



**THE AIR CADET LEAGUE OF CANADA  
BRITISH COLUMBIA PROVINCIAL COMMITTEE  
ADMINISTRATIVE MANUAL**

**Section 4  
Annual  
Evaluations  
& Review**

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(SSC = Squadron Sponsoring Committee)



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## **4.1 SQUADRON ANNUAL EVALUATIONS**

### **4.1.1 Overview**

The Air Cadet League of Canada and The Department of National Defence develop the next year's budget based on the registered cadet population as shown by the Fortress Data Base Program ending 31 March. The 'Fortress Registered Strength' is the official cadet population count. Squadron allocation funds, staffing, summer camp quotas, and insurance costs are influenced by the cadet population.

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 Squadron Sponsoring Committee. To recognise the collective achievement of Squadron Sponsoring Committees in performance and assessment evaluations, SSC's are provided with a Bronze/Silver/Gold certificate. The top SSC in each Wing will be presented at the BCPC Annual General meeting.

### **4.1.2 Air Cadet League Evaluations**

All BC Squadron 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.

## **4.2 SQUADRON SPONSORING COMMITTEE ANNUAL PERFORMANCE REPORT BCPCF23-SSC ANNUAL POINTS REPORT**

### **4.2.1 Overview**

The Annual Points given to a Squadron Sponsoring Committee are a combination of points from the following documents, as summarized on BCPCF23 FORM:

**BCPCF23 – SQUADRON SPONSORING COMMITTEE ANNUAL  
PERFORMANCE REPORT**

**BCPCF26 - ANNUAL CEREMONIAL REVIEW (ACR)–LEAGUE INSPECTOR  
MARKING FORM**

**4.2.2 BCPCF23 - Squadron Sponsoring Committee Annual Performance Report**  
**BCPCF23 - SQUADRON SPONSORING COMMITTEE ANNUAL  
PERFORMANCE REPORT** is completed by the BCPC Office.

**4.2.3 BCPCF24 – Visit Report Number One** is completed by the League Rep during a visit between September 15<sup>th</sup> and January 15<sup>th</sup> of each training year.



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**4.2.5 BCPCF25 – Visit Report Number Two Form** is completed by the League Rep during a visit between January 15<sup>th</sup> and March 15<sup>th</sup> (but before the Squadron's Annual Review) each training year.

**4.2.6 BCPCF26–Annual Ceremonial Review (ACR)–League Inspector SSC Marking Form**

**BCPCF26** form is utilized to determine the Annual Ceremonial Review points for a Squadron Sponsoring Committee as determined by the League Inspector selected to carry out the Squadron's Annual Ceremonial Review. The League Inspector will be appointed by the Wing Chair or BCPC and will be someone other than the League Rep assigned to the Squadron Sponsoring Committee.

The Annual Ceremonial Review is viewed as an important event since it is the venue to display the Squadron and the Air Cadet program to the parents and the community. Maintaining a high standard for this occasion is considered by the BCPC to be of paramount importance.

**4.3 BCF06- SQUADRON SPONSORING COMMITTEE ANNUAL REPORT –**

**4.3.1 Overview**

**BCF06 – SQUADRON SPONSORING COMMITTEE ANNUAL REPORT** is intended to be used as a guideline for the Chairperson to ensure all items of importance to BCPC Office are included.

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

**4.4 PERFORMANCE EVALUATION REVIEW - FEEDBACK**

**4.4.1 Overview**

By way of “feed back” on their overall Annual Performance Evaluation, in late October or early November, Squadron Sponsoring Committees will receive a copy of the written summary or comments as completed by the League Inspector.

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.

**Wing Chairs will have all pertinent information with respect to Squadron Sponsoring Committee Annual Evaluations within their respective Wings. Queries or concerns to the Wing Chair.**