



## SSC GUIDE TO ASSESSMENTS

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### AIR CADET LEAGUE POLICY

The Air Cadet League of Canada (ACL) authorizes Annual Registration/Assessment Fees to support the financial obligations at the National, Provincial and Squadron Sponsoring Committee levels.

Assessment Fees are considered part of the Fund Generation or Fund-Raising activity required at the three levels of the league to support its obligation to the Air Cadet Movement. League costs include but are not limited to; rent, utilities, wages, and the purchase and maintenance of equipment not provided by the Government of Canada through the Department of National Defence. Indeed, the average national cost of the cadet program is \$6-7000 per cadet each year for the basic program; and does not include volunteer time or optional activities.

#### **National Assessment Fee**

The National Assessment Fee is assessed annually on a per Cadet basis and is determined by the National League Budgeting procedures. The National League Members approve the national budget. *The National Assessment Fee is an obligation of the Provincial Committee.*

#### **Provincial Assessment Fee**

The Provincial Committee is authorized to use a Provincial Committee Assessment Fee. The Provincial Assessment is determined by the Provincial Committee's budgeting procedure and approved by the Provincial League Members. *The Provincial Assessment is an obligation of the Squadron Sponsoring Committee.*

#### **Squadron Sponsoring Committee (SSC) Assessment Fee**

The SSC is authorized to use an Assessment as part of its Fund Generation or Fund Raising. The Assessment is determined by the SSC's budgeting procedure and approved by the SSC Members. *The SSC Assessment is the obligation of the cadet parent.*

#### **Government Funding**

The Government of Canada through the Department of National Defence generously provides the cadet with uniforms, supervision, training courses, summer camps and most of the equipment for the program at no cost to the cadet. Thus, DND advertises the program as "free". *However, the ACL, Provincial Committees and SSCs have operating costs that are not funded by the Government.*

## **GUIDELINES**

The Squadron Sponsoring Committee is authorized to determine the Assessment required to support the squadron within the policies and procedures of the Air Cadet League of Canada.

The Assessment may vary between SSCs and Provincial Committees as each unit has unique and independent operating costs. The amount established by the SSC is considered part of the annual squadron fundraising and budgeting process referenced in Section 3.7.4 of the Air Cadet League of Canada PPM.

The term Registration Fee or Assessment Fee may be used. In some provinces Child Services may pay a Registration Fee for a child but may not recognize or accept the term Assessment Fee. That said, RCSU Pacific has asked that SSCs use only the term Assessment to avoid confusion with the DND registration process for cadets.

### **Hardship Cases**

SSCs that have adopted the Assessment Fee structure as part of its' fund raising must allow cadets to join if the parent cannot pay the fee due to financial hardship. Hardship cases must be kept private between the parent and the SSC Chair or designate.

*Cadets are not to be excluded from any authorized activity.*

Prospective cadets/parents must be informed of the “Hardship Cases” policy such that parents that cannot afford to pay the fee will not be deterred from registering their cadet. Therefore, the SSC registration form must adhere to ACL policy and clearly state the hardship policy.

SSCs must be in compliance with the National policy. To assist in this compliance, the following guidelines are provided to all SSCs to create a Cadet Registration policy and procedure.

### **Creating a Written Cadet Registration Policy**

It is recommended that SSCs that charge an Assessment develop and post a written Cadet Registration policy. Having such a policy assists in avoiding unpleasant interactions over non-payment of Assessments. This policy must be developed through cooperative collaboration between the SSC Chair and the Squadron CO. It is also recommended that this policy be reaffirmed before the start of every training year and or every time there is a Change of Command on either side of the partnership. BCPC League Representatives are available to assist SSCs with this process.

Annually, Cadets are required to download and complete a “Registration form” as a part of the Squadron’s registration process. The Squadron's “**Cadet Registration Policy**” can be posted on the Squadron’s Web Site as a component of the Squadron’s Registration package. By providing this information clearly and in advance, and also during the “New Cadet Parent Orientation Session” that every SSC is obligated to provide, parents are informed of the SSC’s expectations of them. All concerns or questions can then be addressed prior to the cadet registration.

The bcf403 template includes examples of information that should be contained in Cadet Registration Policies. This information was developed to assist SSCs with the collection of Annual Assessments. Each SSC should take from this the information that best suits their Squadron circumstances and needs to develop their individual registration policy. bcf403 can be found on the BCPC website: <https://bc-aircadetleague.com/ssc-resources-2/ssc-forms/bc-ssc-forms/>