

TO: Provincial Chairs
Governors
Advisory Council Members
PC Offices

FROM: Thomas P. White
Chair ACL National Honours & Awards
Committee

DATE: 09 January 2018

SUBJECT: Recognition via National Awards Nominations



Happy New Year! The Air Cadet Movement is on the go again after the holidays. The New Year brings a busy schedule of activities dealing with the National Courses, applications and selections. But there is another very important task – that of addressing and processing the **2018 NATIONAL AWARDS NOMINATIONS**.

We all know how important our volunteers are. Our organization could not function without our legion of volunteers at the local, provincial and national levels. While we don't pay them, we certainly ought to recognize their contribution through provincial or national awards. This is a **call for nominations at all levels** for **National Awards**. The criteria for nomination for these awards is found in the Policy & Procedures Manual under the section bracketed eg (4.1.9) after the Award name. Please read the information before making the application to ensure you are recommending the proper Award.

A set of prestigious awards is available. These awards are:

- Air Cadet League of Canada Long Service Volunteer Medal: These can be ordered and presented at any time during the year. Refer to the PPM, Part 4.1.9. Apply using form [ACC63](#) (in the forms section on the ACL website).
- Honourary Life Associates: For League volunteers (4.1.3, form [ACC51](#))
- Certificate of Recognition: For non-League volunteers and organizations (5.7.2)
- Certificate of Merit: For League volunteers at any level (4.1.6)
- Certificate of Honour: For League volunteers at any level (4.1.5)
- President's Citation: For both League and non-League volunteers or organizations (4.1.4)
- Officer of the Year: For CIC officers at any level of the program (5.7.1)
- Medal of Honour: For League members (4.1.2)

The last six of the above awards are outlined in the PPM and are applied for using form [ACC50](#)

Provincial Committees can also apply to have a ***Presidential Certificate*** ([Policy 5.8.2.8](#)) awarded to Squadrons. To be considered, a squadron must be officially proposed by the Chair of the Provincial/Pan Territorial Committee. The Chair must submit a written narrative explaining the special/unique action/activity/initiative that the squadron undertook, during the 2017-2018

training year, which led him/her to nominate the squadron for consideration by the National President for this award.

If you are interested, please put the details in a separate memo to the National President outlining details (squadron name, number, commanding officer, SSC Chair and details of the accomplishment, etc.). These can be submitted at any time up to the deadline and would be most appropriate for presentation at the Annual Ceremonial Review. Deadline for these Presidential Certificate submissions: **May 1, 2018**

Many squadron sponsoring committees may wish to **recognize sponsors** that have been committed and active for fifty, sixty or even seventy years. A special Certificate of Recognition and Presidential Letter can be produced for presentation to the sponsor at a suitable time and location. Please use the **ACC 50 form**, and attach additional information that will assist the National President in drafting a letter to the sponsor organization. Include historical details of the group's sponsorship, names of individuals who played a key role in the establishment of the squadron, notable achievements, etc. Submit the completed form to the National Office and advise them of the date of the planned presentation. Include the name and mailing address of the individual who will be doing the presentation and we'll take care of the rest! A special certificate and presidential letter will be sent in a presentation folder in time for the event.

"Certificates of Merit and Recognition may be made available for presentation at Squadron ACR's in April, May and June by request. In order for the award to be processed, the completed application **must be received** by the National Office no later than 01 March. Please include the presentation date and the address where the award should be sent. Applications received and approved after the deadline will be distributed to the appropriate provincial committee at the AGM in June."

Some suggestions when completing the ACC50 or ACC51 form:

- ✓ Complete and submit the form electronically. The information can be entered directly onto the ACC50 form and then saved.
- ✓ Make sure that the nomination form is signed by the provincial chair or the chair of the provincial awards committee. The Provincial Committee is responsible for vetting all awards given to local or provincial members. Once the nomination has been signed, scan it and send the file electronically to the national office (jwoodford@aircadetleague.com) **and copy** the Chair – Honours and Awards (tomwhite@nbnet.nb.ca). That way we can cross check our lists to make sure that all nominations have been received and considered.
- ✓ National members who nominate national members for service to the national level will have their nomination vetted by the National ACL Honours and Awards Committee Chair before going to the approval process. National members who nominate members for service to the local or provincial level will go through the Provincial Chair for endorsement before going to the approval process.

- ✓ Make sure that you provide enough information in the Substantiation Section to assist the committee members in making their final recommendations. Attach additional information (bio, press clippings, etc.) if necessary.
- ✓ *Take particular care when preparing the **citation**.* It will be published in the awards souvenir booklet for the AGM as well as affixed to the back of the award. It will also be read out during the actual AGM presentation for the recipients in attendance. Keep it to 100-150 words.
- ✓ If you don't know if an individual or organization has previously received a national award, contact the national office and they will check our master list. A member can only receive one Certificate of Honour. However, a League member can receive a second Certificate of Merit, if the nomination for the second award is for something different from the first.
- ✓ There is only one **Officer of the Year** award (Policy 5.7.1). This national award is "competitive" in nature. If you are submitting a candidate you should attach additional details to support your nomination. Submit the additional details electronically along with your completed nomination. CIC officer nominees who are unsuccessful for the Officer of the Year award are automatically considered for a Certificate of Recognition and may be re-nominated for the Officer of the Year award for the following year.

Nominations for Certificates of Recognition and Merit for early presentation are due 1 March 2018. All nominations for regular presentation are to be completed and submitted to the national office no later than 31 March 2018. Applications received after that date will be considered for the 2019 set of awards.

Thank you in advance for taking time to recognize and honour your/our outstanding volunteers.

Ad Astra

A handwritten signature in black ink that reads "Thomas White". The signature is written in a cursive style with a large, sweeping initial 'T'.