



AIR CADET LEAGUE HONOURS AND AWARDS

The Air Cadet League of Canada annually presents number of Awards to Members and others involved in the Air Cadet Movement.

The Air Cadet League of Canada Medal of Honour and Honorary Life Members are awarded to League Members in recognition of exceptional service to the Air Cadet Movement over a long period of time.

Air Cadet League of Canada Certificates of Honour, Merit, Recognition and the President's Citation are awarded in recognition of varying kinds and duration of service to the League.

Posthumous Awards will only be granted when the original Citation is dated prior to the death of the intended recipient.

Provincial Committees are responsible for screening applications from local and provincial levels of the League organization, and for ensuring that the proposed citation details show clearly what the nominee has done to merit a recommendation for the Award.

If a national member wishes to recognize an individual for his or her work at the national level, the nomination should be submitted to the Chair of the National Honours and Awards Committee using the appropriate form. The National Chair will review the nomination, ensuring that the proposed citation details show clearly what the nominee has done to merit a recommendation for the award.

All Honours and Awards are normally presented at the Annual General Meeting of the Air Cadet League of Canada. Such Awards shall only be presented to those persons present at the meeting. All other recipients will be named, but their Award will be bestowed by the National League representative or the Provincial Chairperson at the respective Provincial AGM.

4.1.2 MEDAL OF HONOUR

The Air Cadet League of Canada Medal of Honour is the highest Award that can be granted to a League Member. Great care must therefore be taken to ensure that only the most deserving is recommended for it. Whenever there is doubt that the person being considered for the Medal of Honour is fully deserving of the Award, consideration should be given to recommending either an Honorary Life Membership or a Certificate of Honour.

It is suggested that those charged with the responsibility of preparing a proposal on behalf of a League Member for the Medal of Honour ask themselves the following questions in order to decide whether or not a recommendation should be made for this Award:

- How long has this League Member been associated with the Air Cadet Movement?
- What has he or she done that has set him/her apart from the other Members of the League, and which contribution is considered to be above and beyond that which might be expected of any devoted Member?
- Regardless of the offices held, has the Member rendered outstanding services to the League which has set him or her apart from other Members of the League?
- Has this Member made an unusual personal sacrifice of his or her time, or professional talents, which has brought great credit to the League, or which has enhanced the prestige of Air Cadets within the community?
- Has he or she rendered services to Air Cadets so much above those rendered by any other Member that it is felt that only by granting of the League's highest Award can these services be fully recognized?

4.1.3 HONOURARY LIFE MEMBER

This award reflects a great honour on the colleague who has given long, faithful and meritorious service. It is a dimension above the level of merit recognized by the Certificate of Honour. In addition, a colleague could be considered for Honorary Life Member title before being considered for the Medal of Honour, because the degree of service rendered to the League need not have been of such a high order as for the Medal of Honour.

4.1.4 PRESIDENT'S CITATION

The President's Citation is an Award that can be made to a Member of the Air Cadet League of Canada for continuous meritorious service, but who has already been recognized by the Air Cadet League as a recipient of the Certificate of Honour. The Award may also be made to a Member who has been nominated for a Medal of Honour one or more times but has not been a recipient of the Award.

The President's Citation should be used to recognize a Member's extraordinary contribution above that which earned him the Certificate of Honour or a nomination for the Medal of Honour. The President's Citation can also be awarded to a non-League person for significant contribution to the Air Cadet Movement.

Nominations for the President's Citation can be made by any Member of the League at the National, Provincial or Local Levels. Recipients of the President's Citation may receive more than one President's Citation and will continue to be eligible for nomination for the Medal of Honour.

This Award is normally reserved for civilian personnel, but in special circumstances may be awarded to Military personnel or to supporting organizations

4.1.5 CERTIFICATE OF HONOUR

Certificates of Honour may be issued in conjunction with any of the other Awards in recognition of outstanding service, or may be issued as a separate Award by the National Honours and Awards Committee. Certificates of Honour may be awarded only to Members of the Air Cadet League of Canada.

This Award is for persons at the National, Provincial or Local levels, when it is desired to honour a person for exemplary service which is considered to be above that which might be expected of a Member or Officer, and yet which is not considered to warrant a recommendation for either a Honorary Life Membership or the Medal of Honour.

Certificates of Honour are also a useful means of recognizing services rendered to the League by a Member over an extended period of time.

4.1.6 CERTIFICATE OF MERIT

Certificates of Merit may be issued to Members of the Air Cadet League of Canada in recognition of meritorious service to the League. The Honours and Awards Committee may issue them in conjunction with other Recognition Awards, or as a separate Award.

This Award is for persons at the National, Provincial or Local levels when it is desired to recognize a person for meritorious service over a relatively brief period or for a specific project or contribution, but where such service is not considered to warrant a higher award. This Award is reserved for League members only.

A Member of the League can be nominated for a second Certificate of Merit, providing that the second Certificate reflects the individual's involvement in a new or different project or initiative.

4.1.7 DIRECTOR OF THE YEAR

In 1953, the Department of National Defence instituted the Director of the Year scroll. Since that time, it has been presented annually to a Member of the Air Cadet League of Canada in appreciation for the meritorious manner in which the person has stimulated interest in the Air Cadet Movement through service to the Royal Canadian Air Cadets.

4.1.9 AIR CADET LEAGUE LONG SERVICE MEDAL

The Air Cadet League of Canada Long Service Medal is available to an individual who has provided ten years or more of volunteer service to the Air Cadet League. This service can be at the local level (Squadron Sponsoring Committee), Provincial level, National level or any combination of the three. The 10 years of volunteer service do not have to be consecutive or with the same Squadron / Provincial Committee. A bar is available for each subsequent 10 year time frame. A silver bar will be presented at 20 and 30 years of service. A gold bar will be presented at 40 years of service and beyond.

Nomination for this medal is normally made using League Form ACC63. The application can be completed by the individual or by another individual on behalf of the applicant. The completed application is submitted to the provincial Committee in the jurisdiction where the recipient is currently living. The Chair of the provincial Honours and Awards Committee (or designate) is the approving and issuing authority for the medal.

Applications for individuals who serve at the national level will be submitted to the National Honours and Awards Committee through the National Office. Applications for the Air Cadet League of Canada Long Service Medal can be made at any time.

5.7.1 OFFICER OF THE YEAR

The Air Cadet League of Canada Officer of the year Award is to recognize a Canadian Forces Officer for outstanding service to the League. Although any Canadian Forces Officer may be considered, such consideration is focussed on Members of the Cadet Instructor Cadre (CIC). The award may be issued in conjunction with any of the other Awards, or it may be issued as a separate Award by the National Honours and Awards Committee.

This Award is for an individual who serves in support of the Canadian Cadet Movement at the National, Provincial or Local level, when it is desired to honour such a person for service that is considered to be above that which might normally be expected of a Member of the Canadian Forces in its CIC component.

5.7.2 CERTIFICATE OF RECOGNITION

The Certificate of Recognition has been instituted for presentation to Canadian Forces Personnel and for other persons or organizations that have provided outstanding service to the Air Cadet League of Canada.

Although any Canadian Forces Officer may be considered, such consideration is primarily focused on Members of the Cadet Instructor Cadre (CIC). The Award may be issued in conjunction with any of the other Awards, or it may be issued as a separate Award by the National Honours and Awards Committee.

This Award is for an individual who may have made a unique, but important and significant contribution that has benefited Air Cadets specifically, and the Air Cadet Movement overall. It can also be used to recognize and acknowledge an outstanding one-time service to the League as a result of a request for such service from the League.

5.8.2.8 PRESIDENTIAL CERTIFICATES

Presidential Certificates will be awarded to Squadrons and individuals based on accomplishments and service to the Air Cadet League.

Again this year, the Air Cadet League President, Mr. James Hunter, has chosen to dedicate the Presidential Certificate to recognize the efforts of the Squadron Staffs and Sponsoring Committees in providing creative and innovative programs to keep cadets engaged during the Covid-19 Pandemic.

Sponsoring Committee Chairs can apply by submitting the ACC50 as well as a one-page description of the creative and innovative programs they have developed to keep air cadets interested and involved during these difficult and challenging times. Both, the ACC50 and the one pager must be signed by the CO and the SSC Chair.

Some suggestions when completing the ACC50 form:

✓ Complete and submit the form electronically. The information can be entered directly onto the ACC50 form and then printed.

✓ Make sure that the nomination form is signed (digital signature accepted) 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 completed, send the file electronically to the national office (leaguehq@aircadetleague.com) and copy the Chair – Honours and Awards (honours@aircadetleague.com). 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 at the national level will have their nomination vetted by the National ACL Honours and Awards Committee 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. Please keep it to 100-150 words.

✓ If you don't know if an individual or organization has previously received a national award, please check the master lists published on our website:
<https://aircadetleague.com/wp-content/uploads/2020/12/Record-of-Awards-v8.pdf>
<https://aircadetleague.com/wp-content/uploads/2020/09/Award-Recipients-updated-2020.pdf>
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 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 the following year.