

SSC Parent Handbook

755 Parkland Air Cadets Parents Association Committee

WELCOME

On behalf of 755 Parkland Air Cadets Parents Committee Association, we welcome you to the Squadron! We hope you and your son / daughter will find your time spent with the Squadron an enjoyable, beneficial and rewarding time in your lives.

The intent of this handbook is to provide some general information regarding the roles of the cadet parents, SSC and the parents committee.

WHO IS THE SSC?

The 755 Parents' Committee Association (SSC) is a not-for-profit charity established to run the business of supporting 755 Squadron. It is not part of the Canadian Forces. It consists mainly of parents/guardians of Cadets enrolled in our Squadron. Every parent/guardian who has a Cadet in the program is automatically a member of the SSC. The SSC is responsible for generating funds to meet the Squadron's many financial needs. At present, the annual cost to run our Squadron is about \$40,000 each year. This is raised through donations and fundraising events such as Commonwealth, casinos, silent auctions, bottle drives, fundraising programs and donations.

PURPOSE OF THE SSC

- To support the squadron through volunteer time, fundraising, and to communicate pertinent information to parents/guardians of cadets
- To make a significant contribution to financing the local operational requirements of the squadron. These include optional activities and trips, extra equipment, training supplies, administrative supplies, etc., which are in addition to those provided by DND.

HOW PARENTS CAN HELP

You can do a great deal to help your son/daughter become successful in the Air Cadet Program. The most important thing is to show an interest in their success and training and to support them during the year. There are many other ways that you can help your Son/daughter be successful. These include:

- **Assist with fundraising and other events as required to meet the programming & operational needs of the squadron**
- Attendance SSC monthly meetings
- Being active member of the SSC
- Sit on committee (Executive, Fundraising, Director, Audit)
- Participate in squadron events
- Prompt return of parental comment forms and applications (summer camps, screening forms)
- Helping them organize their after school time so that there will be time for Air Cadets and schoolwork
- Reminding your cadets to look after their uniform (washing, drying, pressing, shining etc)
- Including Air Cadet activities such as weekend training on the family calendar
- Try to avoid conflicts with major activities such as Annual Review
- Transporting your son/daughter (and maybe their friends) to parade nights and picking them up at the end of the night
- Encouraging your cadet to participate in squadron teams and activities. The more they put into the squadron the more they will get out of the program.

SSC COMMITTEE

The SSC committee includes elected members, appointed members and parents. These positions will be appointed at the AGM (Annual General Meeting) in October.

Executive Board Members (elected)

The 4 named positions are elected each year. By rotating positions up for election, experience is retained and knowledge can be passed on to new members. Elected positions are in effect from October – August of each training year.

- Chair
- V. Chair
- Treasurer
- Secretary

Sub Committee/Other Members (not elected)

There is several subcommittee positions that we need to run other items in the committee but are not part of the executive committee.

- Public Relations
- Social Media
- Website
- Photographer
- Fundraising Coordinator
- Commonwealth Coordinator
- Canteen Manager
- Casino Coordinator
- Bingo Coordinator
- Phone Book Delivery Coordinator
- Event Coordinator
- Other as needed

Members: (Parents and Guardians)

As a parent or guardian of a cadet at 755 Parkland RCACS you are a member of the Parents' Association.

IMPORTANCE OF FUNDRAISING

Fundraising activities are the most important source of revenues BY FAR. If our cadet/family fundraising activities are not successful, the squadron suffers. If cadet/families do not participate in fundraising activities, other cadets/families have to work twice as hard to make up the difference. The squadron needs to raise average of \$60,000 each cadet year to keep all the activities going and to ensure the cadets do not miss out on extra activities. *(NOTE if a cadet family continues to neglect their fundraising duties the cadet may not be participate in an activities paid for by the SSC (buses, travel, swimming, band, range, etc are all activities funded by the SSC)*

FUNDRAISING ACTIVITIES (current and past activities)

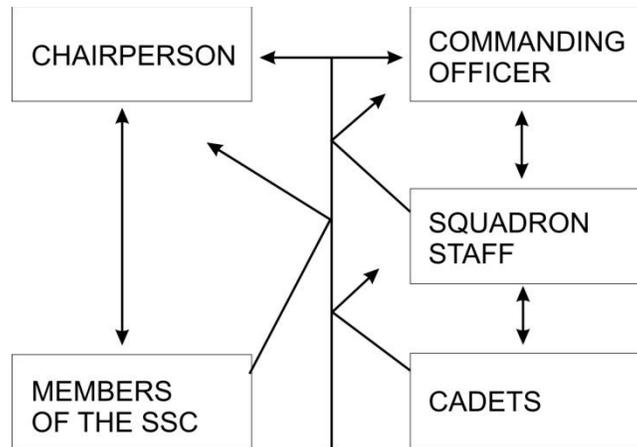
- Casino (every 18 months)
- Bingo
- Raffles
- Phone Book Delivery (January)
- Commonwealth Booth: Usually 10-15 dates (Sept – Nov)
- Highway Clean up
- Rodeo Volunteer
- Canada Day Volunteer

CANTEEN

The canteen is donated items by parents and it provides cadets with snacks at their Thursday Nights' breaks. Items range from \$0.50 - \$1.00 each. Money raised is the cadets' money and at the end of each year the cadets decide how to spend their money.

COMMUNICATION

Teamwork is the key. It is also important that each member of the Squadron Sponsoring Committee be aware of the channels of communication. These are illustrated in the diagram below:



KEEPING INFORMED

These may include: upcoming events, dates, expectations, and special recognitions of cadets for achievements outside the squadron. This is also important for your cadet to have you there when they are signing up for various activities to ensure they and you are available. This includes: Familiarities Power Flying (Fam Flying), Glider Flying, Survive Air weekends, and other activities as they are announced. Getting the most up to date information is the responsibility of the cadets and the parents. Make sure you supply the CO and the SSC with your most up to date contact information including your email address. Ways you will get information (**note not all information will be in all locations**)

CO's Notes

CO's Notes will be posted every week on our website www.755aircadets.com, with updates of upcoming activities, events, training schedule, important information and forms from the Captain.

Email/Newsletter

The SSC does use an email system to keep all parents and cadets informed as much as we can. If information changes before the next CO's notes are posted we will try to update everyone via Email. Make sure you sign up on our website with the email address you would like to be contacted at.

Social Media

755 Squadron has a Facebook page and twitter account (link via our website). Information will be posted here about some fundraising and promotional items. There is also a Facebook group (**755 Parkland RCACS**) for all parents, cadets and staff only to communicate about upcoming events and share photos. There is also a group for Staff and Senior cadets only (**755 Seniors**).

Announcements

Announcements are a very important part of each Thursday night closing. Announcements for the **cadets and parents** begin shortly before 9pm. Please come into the building and listen.

Meetings

Attend monthly parent meetings, budget info, SSC reports, and fundraising announcements

CONCLUSION

Joining Air Cadets is a big step for a young person. As parents, you can do a lot to support your son/daughter as they proceed through the Air Cadet Program. If you have any questions about the information included in this publication, please contact the Commanding Officer or the Chair of the Squadron Sponsoring Committee. He/she will be able to answer your questions and provide you with additional information about squadron procedures, the Air Cadet program and the Air Cadet League.

755 Air Cadets is a Strong Squadron because we have strong parents support. We look forward to getting to know you and appreciate your involvement and support for the continued success of our squadron.

SSC INFORMATION

755 Parkland Air Cadets Parents Committee Association was registered as a charitable organization incorporated on the twelfth day of December 2011 under the Societies Act of Alberta (Revenue Canada Charitable No. **(885173617RR0001)**).

755 Parkland Air Cadets Parents Committee Association

LHQ Located

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Website

www.755aircadets.com

Facebook

facebook.com/755aircadets

755 Parkland RCACS (Parents, Staff and Cadets ONLY)

755 Seniors (Seniors, Senior Parents, and Staff ONLY)

Twitter

twitter.com/755ParklandRCAC