



TO: Provincial Chairs
Governors
Advisory Council Members
PC Offices

AUX:Présidents provinciaux
Gouverneurs
Membres du conseil consultatif
Bureaux des présidents provinciaux

FROM/DE: Guy Albert
Chair ACL National Honours & Awards Committee
Président du comité des distinctions & récompenses de la LCA.

DATE: January 17, 2020

SUBJECT: Recognition via National Awards Nominations

We all know how important volunteers are. The Air Cadet League could not function without volunteers at the local, provincial and national levels. While they are not paid, they need to be recognized 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 included with this message and can also be 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 under MEMBERS/SSC on the ACL website).
- Certificate of Recognition: For non-League volunteers and organizations (5.7.2) ACC50
- President's Certificate: For Squadrons as well as League and non-League individuals (5.8.2.8 and 4.1.4) form ACC50
- Certificate of Merit: For League volunteers at any level (4.1.6) form ACC50
- Certificate of Honour: For League volunteers at any level (4.1.5) form ACC50
- President's Citation: For both League and non-League volunteers or organizations (4.1.4) form ACC50
- Officer of the Year: For CIC officers at any level of the program (5.7.1) form ACC50
- Director of the Year: For League volunteers at the national level (4.1.7) form ACC51
- Honourary Life Associates: For League volunteers (4.1.3) form ACC51
- Medal of Honour: For League members (4.1.2) form ACC51

Provincial Committees can 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 2019-2020 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.

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 May and June by request. Please include the presentation date and the address where the award should be sent.

All nominations are to be completed and submitted to the national office in digital PDF format no later than 31 March 2020. Applications received after that date will be considered for the 2021 set of awards.

Thank you in advance for taking the time to recognize and honour the outstanding volunteers.

Regards,

Guy Albert