THE AIR CADET LEAGUE OF CANADA

BRITISH COLUMBIA PROVINCIAL COMMITTEE

**LEAGUE REPRESENTATIVE**

**ANNUAL VISIT REPORT**

**Due Date: April 30th**

Email to: finance@aircadetleague.bc.ca

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| --- | --- | --- | --- |
| **SQN #** |  | **SSC Representative:** |  |
| **Date of Visit:** |  | **BCPC League Rep:** |  |
| **DATE of AGM:** |  | **Date of ACR:** |  |

## Cadets in FORTRESS: Cadets on PARADE:

**League Representative (LR):** Your role as the LR is to create conversation whilst providing support, guidance and encouragement to the SSC Chair and the Committee. This report should assist you in determining where your mentorship and support are required. Please continue to provide your comments on page 3 as it is an integral part of this report.

 **(Y=Yes / N=No)**

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| **PART 1: SQUADRON SPONSORING COMMITTEE/MILITARY COMMUNICATIONS** | **Y** | **N** |
| 1 | Are the SSC and Cadets aware of the Squadron’s promotion policy? |  |  |
| 2 | Are the SSC and Cadets informed of the criteria necessary for consideration for promotion? |  |  |
| 3 | Does the CO consult with the SSC Chair concerning promotions for WO1 and WO2? |  |  |
| 4 | Is the CO invited to the SSC meetings to report on Sqn activities?  |  |  |
| 5 | Is the SSC Chair invited to attend the Squadron Staff meetings? |  |  |
| 6 | Does the SSC Chair provide the CO with copies of meeting minutes and financial statements on a monthly basis? |  |  |
| 7 | Does the SSC communicate with the CO regarding new Cadet registrations and non-effective Cadets? |  |  |
| 8 | Does the Sqn run an Effective Speaking program? If yes, how many?  |  |  |  |

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| **PART 2: SOCIETY REQUIREMENTS** | **Y** | **N** |
| 9 | Has SSC submitted the Society Annual Report (Form 4) *(Filed to BCPC Office)* |  |  |
| 10 | If the SSC is a Registered Charity with CRA, have they submitted their T3010 for fiscal year end of August 31st?  |  |  |
| 11 | Has SSC submitted all of the Society’s monthly meeting minutes to the BCPC office *(if not, LR to advise SSC that all monthly minutes are to be submitted electronically to BCPC)* |  |  |
| 12 | Did SSC submit the Society’s Annual General Meeting minutes?*(to BCPC Office)* |  |  |
| 13 | SSC Chair begun or completed the SSC Chair’s Annual Report (BCF202) due May 15th? |  |  |

**(Y=Yes / N=No)**

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| **PART 3: FINANCIAL REQUIREMENTS** | **Y** | **N** |
| 14 | Did the SSC prepare a budget for the year? *(electronic copy must be submitted to BCPC)* |  |  |
| 15 | Was the **Assessment** submitted to BCPC paid by deadline? |  |  |
| 16 | Did the SSC submit year-end ACC9 to BCPC by October 31st?  |  |  |
| 17 | Has the SSC electronically submitted financials on a monthly basis to the BCPC office? |  |  |
| 18 | Did SSC meet financial needs of SSC/SQN? *(eg: fundraising/tag days/bills paid, etc.)* |  |  |

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| **PART 4: SSC COMMUNICATION** | **Y** | **N** |
| 19 | Do the SSC members attend parade nights? |  |  |
| 20 | Is there a Newsletter/Blog/Website/FB Page available to parents on a regular basis? *(LR to include website/blog address, FB page name or copy of Newsletter)* |  |  |
| 21 | Did the SSC host a “NEW” Parent Orientation session at start of training year? |  |  |
| 22 | Does the SSC/SQN provide an information booklet or website link to all parents? |  |  |
| 23 | Did the SSC/SQN host a special event/competition(s)? Is so, what? |  |  |
| 24 | Does the SSC provide funds to advertise for staff and cadet recruiting? |  |  |
| 25 | Did the SSC send members to attend the BCPC Annual General Meeting? |  |  |
| 26 | Does the SSC attend training provided by the BCPC, Wing Chairs and/or Group Chairs? |  |  |
| 27 | Does the SSC Chair communicate regularly with the League Representative? (including sending copies of minutes to the League Representative) |  |  |

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| **PART 5: ADMINISTRATION** | **Y** | **N** |
| 28 | Does the SSC use the SSC Compliance Checklist (BCF201)? |  |  |
| 29 | Did the SSC submit the SSC Information Sheet (BCF200) immediately following the AGM to BCPC office? |  |  |
| 30 | Did the SSC submit the ACR Information Sheet (BCF207) by February 28th ? |  |  |
| 31 | Is the SSC completing the SSC Screening & Registration process on a regular basis and providing an updated BCF213 Society Membership Records’ form to the BCPC office regularly? *Note – LR to request a current BCF213 Society Membership Records’ form from SSC (this is an ongoing process).* |  |  |

**PART 6: LEAGUE REPRESENTATIVE COMMENTS**

Please complete the comments with information you feel is pertinent to the health and welfare of the SSC/SQN.

**Comments on the standard of communication between the SSC and Commanding Officer:**

**General comments/observations:**

**Report Submitted by**:

**Date:**

SSC = Squadron Sponsoring Committee CO = Commanding Officer

SQN = Squadron LR = League Representative