



# AIR CADET LEAGUE OF CANADA

## ALBERTA PROVINCIAL COMMITTEE



## HONORS and AWARDS HANDBOOK

## **Preamble**

Honors and awards are a crucial means by which we recognize the volunteer contributions of our Officers, Air Cadets and League Members at all levels. We strongly encourage everyone to support and put forward names and suggestions of those individuals and Committees who you deem worthy of special recognition for their contributions to the Air Cadet movement.

In the ensuing pages you will find a summation of information from National and our Policy and Procedure Manual as well as the nomination form for each award and certificate we presently present.

Provincial Awards will be done in conjunction with a call for nomination for awards via the Wing Director in your particular area. Awards at the Wing levels will be collected and reviewed by a Wing Committee and the most worthy will be put forward for Provincial Award consideration.

Information on National Awards can be found on the National website at:  
[www.aircadetleague.com](http://www.aircadetleague.com)

### **Alberta Awards**

*All awards will be announced at our Annual General Meeting held in October*

#### **Alberta Award for Air Cadets**

Outstanding Air Cadet

[Outstanding Air Cadet Nomination Criteria](#)

[Outstanding Air Cadet Nomination Form](#)

#### **Awards for Sponsor & Volunteers**

Sponsor/Committee Recognition Award

Volunteer Recognition Award

To ensure proper consideration is given as soon after the training year as possible, nominations must be in the hands of Wing Directors by **June 1<sup>st</sup>** .

In addition the Provincial Executive has voted to institute a number of Alberta Awards, which mirror those presented by National.

Officer Recognition Award

Alberta Air Cadet League Certificate of Honour

Alberta Air Cadet League Certificate of Merit

Alberta Air Cadet League Certificate of Appreciation

Alberta Air Cadet League Certificate of Recognition

Alberta Air Cadet League Honorary Life Membership

All nominations must be in the hands of your Wing Director by ***June 1<sup>st</sup>*** for consideration.

[Information about Provincial Awards](#)  
[Provincial Forms](#)

## **National**

Air Cadet League of Canada Awards  
Air Cadet League of Canada Internal Honours and Awards  
Air Cadet League of Canada Medal of Honour  
Air Cadet League of Canada Honourary Life Membership  
President's Citation  
Air Cadet League of Canada Certificate of Honour  
Air Cadet League of Canada Certificate of Merit  
Air Cadet League of Canada Director of the Year  
Presentation to Retiring Presidents

[Information about National Awards](#)  
[www.aircadetleague.com](http://www.aircadetleague.com)

Forms for National Awards  
[ACC40 - Recommendation for Cadet Award for Bravery](#)  
[ACC50 - Honours and Awards Nomination Form](#)  
[ACC51 - Nomination for Honorary Life Membership](#)

***Note: Information on National Scholarships and Pilot Training Awards is attached to this booklet – pay particular attention to deadline dates.***

## **AWARDS**

### **Sponsor / Committee Recognition Award**

As in previous years, in an effort to ensure sponsors and sponsoring committees who have performed in an outstanding manner are recognized, we will conduct the evaluation on a Wing basis with each Wing soliciting nominations and choosing one outstanding sponsor or sponsoring committee who will go on to compete at the Provincial Level.

As well as the nomination form the primary source of evaluation will be the completed Squadron Year End Report provided to each squadron by the Wing Director for that year.

Nominations may be made by any interested party or parties including squadron staff, League Representatives or Area Cadet Officers using the enclosed Honors and Award Nomination form.

### **Officer Recognition Award**

This award is intended to recognize outstanding contributions made by our CIC Officers to the Air Cadet Movement either Provincially or locally.

We will conduct the evaluation on a Wing basis with each Wing soliciting nominations and choosing one outstanding Officer who will go on to compete at the Provincial Level.

Nominations may be made by any interested party or parties including squadron staff, League Representatives or Area Cadet Officers using the enclosed Honors and Award Nomination form.

### **Outstanding Air Cadet Award**

Each year we make this award to an outstanding Air cadet in the Province. This award recognizes an outstanding young Albertan who happens to be an Air cadet, a young person who is making a positive contribution in their community. This award recognizes a cadet who, in addition to participating in all cadet activities, has devoted significant energy and/or made a positive contribution to their Squadron and their community (i.e. through assisting other cadets or through their involvement with school or church related activities or charitable groups outside the normal realm of cadet activities.

Cadets nominated for the Royal Canadian Legion Medal of Excellence or the Lord Strathcona Medal will be considered for this award. Please use the nomination form and attach reports and verification of the Cadet's activities.

We will conduct the evaluation on a Wing basis with each Wing soliciting nominations and choosing one outstanding Air Cadet who will go on to compete at the Provincial Level.

Nominations may be made by any interested party or parties including squadron staff, League Representatives or Area Cadet Officers using the enclosed Honors and Award Nomination form.

### **Volunteer Recognition Award**

Our organization is full of unsung heroes who contribute their time and talent in support of our cadets and we believe it is essential that they be recognized. Any individual connected with the movement may be nominated and submissions should detail the nominee's history with our movement, and any of the nominee's special activities and supporting data.

We will conduct the evaluation on a Wing basis with each Wing soliciting nominations and choosing one outstanding Air Cadet who will go on to compete at the Provincial Level.

Nominations may be made by any interested party or parties including squadron staff, League Representatives or Area Cadet Officers using the enclosed Honors and Award Nomination form.

### **Certificates**

#### **Certificate of Honor**

This award recognizes the outstanding contribution of League Members at any level of the organization. The recipient will have been previously recognized with awards and/or certificates at the Provincial and/or national Level. This certificate recognizes volunteers who have contributed numerous years at one or multiple levels. Use the enclosed Honors and Nomination form.

#### **Honorary Life Membership**

This is the highest award that can be presented by the Alberta Provincial Committee. Recipients will have had many years of dedicated service to the Air Cadet movement in Alberta. The recipient will have held many positions at the Squadron level, Wing Level and/or Executive Committee level.

Detailed information must accompany the Life Membership nomination form validating and substantiating the nomination. Nominations will be received directly by the Honors and Awards chair and evaluated by the committee.

As well as the previously described awards, the Honors and Awards committee awards a number of certificates to worthy recipients. The description of each is listed below and the Honors and Awards Nomination Form must accompany the nomination.

All nominees are evaluated on a Provincial Basis, and the recipients are announced and presented at the Wing Level. Use the enclosed Honors and Nomination form.

#### **Certificate of Merit**

This certificate recognizes the contribution of the volunteer for service over an extended period of time. The recipient will have been involved with numerous activities at any level of the organization. Use the enclosed Honors and Nomination form.

### **Certificate of Appreciation**

This certificate recognizes the contribution of the volunteer for service for a short period of time normally for one specific duty or responsibility. Use enclosed Honors and Nomination form.

### **Certificate of Recognition**

This certificate recognizes the contributions of non-League members such as Officers, Air Cadets, Supporters and Corporate Donors. Use the enclosed Honors and Nomination form.

## **Medals**

### **Air Cadet Service Medal**

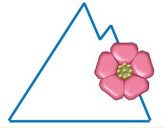
All Air Cadets are eligible for the Air Cadet Service Medal after four years of continuous service. An eligible cadet will complete the **ACC56** Currently Serving Air Cadets – Application For The Air Cadet Service Medal and submit to the Commanding Officer of the Cadet squadron for recommendation. It will then be approved by the cadet squadron | sponsoring Committee and a copy forwarded to the Provincial Committee of the Air Cadet League of Canada for presentation.

**Note:** A former cadet will complete **ACC57** application and forward it to the National Headquarters **66 Lisgar Street, Ottawa Ontario K2P 0C1**. It will then be reviewed and approved by the Executive Director. The medal will be mailed to the address provided. ***The same applies for replacement medals.***

### **Air Cadet League of Canada Volunteer Long Service Medal**

The Air Cadet League of Canada Volunteer Long Service Medal is available to individuals who have provided ten years or more of service to the Air Cadet League. This service can be at the local level (Squadron Sponsoring Committee), Provincial level, National level or any combined of the three. The 10 years of volunteer service do not have to be consecutive or with the same Squadron / Provincial Committee. Nomination for this medal is made using League Form ACC 63 available at [www.aircadetleague.com](http://www.aircadetleague.com). The application can be completed by the individual or by another individual on behalf of the applicant. The completed application is submitted to the ***Provincial Committee*** in the jurisdiction where the recipient is currently living. The Chair of the Provincial Honours and Awards Committee (or designate) is the approving and issuing authority for the medal.

Application for volunteers who work only at the National level will be submitted to the National Honours and Awards Committee through the National Office. Applications for the Air Cadet League of Canada Volunteer Long Service Medal can be made at any time.



ACLC, Alberta Provincial Committee  
Honours and Awards Nomination Form

Please check (one) award being requested

|                          |                                     |                          |                             |
|--------------------------|-------------------------------------|--------------------------|-----------------------------|
| <input type="checkbox"/> | Sponsor/Committee Recognition Award | <input type="checkbox"/> | Officer Recognition Award   |
| <input type="checkbox"/> | Volunteer Recognition Award         | <input type="checkbox"/> | Outstanding Air Cadet Award |
| <input type="checkbox"/> | Certificate of Honour               | <input type="checkbox"/> | Certificate of Merit        |
| <input type="checkbox"/> | Certificate of Appreciation         | <input type="checkbox"/> | Certificate of Recognition  |
| <input type="checkbox"/> | Honorary Life Membership            |                          |                             |

Nominator: Name of Member or Committee \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Nominee: Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Qualifying Information about Nominee:

Member:

ACL National       Provincial Committee       Sponsoring Committee

Squadron Staff or Volunteer:

CIC Officer       Volunteer       Parent Committee

Date of First Affiliation with Air Cadet League \_\_\_\_\_

Offices or positions held in the Air Cadet Program: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Honours, Awards or Certificates received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Substantiation for Award: attached documentation if necessary  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominator: \_\_\_\_\_  
                    Date                      Print Name                      Signature

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**Air Cadet League of Canada Scholarships and Pilot Training Awards**

| Scholarship  | Scholarship Information  | Deadline  | Application Form                          |
|--|--|---|---|
| <p align="center"><b>CASARA<br/>CONTINUATION<br/>PILOT<br/>TRAINING<br/>AWARD</b></p>                              | <p>The Civil Air Search and Rescue Association Continuation Pilot Training Award is presented to one of the top graduates of the pilot training program. Each Provincial Committee may nominate one candidate for this award.</p> <p>Each Candidate must complete the application Form</p> <p><b><u>ACC65</u></b> and submit it to the Provincial Committee according to the timelines established in the candidate's jurisdiction. The Provincial Committee must submit their selection to the National Office no later than 31 October. The final selection will be made by the National Honours and Awards Committee.</p>   | <p align="center"><b>1<sup>st</sup><br/>October</b></p> | <p align="center"><b><u>ACC65</u></b></p> |
| <p align="center"><b>WEST JET<br/>PILOTS'<br/>ASSOCIATION<br/>PILOT<br/>TRAINING<br/>ACHIEVEMENT<br/>AWARD</b></p> | <p>The West Jet Pilots' Association Continuation Pilot Training Achievement Award is presented to one of the top graduates of the pilot training award. Each Provincial Committee may nominate one candidate for this award.</p> <p>Each Candidate must complete the application Form</p> <p><b><u>ACC53</u></b> and submit it to the Provincial Committee according to the timelines established in the candidate's jurisdiction. The Provincial Committee must submit their selection to the National Office no later than 31 October. The National Office will forward all applications received by 31 October to the West Jet Pilots' Association Executive for the final selection.</p> | <p align="center"><b>1<sup>st</sup><br/>October</b></p> | <p align="center"><b><u>ACC53</u></b></p> |

|   |   |  |   |
|---|---|--|---|
| <p style="text-align: center;"><b>AIR<br/>COMMODORE<br/>LEONARD AND<br/>KATHLEEN<br/>BIRCHALL<br/>SCHOLARSHIP</b></p> | <p>This is an entrance scholarship, which will be granted to a deserving cadet entering any community college or university in Canada for post-secondary studies. This scholarship has no restrictions as to the field of study. Applicants are required to complete the application Form below and submit it, along with supporting documentation to the Air Cadet League of Canada Headquarters, Attention Honours and Award Committee, no later than 01 May of the entrance year.</p> <p style="text-align: center;"><a href="http://www.aircadetleague.com/en/infoforcadetsandsquadron/awardscadets/">http://www.aircadetleague.com/en/infoforcadetsandsquadron/awardscadets/</a></p>               | <p style="text-align: center;"><b>1<sup>st</sup> May</b></p> | <p style="text-align: center;"><b>ACC64</b></p> |
| <p style="text-align: center;"><b>ROBERT AND<br/>MARY DALE<br/>SCHOLARSHIP</b></p>                                    | <p>This is an entrance scholarship, which will be granted to a deserving cadet entering any community college or university in Canada for post-secondary studies. This scholarship has no restrictions as to the field of study.</p> <p>Applicants are required to complete the <u>application Form</u> and submit it, along with supporting documentation to the Air Cadet League of Canada Headquarters, Attention Honours and Award Committee, no later than 01 May of the entrance year.</p> <p style="text-align: center;"><a href="http://www.aircadetleague.com/en/infoforcadetsandsquadron/awardscadets/">http://www.aircadetleague.com/en/infoforcadetsandsquadron/awardscadets/</a><br/>/</p> | <p style="text-align: center;"><b>1<sup>st</sup> May</b></p> | <p style="text-align: center;"><b>ACC64</b></p> |

