/Winter

We welcome all articles:

- No limit on length, or number of articles from the Corps.
- written by cadets, League Members, Corps Officers, Volunteers etc.

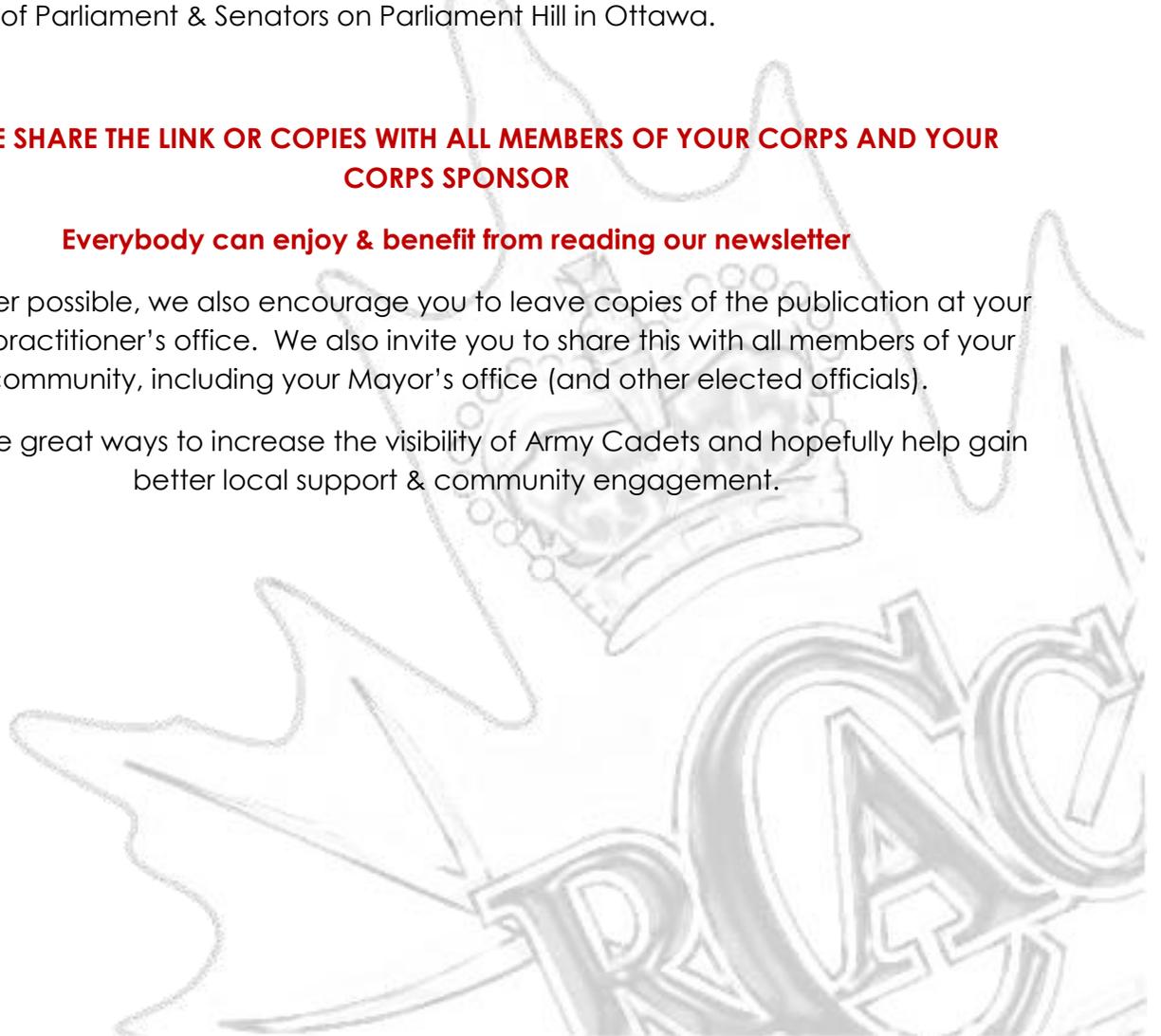
Copies and the link to On-Target are sent nationwide via your PR Committee representative or you provincial branch members. These are also distributed to Members of Parliament & Senators on Parliament Hill in Ottawa.

**PLEASE SHARE THE LINK OR COPIES WITH ALL MEMBERS OF YOUR CORPS AND YOUR CORPS SPONSOR**

**Everybody can enjoy & benefit from reading our newsletter**

Whenever possible, we also encourage you to leave copies of the publication at your health practitioner's office. We also invite you to share this with all members of your community, including your Mayor's office (and other elected officials).

These are great ways to increase the visibility of Army Cadets and hopefully help gain better local support & community engagement.



# Battle of Vimy Commemoration Events

In 2010, Canada marked the “end of an era” on Vimy Ridge Day with the passing of our last First World War Veteran. Youth were challenged to take up the torch of remembrance so that the memory of those who served between 1914 and 1918 would never fade.

**In 2011 marking the beginning of a new era, The Royal Canadian Army Cadets commemorated the Battle of Vimy Ridge for the first time.** Since then, Army Cadets all across Canada rise to the challenge each year to commemorate the anniversary of the Battle.



To provide support for the various ways the corps have chosen to commemorate the Battle of Vimy Ridge, and other important battles, our office has added a dedicated page of [commemoration events](#) on our website.

This [page](#) includes:

- A variety of links to a multitude of learning tools and helpful websites
- Posters are available (as pictured), free of charge.
- View how Army Cadets commemorate the event by visiting & Liking our Facebook page: [RCACVimyEvents](#)

We want to make sure that a large number of events occurring across the country get visibility from our Facebook page:

- Send us a description of your event and photos
- The National Office also posts all local media links of events. Please make sure to send us any media links referring to your local events

## Fundraising opportunities with the Vimy Foundation

Sell Vimy pins for the Foundation: buy them for \$2 on consignment sell them for \$5, the Corps keeps \$3 per pin sold.

Easy way to raise funds for your Corps

Contact the Vimy Foundation @ [www.vimyfoundation.ca](http://www.vimyfoundation.ca)

The National Office is happy to help where and when we can.  
Don't hesitate to contact us directly on the points presented here.

[national@armycadetleague.ca](mailto:national@armycadetleague.ca)

or

[commsofficer@armycadetleague.ca](mailto:commsofficer@armycadetleague.ca)

**Thank you for all that you do.**

