

## **SUMMER TRAINING AND PARTICIPATION INSTRUCTIONS 2010 COURSE CADET & STAFF CADET**

### **PURPOSE**

1. The purpose of these summer training instructions is to provide cadet candidates selected, staff cadets, and their parents, with the necessary information for course participation. They must be read in full, together with the specific annexes appropriate to the Cadet Summer Training Centre (CSTC) the cadet will be attending.

### **COURSE DETAIL**

2. Course location, dates and transportation details will be provided by the Commanding Officer of the home corps prior to the start of the course. Transportation is generally arranged for cadets' arrival one day prior to commencement of the course, and departure one day following completion of training. Distance to destination, and local (CSTC) routines may dictate modification of that practice. Thus, it is important for parents to maintain close coordination with their cadets' local corps/squadron.

### **PREPARATION**

#### **CLOTHING AND EQUIPMENT REQUIREMENTS**

3. Military and civilian clothing and equipment requirements are detailed in the Summer Training Instructions [Kit List](#). All items should be clearly marked with cadet name and initials in permanent ink.

4. Cadets MUST ensure that all DND-issued items of clothing, especially footwear, fit properly before departing for training. There are no facilities for clothing exchange at the CSTCs. Any necessary clothing exchanges must be completed at your local corps or squadron.

5. There is no need for cadets attending training centres in Prairie Region to wear civilian clothing. Jeans may be allowed and must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them. They may be worn during non-training activities such as dances and relaxed periods, along with the training centre T-Shirt.

6. Personal storage space within CSTC accommodations tends to be limited. Cadets are thus discouraged from bringing any items not specifically described in the relevant [Kit List](#). Bringing valuables of any sort (personal electronics, cameras, jewellery, cell phones, etc.) is done so entirely at the cadet's risk. Cadets are responsible for securing their own possessions and DND accepts no responsibility for personal property. All personal items should be documented on a [Record of Valuable Items \(Annex I\)](#) which should accompany the cadet.

#### **MEDICAL AND DENTAL INFORMATION**

7. Provincial Health Cards - All cadets must have a copy of their provincial health card in their possession. Cadets who live outside of Prairie Region must have photocopy of their personal or family health card issued by the respective province.

8. Prescription Medication - Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. Medications will be logged in and retained by CSTC Medical staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CSTC staff, cadets are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions.

9. Over-the-Counter and Patent Medicines - Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, CSTC MIR (Medical Inspection Room) personnel will administer any appropriate medications.

10. Cadets allergic to insect stings or who may be prone to severe allergic reactions/anaphylaxis must bring their prescribed Anakit/Epi-pen with them. Parents must also ensure that the Anakit/Epi-pen has not passed its expiry date or that it will not expire while the cadet is undergoing summer training.

11. Medic-Alert Bracelets - Cadets with known medical conditions (diabetes, allergies etc.) must wear a Medic-Alert bracelet while attending summer training.

12. Eyeglasses - Lenses and frames are the personal property of the cadet. The Canadian Forces will not replace or repair lost or broken glasses. It is strongly recommended that the cadet or the parent have insurance coverage for repair/replacement of eyeglasses. In addition, cadets requiring eyeglasses shall have in their possession, two pairs of glasses and a copy of the prescription. Cadets are responsible for the safety of their eyeglasses and must exercise all due diligence in preventing loss or damage (wearing retaining straps etc.). If it is determined that the cadet was on duty and all due diligence was exercised by the cadet to prevent loss/damage, a claim against the crown may be submitted.

## **TRANSPORTATION ARRANGEMENTS**

13. The RCSU (Pra) Transport staff will arrange transportation to and from the CSTC. Details will be forwarded to corps Commanding Officers and Area Cadet Officers who will provide cadets with the necessary instructions and/or documents. A contact list of Regional Transport officers is to be carried by the cadet, and used if required while travelling. If any difficulties in travel arrangements are experienced, the emergency contact number for the RCSU (Pra) Transport Officers is:

- a. 1-800-842-1851 option 3-1;
- b. cell phone: (204) 794-6417; and
- c. for out of region personnel attending a Prairie Region CSTC, contact your applicable region transport staff.

14. Cadets shall travel to and from the CSTC in uniform. The dress and deportment of all cadets shall be above reproach at all times. All cadets must have a valid Government issue photo identification card prior to their departure from home to the CSTC. The name on the photo identification must be identical to the name submitted on the CF 51 Application for Summer Training.

15. Cadets travelling by rail or air MUST carry government-issued identification. For air travel, as a minimum, cadets under age 16 must have either one piece of photo identification or two pieces of identification, one of which specifies gender and date of birth. Such documents as a health card or birth certificate satisfy this requirement. Cadets aged 16 and over must have identification with photo. In both circumstances, a valid passport fulfills the requirements. School identification or corps/squadron I.D. cards are not accepted. Cadets whose 16th birthday falls within their camp period will be required to hold the higher level of documentation for their homeward journey.

16. Under the Government of Canada's Passenger Protect program, for all air travel, full legal names must be used. Cadets' names as registered with their home corps/squadron MUST match the identification being carried. Discrepancies such as short forms or nicknames, use of a middle name, surnames assumed by the cadet instead of their legal name, or spelling errors may result in denied boarding. Additional details about the Passenger Protect program are available from Transport Canada.

17. Personal luggage must be clearly marked with a duplicate tag placed inside the container (duffle bag, suitcase, kit bag). Luggage restrictions may apply to cadets travelling by air. Details regarding checked and carry-on luggage may be obtained from the Canadian Air Transport Security Authority (CATSA).

18. Baggage entitlements and restrictions will be identified in the Travel Orders. The following are some general guidelines to adhere to:

- a. Baggage must be tagged with identification tags, displaying your name, address, telephone number and corps number;
- b. Garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. Do not take ironing boards to training centres with you;
- d. Do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged;
- e. All aerosol cans should be placed in your checked luggage. Some airlines do not allow any aerosol cans on board (checked or carry on) without a pressure release valve; and
- f. Due to increased security, items considered dangerous are not to be packed in carry-on luggage. These include items such as nail files, nail clippers, box cutters, scissors, sewing kits, etc.

19. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, West Jet, etc) it is the travelling individuals responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. The Transport Officer shall assist in locating the lost baggage and failing that shall assist in the initial reporting to the carrier. Subsequent dealings with the carrier are the responsibility of the traveler.

20. Meals appropriate to the time of day are normally provided enroute if cadets' travel extends over a meal period. In the event cadets are required to purchase a meal, receipts must be obtained for reimbursement purposes upon arrival at the training centre.

21. Cadets are not authorized to bring private motor vehicles of any type to a CSTC. Parents/guardians may transport cadets to and from the summer training centre if prior arrangements are made with the Transport Officer through the Corps Commanding Officer/Area Cadet Officer. Parents/Guardians are to complete the [Parental Pick Up/Parental Drop Off Form](#) and submit it to the Transport Officer to ensure all personnel are made aware of the request. Parents/Guardians are to note that cadet departures from the CSTC will not normally occur prior to 3:00 PM, following their graduation ceremonies.

### **PRE-DEPARTURE CHECK**

22. A [pre-departure checklist can be found at Annex C](#) please review it and post on your fridge as a reminder to help you prepare to send your cadet away for summer training. Please ensure that your cadet has all the information in this check list as it will assist them with travel and having an enjoyable summer.

### **TRAVEL TIPS**

23. Always make a checklist of everything in your checked baggage and your carry-on. This will assist you in filing a claim should it become lost. It will also assist you in your packing considerations for your next experience at a CSTC.

24. Always have your travel orders and identification available on you (in a pocket or carry-on), not packed in your luggage.

25. Chewing gum or hard candies will help to equalize the pressure in your ears while in the aircraft. If you have a head cold or congestion, check with your doctor before flying. Sometimes a bad cold can cause severe pain and ear damage.

## **TRAINING CENTRE ROUTINES**

### **IN-CLEARANCE**

26. All cadets are processed through an in-routine upon arrival and will be required to provide the following:

- a. Name;
- b. Course attending;
- c. Health card (confirmation cadets have it in their possession);
- d. Eyeglass and other prescriptions (if applicable);
- e. List of medications (if applicable);
- f. Any travel documents/tickets;
- g. Completed [Annex A – Declaration](#);
- h. Completed [Annex B – Release of Personal Information](#); and
- i. Completed [Annex I – Record of Valuable Items](#) (if applicable).

27. Arriving cadets are subject to a brief interview and health screening examination by medical personnel to help inhibit the possibility of migrating any contagious or communicable condition to other personnel and to ensure the cadet is medically fit for training. Personal luggage will be subject to search upon arrival to ensure that no unsafe or [prohibited items](#) are brought into the training centre.

### **TRAINING CENTRE SERVICES AND INFRASTRUCTURE**

28. A banking system will be in place for cadet use. Cadets are encouraged to limit their spending money on hand and bank the remainder as a safeguard against loss or theft.

29. Light refreshments, including soft drinks, chocolate bars, souvenirs and various sundry items are available at the cadet canteen for purchase by cadets.

30. Pay phones are available within the CSTC to permit personal calls.

31. Cadet accommodations are multi-occupant, gender-specific and access-restricted. Sleeping equipment consists generally of two-tier bunk beds. All bedding (sheets, blankets, and pillows) is provided. Security for cadets' personal belongings is provided by lockable "barrack boxes" or steel lockers similar to those in school. Cadets are required to bring their own padlocks.

32. Meals are served to cadets in a cafeteria style mess-hall environment three times daily. CF facilities do not offer allergen-free foods or food preparation conditions, and cannot ensure avoidance of certain ingredients in food preparation. Whenever possible, foods containing or prepared with identified possible allergens (e.g. nuts, dairy, shellfish) are so identified when served; however, under Director Food Services policy, it remains the individual's responsibility to monitor their own food intake to avoid an allergen.

33. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters. Prevailing seasonal weather conditions promote early spoilage and the presence of foodstuffs tends to attract vermin and insect pests.

## **MEDICAL AND DENTAL CARE**

34. Medical Services – Each Training Centre is staffed with medical personnel, including a physician during training hours, to provide a first-response level of medical services intended to deal with minor injuries and routine medical conditions. When necessary, individuals may be referred to local civilian medical facilities for more comprehensive diagnosis and/or treatment.

35. Dental Services – Emergency dental care is available in the event of accident or injury. No dental care beyond the emergency level is provided.

## **POSTAL SERVICES**

36. Postage deliveries and pickups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to send mail to their sons/daughters or to a Training Centre headquarters should refer to address instructions [Annex L – CSTC Mailing Address and Contact Info](#) specific to the one their children attend.

## **LAUNDRY**

37. Laundry services vary from centre to centre. Fully equipped laundry facilities are available at each. In the in some locations laundry is completed for the cadets while others have self service facilities. Pressing facilities (irons provided) are available on a self service basis.

## **WORSHIP SERVICES AND SPIRITUAL GUIDANCE**

38. Each Training Centre maintains a multi-denominational staff of chaplains to make every effort to meet the needs of all religious denominations. The centres provide access to both Protestant and Roman Catholic services for those cadets wishing to attend. Those cadets seeking a service within their own faith are encouraged to approach the Training Centre chaplains for assistance.

## **CADET BANKING**

39. The Training Centres, except Advanced Aviation locations, provide an on-site banking service. Cadets are encouraged to deposit any large amounts of money upon arrival and withdraw money as required to provide for one or two days' spending. It is emphasized that there are absolutely no mandatory charges associated with attendance at a summer training centre. Cadets, however, may wish to purchase such items as caps, T-shirts, fleece jackets, soft drinks or confections. They are responsible for personal hygiene materials including soap, shampoo etc... and haircuts.

40. There are no ATMs (commercial banks' Automated Teller Machines) located within Training Centres. However, cadets holding their own personal banking or ATM cards may be provided periodic opportunities to access an ATM at nearby commercial or on-base locations should these facilities exist.

## **TRAINING BONUS**

41. Course cadets qualify for a training bonus of \$10.00 per day starting on the first day of training, to a maximum of \$60.00 per week. The bonus is paid in installments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim installments are paid into the cadet bank (from which they may withdraw) and the final installment is paid by cheque. When a cadet is, for any reason, unable to finish the authorized course and is returned to his or her unit (RTU), entitlement for the training bonus shall be determined on a per-diem basis for each completed day of training. Staff cadets will receive payment on the 15<sup>th</sup> and 30<sup>th</sup> of each month via direct deposit to the account indicated in their returned Advanced Training Offer.

## **PERSONAL APPEARANCE**

42. The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization (CCO) as a whole. The following regulations are extracted from Canadian Forces Dress Instructions and Cadet Dress Regulations. They are not intended to be overly restrictive, but to ensure the maintenance of high a standard of grooming consistent with military standards (as applicable) while also recognizing the standards of Canadian society and the traditional privileges, which have proven their value in fostering group identity and morale. The regulations are reasonable, enforceable, assure a favourable image of the CCO, and yet permit some individuality.

### **HAIR STYLE – MALE PERSONNEL**

43. In accordance with Cadet Administration and Training Order 35-01 Annex B, hair shall be:

- a. neatly groomed;
- b. taper-trimmed at the back, the sides, and above the ears, to blend with the hairstyle. A straight cut at the neck is permissible when the tapered appearance is maintained;
- c. not more than 15 centimetres (6 inches) in length and short enough so that when hair is groomed and headdress removed, no hair touches the ears or collar, or falls below the top of the eyebrows. The distance of the hair from the collar for the average man should be 2.5 centimetres (1 inch) but this may vary according to whether the individual has a short or long neck; and
- d. not greater than 4 centimetres (1½ inches) in bulk at the top of the head with the bulk gradually decreasing from the top to blend with the tapered trimmed sides and back; and does not interfere with the proper wearing of any military headdress.

44. Male cadets are expected to be clean-shaven. Reasonable medical or religious considerations will be accommodated. Sideburns shall:

- a. not extend below the point where the top of the ear lobe joins the face;
- b. be squared off in a horizontal line at the bottom edge; and,
- c. be taper-trimmed to conform to the overall hairstyle and of even width.

### **HAIR STYLE – FEMALE PERSONNEL**

45. Hair shall be kept neat and well groomed and shall not extend below the lower edge of the jacket collar. Varying hairstyles, straight or curled are permitted within these limits but exaggerated or bizarre styles including those with excessive fullness or extreme height are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of military headdress. Hair ornaments shall not be worn. Bobby pins, hairpins and similar items used to secure the hair shall not be visible.

46. Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit. Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener. Multiple braids extending below the lower edge of the collar are to be gathered in a bun.

### **MAKE-UP – FEMALE PERSONNEL**

47. Make-up shall not be worn while in uniform.

## **JEWELLERY**

48. The wearing of jewellery by personnel in uniform is restricted. Wrist watches, ID or Medic Alert bracelets are permitted. A maximum of two rings may be worn provided that they are not of a gaudy or costume nature. Personnel in uniform shall not wear necklaces or chains about the neck. Females may wear only a single pair of plain gold, silver stud or white pearl earrings in pierced ears. A healing device of similar size not to exceed 0.6 cm. in diameter and spherical in shape may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each ear, may be worn at a time. Males may not wear earrings.

## **VISITS, LEAVE AND PASSES**

49. Cadets attending a training centre are considered undergoing training. Parents are reminded that training occurs seven days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day. Each training day is a stepping stone for the next and is therefore important. Parents are thus strongly encouraged to confine any visits to weekends (or evening hours if absolutely necessary), according to the specific variations at each CSTC described in their respective Annexes (D – H), and to limit the frequency of those visits.

50. Cadets require parental consent to depart the Training Centre. The cadet must be accompanied by a responsible individual, as noted in Section D of the Application for Training (CF51) and the Consent for Leave form (available at the CSTC). In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

51. If there are special restrictions (e.g. due to court orders, custody issues, etc.) or changes in authorization of who may take a cadet on leave, the Training Centre requires notice in writing, either by mail or by fax. Refer to the Training Centre Annexes (D – H) for contact information.

52. Leave periods vary according to the training requirements at each CSTC and parents should consult their respective Annexes before making any travel plans. Cadets are required to be in uniform when departing from and returning to the Training Centre.

## **SMOKING, ALCOHOL AND DRUGS**

53. On 1 June 2008, Prairie Region CSTCs adopted a NO SMOKING policy for all cadets. Course cadets and staff cadets will not be permitted to smoke, either on or off CSTC property. As a result of the Alberta Legislation that came into effect 1 April 2003, smoking and or the possession of tobacco products for those personnel under the age of 18 is prohibited by law at Rocky Mountain National Army Cadet Summer Training Centre, Penhold Air Cadet Summer Training Centre, and Cold Lake Air Cadet Summer Training Centre. **Failure to adhere to the Alberta Provincial Legislation may result in a Return to Unit (RTU) and/or referral to the appropriate authorities.**

54. Parent/guardian and their cadet with a smoking addiction will be responsible for any cessation products (e.g. Nicorette, Habitrol or the "Patch") required for the duration of their CSTC training.

55. All cadets regardless of age are prohibited from purchasing, possessing or consuming alcoholic beverages. The use or possession of alcohol or mood altering drugs is absolutely forbidden. **These substances will result in an automatic return home and could involve charges under the criminal or juvenile laws of Canada.**

56. Drugs are forbidden as defined in the Narcotics Control Act and in Parts 3 and 4 of the Food and Drug Act. This includes any other substance known to competent medical authorities as a drug, which if injected, consumed, or inhaled has the capacity to affect the normal functions of the mind or body.

## **DISCIPLINE AND DEPARTMENT**

57. Regulations and standards have been developed to ensure the safety, efficiency and well-being of everyone. These requirements are not difficult to meet, and a willingness to abide by the rules will

contribute greatly towards an enjoyable summer for all cadets. When regulations are ignored, it causes unreasonable hardship for both cadets and staff, and must be addressed through remedial or disciplinary action.

58. Cadets are required to sign a 'Rules of Conduct' declaration at the CSTC in which they acknowledge the standards of conduct and behaviour expected of them while participating in summer training.

## **FRATERNIZATION**

59. Cadet Summer Training Centres embody three groups of individuals: course cadets, staff cadets, and adult staff (Officer and CI's). Fraternization, that is, inappropriate interactions as defined in [CATO 15-22](#), among any personnel is not permitted. Living quarters are gender-exclusive and are off limits to members of the opposite sex. Failure to comply will not be tolerated and may result in disciplinary action and/or RTU.

## **CELLULAR PHONE**

60. Cadets are authorized to bring Cellular Telephones to the CSTC. Strict controls are imposed in the use of these devices. RCSU(Pra) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones and blackberries are valuable items. Each CSTC will advise Cadets on the policy for secure storage and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of an individual's rights to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CSTC. While cadets are permitted to bring personal communication devices with them to a CSTC, they do so with the understanding that:

- a. Cellular Telephones shall be locked in the Cadet's locker at all times. The communications device can only be used at designated times, within a designated area, as directed by the CSTC. At all other times the cellular phone must be turned off and secured in the Cadet's locker. Cell phones are considered a phone first and having one turned on during the day as a camera, calculator, music player or watch is not acceptable. Cadets expecting urgent messages during the day must have the message relayed through the CSTC;
- b. Cell phones shall not be used at any time where individual privacy must be protected, such as, in washrooms or accommodations. Text messaging and other social media features shall not be used in such a way as to harass an individual or group of individuals or undermine the operation of the CSTC;
- c. Cadets are required to supervise their phone while it is charging and they are not permitted to unplug any essential equipment to charge their phone; and
- d. CSTC's shall not accept any responsibility for the security of any device or any costs incurred because of unauthorized use or loss.

## **INSPECTION OF PROPERTY**

61. Due to the large number of cadets attending summer training centres there is a need to conduct inspections of cadets and their property, particularly on their arrival. The major objective of such an inspection is to ensure that each cadet has the necessary clothing and equipment for his or her use for the entire summer program. The smooth, efficient operation and the safety of all personnel at the CSTC would be undermined significantly if the cadets were in possession of forbidden items noted in [Annex M](#). Parent/guardians are requested to sign the [Declaration found at Annex A](#). Failure to sign this form dictates that the Canadian Forces will be unable to accommodate your cadet at a CSTC. Cadets must bring a copy of this completed form to the CSTC.

62. Please be assured that any inspections that may be required will conform to standard legal practices, in the presence of the individual, having due regard at all times for the privacy and dignity of the individuals involved. There is absolutely no intent to embarrass or harass any cadet and, in practice, there will be no difference from the inspection system that has been carried out at cadet summer training centres in the past.

### **RELEASE OF PERSONAL INFORMATION**

63. During the course of the summer, the CSTC Unit Information Officer may produce photographs and written articles of cadets performing various training activities. To ensure that the maximum coverage is given to this material, you are requested to fill out - [Release of Personal Information found at Annex B](#) . Cadets may then bring a copy of this completed form to the CSTC.

### **GRADUATION AND RETURNING HOME**

64. Each Training Centre conducts a full ceremonial review Graduation Parade at the conclusion of each two, three, six and seven-week training serial. Parents and friends are welcome, and encouraged, to attend. Dates are course-specific and individual parade schedules and locations are detailed in [Annex J – CSTC Graduation Dates](#).

65. Cadets do not depart immediately following graduation parades. Pre-departure out-clearance procedures and transportation arrangements are planned well in advance of the scheduled departure dates. Further, due to the large number of cadets departing in a short time frame, a rigid departure plan must be maintained.

66. It is imperative that parents desiring an early departure with their sons/daughters **advise the Training Centre well in advance**. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the [Parental Pick-up Form](#) submitted as part of their cadets' In-Routine. If circumstances change, a substitute form may be sent by fax or mail to the Training Centre, or arrangements may be made by telephone at a minimum of one week in advance of the departure date.

67. Parents, or those adults designated by parents as authorized to transport the cadet home, are obliged to ensure they have adequate identification on their person and that they are indeed the parent or individual identified on the cadet's Application for Training (Form CF51) or [Parental Pick-up Form](#). CSTC staff is obliged to exercise due diligence and will not release a cadet to anyone's custody without the proper parental authorization and confirmation of identity.

68. As detailed in paragraph 13 of this instruction, transportation from the CSTC is provided at no expense to the cadet or family. All travel instruction detailed in paragraphs 13 – 21 apply to home-bound travel as well. Cadet transportation generally terminates at the same location outbound transport originated.

### **CSTC CONTACTS AND GRADUATION PARADE SCHEDULES**

69. CSTC [contact information](#) and [Graduation Parade](#) schedules are detailed in Annex L and J respectively. For more detailed information about your son/daughter's participation at a specific summer training centre please select the applicable Annex below:

- a. [Rocky Mountain NACSTC \(Annex D\)](#)
- b. [Penhold Air CSTC \(Annex E\)](#)
- c. [Cold Lake Air CSTC \(Annex F\)](#)
- d. [Air Cadet Power Pilot Scholarship \(Annex G\)](#)
- e. [Region Gliding School \(Prairie\) \(Annex H\)](#)

## Annex A - DECLARATION

Required to be signed and brought to the RCSU (Pra) CSTC.

1. I, \_\_\_\_\_, have read and understood the  
(Parent/Guardian)

above information and I consent to a designated representative of the Canadian Forces conducting inspections involving the person and property of my son/daughter/ward,

\_\_\_\_\_  
(Name of Cadet)

2. I understand that these inspections are conducted solely for the purpose of loss prevention, assurance of the sufficiency and suitability of clothing and equipment and the maintenance of good order and discipline. I have no objection that if items deemed unsuitable are found, they will be confiscated, either temporarily or permanently, and dependent upon the legal requirements disposed of in the appropriate manner.

I understand the aforementioned consent.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Cadet)

\_\_\_\_\_  
(Signature of Witness)

## Annex B - RELEASE OF PERSONAL INFORMATION



National  
Defence

Défense  
nationale



### RELEASE OF PERSONAL INFORMATION

Authority is granted to use cadet personal information (name, age, hometown) and photographic image to publicly recognize cadet accomplishments and achievements while in the Cadet Program and to promote the Cadet Program through print or electronic media including radio, television, the internet, newspapers and magazines. This authority is valid until one year after he/she is no longer a cadet unless rescinded in writing.

### CONSETEMENT DE DIVULGATION D'INFORMATION PERSONNELLE

Je consens à ce que l'information personnelle (nom, âge, ville) du cadet et de toute image photographique pour reconnaître publiquement ses accomplissements et ses réalisations pendant sa participation dans le programme des cadets et pour promouvoir ce programme par l'entremise de texte ou les médias électroniques comprenant la radio, la télévision, l'Internet, les journaux et les revues. Ce consentement est valide jusqu'à un an après que lui ou elle ne sera plus un cadet sauf si demande de rescision par écrit est faite.

\_\_\_\_\_  
NAME OF CADET (Please print)

\_\_\_\_\_  
NOM DU CADET (Lettres moulées s.v.p.)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

\_\_\_\_\_  
NAME OF PARENT OR GUARDIAN (Please print)

\_\_\_\_\_  
NOM DU PARENT OU DU TUTEUR (Lettres moulées s.v.p.)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

Home Corps/Squadron Number \_\_\_\_\_ Name \_\_\_\_\_

Home Town \_\_\_\_\_ Province \_\_\_\_\_

Name & Address of Home Town Newspaper(s) \_\_\_\_\_

\_\_\_\_\_

## Annex C – PRE-DEPARTURE CHECK LIST

(Please print and fill in at your own leisure prior to departure for summer training)

- \_\_\_ 1. Check cadet boots and other cadet kit for comfortable fit and condition. Obtain replacement items for incorrectly sized, worn, torn or permanently soiled clothing.  
**(1 Month before departure)**
- \_\_\_ 2. Put name on all items brought to the summer training centre.  
**(Week before departure)**
- \_\_\_ 3. Know travel arrangements and reporting date.  
**(Week before departure).**
- \_\_\_ 4. Pack complete cadet kit and personal kit.  
**(Week before departure)**
- \_\_\_ 5. If required, bring copy of eyeglasses prescription and/or extra pair of glasses.  
**(Week before departure)**
- \_\_\_ 6. Consider amount of spending money for two weeks.  
**(Week before departure)**
- \_\_\_ 7. Label all luggage with name and home address, place name and address inside of luggage.  
**(Week before departure)**
- \_\_\_ 8. List of medications and dispensing information (dosage, frequency).  
**(Week before departure)**
- \_\_\_ 9. Prescribed medications  
**(Week before departure)**
- \_\_\_ 10. Get hair cut.  
**(Day before departure)**
- \_\_\_ 11. Obtain travel orders and information.  
**(Carry with you)**
- \_\_\_ 12. Proper Identification for Travel.  
**(Carry with you)**
- \_\_\_ 13. Long Distance Calling Card (to call home periodically).  
**(Carry with you)**
- \_\_\_ 14. Pocket money for personal expenses (canteen snacks, souvenirs, etc..\$15-20 per week).  
**(Carry with you)**
- \_\_\_ 15. Bring completed [Annex I Record of Valuable Items](#), [Annex A Declaration](#), [Annex B Release of Personal Information](#), and Provincial Health number.  
**(Carry with you)**

**Cadets attending the Air Cadet Power or Glider Scholarship Course must also have the following:**

- a. original Birth Certificate; and
- b. original Licence Validation Certificate.

## Annex D - ROCKY MOUNTAIN NATIONAL ARMY CADET STC

1. Rocky Mountain National Army Cadet Summer Training Centre (RMNACSTC) is located in the Rocky Mountain Forest Reserve 100 km NW of Calgary. RMNACSTC's primary role is the provision of advanced training to Army Cadet and three Exchange programs. Twelve British, and six American youths are brought to the course in exchange for Canadian cadets going to the United Kingdom, Germany and the United States.
2. RMNACSTC provides two advanced training courses during its summer operation:
  - a. Cadet Leadership and Challenge Course
  - b. National Army Cadet Advanced Pipes and Drums.
3. In addition to the two hundred and twenty cadets, RMNACSTC staff includes over one hundred and thirty CIC officers, Regular Force personnel, Reserve Force personnel, civilian instructors and staff cadets.
4. The CSTC is located at 4500' above sea level where normal morning temperatures range between 5-10° C. It is not unusual, for snow to fall in early June. Cadets and staff attending RMNACSTC are advised to ensure they bring suitable warm civilian clothing such as a sweater and coat.
5. RMNACSTC is a remote location and is more than 45 minutes travel to a physician. Cadets that arrive at RMNACSTC with medical limitations requiring ready access to a physician **may** be RTU'd.
6. Each year, RMNACSTC organizes supplemental exam sessions for cadets and staff cadets belonging to Quebec school boards. These sessions are held at the same time as the ones organized in Quebec. The exams are those of the Ministère de l'Éducation or the school boards wishing to have their local exams sent to the Training Centre. It should be noted that the school boards are under no obligation to RMNACSTC to have the exams administered. In order to facilitate liaison with the school boards, it is necessary to complete [Appendix 1](#) to this annex. This information must be submitted on your arrival at the Training Centre.
7. Mess Dinners will be arranged while at RMNACSTC. The staff cadet mess dinner will be held mid way through the course and staff cadets are permitted to wear suitable equivalent civilian attire to the dinner. Officers and NCMs may wear Mess Kit, as appropriate, to their Mess Dinners.
8. Banking services are available in the town of Cochrane, which is located approximately 45 km SE from the camp. It would be most beneficial to have an Interac account with any financial institution should you intend to withdraw cash while at the Training Centre.

Annex D  
Appendix 1

SUPPLEMENTAL EXAMS – EASTERN REGION

In order to facilitate liaison with the school boards, it is necessary to provide the information below. This information must be submitted on your arrival at the Training Centre. If you are not certain about whether you passed or failed the exam, please indicate this. It must be kept in mind that the school board can refuse to allow you to sit these exams at the Training Centre.

**Note:** The accuracy of the information you provide will speed up the process and improve the chances of obtaining the exams in time.

_____	(____)_____
Surname and Give Name	Home Telephone Number
_____	_____
Permanent Student Number	Name of School Board
_____	(____)_____
Name of Contact Person	Telephone # of Contact Person

\_\_\_\_\_

Exam Title(s)

\_\_\_\_\_

Exam Date(s)

I need to sit one or more supplemental exams.

I am not certain that I failed an exam but am submitting this information just in case.

## **Annex E - PENHOLD AIR CADET STC**

1. Penhold Air Cadet Summer Training Centre (PACSTC) is located 10 km Southwest of Red Deer, Alberta, next to Red Deer Regional Airport and the community of Springbrook 6 km north of the town of Penhold. Springbrook is approximately halfway between Edmonton and Calgary. PACSTC's primary role is in the provision of a safe and challenging summer training programme.
2. PACSTC comprises approximately two hundred and seventy five staff and provides thirteen training courses to approximately 1500 cadets from Alberta, Saskatchewan, Manitoba, NW Ontario and British Columbia during its summer operation. Penhold offers the following courses:
  - a. General Training;
  - b. Basic Leadership;
  - c. Basic Musician;
  - d. Musician Level I-V; and
  - e. Introduction to Rifle Coaching
3. Graduation dates for courses are found at [Annex J](#).
4. Parents who have arranged to deliver or pick up cadets should report to the Summer Training Centre orderly room in Building 39 where assistance will be available. A map of PACSTC can be found at the following link: <http://www.cadets.ca/regions/prs/content-contenu.aspx?id=102885>.
5. Mess Dinners will be arranged for staff while at PACSTC. The staff cadet mess dinner will be held mid way through the course and staff cadets are permitted to wear suitable equivalent civilian attire to the dinner.

## Annex F - COLD LAKE AIR CADET STC

1. Cold Lake Air Cadet Summer Training Centre (CLACSTC) is located at 4 Wing Cold Lake, 300 km northeast of Edmonton, Alberta, close to the Saskatchewan border. CLACSTC's primary role is in the provision of a safe and challenging national summer training programme.
2. CLACSTC conducts the following four training courses during the summer:
  - a. Basic Survival;
  - b. Basic Fitness & Sports;
  - c. Survival Instructor Course;
  - d. Senior Leaders Course; and
  - e. Musician Level I-V.
3. CLACSTC comprises approximately one hundred and fifty staff and staff cadets as well as 600 course cadets.
4. Cadets and Staff Cadets attending the Basic Survival or Survival instructors Course will be issued with appropriate clothing for the field training environment. Any cadet who owns personal military kit or combat uniforms are requested not to bring these items as they will be confiscated upon arrival. Cadets are also reminded that due to the nature of field training, they may be away from laundry facilities for up to 6 days consecutively and are reminded to bring enough socks and undergarments to cover this timeframe.
5. Cadets may be authorized civilian clothing during off hours. Near the end of training flight clothing and yearbooks may be offered for purchase at the individual's expense. The training bonus may be used to offset these costs. Cadets are reminded to put the majority of their spending monies into the Cadet Banking system, as canteens are operated on a cashless system.
6. Graduation dates for courses are located at [Annex J](#).
7. Parents who have arranged to drop off or pick up cadets should report to the cadet training centre operations office located in Building 579 for the Senior Leadership or Music Training Courses or to the Survival Training Centre Headquarters in Building 79 for the Survival Instructor or Basic Survival Courses. A map of CLACSTC is available at the following link: <http://www.cadets.ca/regions/prs/content-contenu.aspx?id=102885>.
8. Mess Dinners will be arranged for staff while at CLACSTC. The staff cadet mess dinner will be held mid way through the course and staff cadets are permitted to wear suitable equivalent civilian attire to the dinner. Officers and NCMs may wear Mess Kit, as appropriate, to their Mess Dinners

## Annex G - PRAIRIE REGION AIR CADET POWER PILOT SCHOLARSHIP

1. The Prairie Region Air Cadet Power Pilot Scholarship courses will be located at various selected locations. Each cadet will be informed of his or her specific location for training prior to departure.
2. The wings graduation parades dates are at [Annex J](#).
3. It is imperative to understand that regardless of the location of the training, Power Pilot Scholarship Cadets are **cadets**. Therefore all the rules, regulations and orders involved with the cadet organization still pertain and govern behaviour and conduct. Cadets will be briefed and presented with the respective rules and regulations for the location that they are attached to. Cadets will be required to read, understand, and sign as having read and understood these regulations. Any breach of these rules or inappropriate behaviour may result in the cadet being returned to unit. A high level of discipline and maturity is required throughout all aspects of summer training both in and out of the aircraft
4. Cadet squadrons must ensure all cadets are issued required clothing items. This should include one extra pair of boots (to be returned to the squadron immediately after course completion) and appropriate rank insignia.
5. At the course location, cadets will be issued a Canadian Forces flying suit, flight computer, ruler, protractor and the training publication "From the Ground Up". All items must be returned to the Supervisory Officer at the completion of training. A pilot logbook and maps will also be issued and retained by the cadet.
6. Cadets, upon arrival, **must** have in their possession, the following additional items:
  - a. proof of age and citizenship, birth certificate, baptismal or Canadian Landed Immigrant status documentation. The actual certificate, not a photocopy, is required. This is for the Minister of Transport Licence requirements;
  - b. the original Licence Validation Certificate (not a copy), showing a Medical Category 3 (or 1);
  - c. one passport photo if the candidate is not in possession of a Transport Canada Aviation Document Booklet. ( do not sign the back of the photo, the signature on the photo must match the signature on the license application); and
  - d. Transport Canada Aviation Document Booklet (if the candidate has been issued one.)
7. The following list of additional items may be brought to the summer training:
  - a. personal owned flight suits may be worn only if properly badged and attired according to CF regulations and Prairie Region Flying Orders. Cadets will be briefed on arrival as to these regulations;
  - b. suitable civilian clothing, especially for hot weather;
  - c. personal sports gear (i.e. roller blades, tennis racquets);
  - d. additional blue plain t-shirts, cadets will each be issued two at the course location, as these are required to be worn under the flight suit; and
  - e. additional funds to cover the cost of course shirts and or crests. These are purchased at personal expense.

**Note:** All cadets are reminded that although your training may be conducted at a civilian establishment, military discipline will be maintained. A high standard of both dress and deportment is expected.

8. Cadets should have sufficient funds to pay for the following items, which have an approximate cost of \$300.00; however, they are reminded that their training bonus may be used to offset these costs:

- a. Transport Canada Private Pilot Licence Application and licensing Fees. (\$160.00);
- b. Aeronautical Information Manual . If you have an up to date copy of this publication, bring it with you; and
- c. Aircraft Operating Manual.

9. Effective June 2008, all power pilot scholarship cadets will be required to obtain a passport photo to accompany the new licence application. **Do not** have the back of the photo signed.

10. As of 30 April 2008, Transport Canada (TC) regulations require an Aviation Language Proficiency Test. The Aviation Language Proficiency Test is a formal test administered through a delegated examiner and will require approximately 20 minutes for completion. Each cadet will need to successfully complete the Aviation Language Proficiency Test.

11. Cadets that possess an existing glider pilot licence from the Regional Gliding School (Prairie) in 2008 will receive a new licence, printed in the old format, indicating the language proficiency. The language proficiency will then be transferred to the power pilot licence. Cadets with an existing licence must **ensure** that the newly issued glider pilot licence is brought to the summer training centre.

**Note:** Each supervisory Officer will have a Cell phone for 24-hour contact. This number along with postal address will be given to the cadet's upon arrival to each location.

## Annex H - REGION GLIDING SCHOOL (PRAIRIE)

1. The Region Gliding School Prairie (RGS (Pra)) is located at the former RCAF Station in Gimli, Manitoba. Gimli is located 100 km north of Winnipeg, Manitoba. RGS (Pra) provides training courses during its summer operations:
  - a. Basic Aviation Course
  - b. Glider Pilot Scholarship
2. Cadets who arrive in Gimli for the glider pilots' course in excess of the weight and height limits for a glider (max 200 lbs and min 90 lbs, 6 ft 3 in, 4 ft 6 in) may be returned to unit.
2. During the summer approximately 170 Air Cadets will attend Glider Pilot and Basic Aviation Courses in Gimli.
3. Graduation dates for RGS (Pra) are listed at [Annex J](#).
4. Cadets attending Glider Pilot training will be issued with appropriate clothing for flying operations. Cadets on course do not wear flight suits; therefore there is no requirement for cadets to bring them to the training centre. Civilian clothes may be permitted during off duty hours. All of the required flying manuals will be issued at the training centre.
5. Cadets attending Glider Pilot Training are required to ensure that their **original** birth certificate, citizenship or landed immigrant status documentation is brought to the training centre. Photocopies are allowed only if a duly appointed person has signed the back as being a true copy. Cadets are also required to have their **original** license validation certificate (Medical) showing a category 3 (or 1) and one passport photo. **Flying training cannot commence without these documents.**
6. For the cadets attending the Glider Pilot Course, there will be a Transport Canada license and test fee of \$160 that is required to be paid during summer training. A \$60 a week training bonus will also be paid to all the cadets attending summer training. This bonus may be used to offset these costs.
7. Effective June 2008, all glider pilot cadets will be required to obtain one passport photo to accompany the new licence application. Do not have the back of the photo signed, the signature on the photo must match the signature on the license application form.
8. As of 30 April 2008, Transport Canada (TC) regulations require an Aviation Language Proficiency Test. The Aviation Language Proficiency Test is a formal test administered through a delegated examiner and will require approximately 20 minutes for completion. Each cadet will need to successfully complete the Aviation Language Proficiency Test.
11. Parents who have arranged to deliver or pick up cadets should report to the Summer Training Centre orderly room in Hangar 1 where assistance will be available. A map of RGS (Pra) can be found at [Appendix 1](#) to this Annex.
12. Mess Dinners will be arranged while at RGSC. The staff cadet mess dinner will be held mid way through the course and staff cadets are permitted to wear suitable equivalent civilian attire to the dinner. Officers and NCMs may wear Mess Kit, as appropriate, to their Mess Dinners



## **Annex J - SUMMER TRAINING COURSE COMPLETION DATES**

### **Rocky Mountain National Army Cadet Summer Training Centre**

1. The graduation parade for RMNACSTC is scheduled for Friday 20 August 2010 at 10:00 am.

### **Penhold Air Cadet Summer Training Centre**

2. Graduation dates for the Penhold ACSTC are listed as follows:
  - a. 23 July 2010 at 10:00 am
    - (1) first serial of General Training course;
  - b. 30 July 2010 at 10:00 am;
    - (1) first serial Basic Leadership course;
    - (2) first serial Basic Musician courses; and
    - (3) first serial Introduction to Rifle Coaching course;
  - c. 6 August 2010 at 10:00 am;
    - (1) second serial of General Training course; and
  - d. 20 August 2010 at 10:00 am;
    - (1) third serial of General Training course;
    - (2) second serial Basic Leadership course;
    - (3) second serial Introduction to Rifle Coaching course;
    - (4) second serial Basic Musician courses; and
    - (5) Musician level I-V.

### **Cold Lake Air Cadet Summer Training Centre**

3. Graduation dates for CLACSTC are listed as follows:
  - a. 30 July 2010 at 10:00 am;
    - (1) first serial of Basic Survival course;
  - b. 19 August 2010 at 7:00 pm;
    - (1) Senior Leaders Course and;
    - (2) Service Band Training.
  - c. 20 August 2010 at 10:00 am;

- (1) second serial of Basic Survival course; and
- (2) Survival Instructors Course.

### **Region Gliding School (Prairie)**

4. Graduation dates for RGS (Pra) are listed as follows:
  - a. 30 July 2010 at 10:00 am;
    - (1) first serial Basic Aviation Course; and
    - (2) first serial Basic Aviation Technology and Aerospace Course; and
  - b. 20 August 2010 at 7:00 pm;
    - (1) second serial of Basic Aviation Course;
    - (2) second serial of Basic Aviation Technology and Aerospace Course; and
    - (3) Glider Pilot Course.

### **Power Pilot Scholarship**

5. The Power scholarship wings graduation parades for are scheduled for:
  - a. Skywings Aviation Academy, TBA;
  - b. TBA; and
  - c. Steinbach and St Andrews (Harv's Air) are combined and scheduled for TBA at the St Andrews Airport.

## Annex K – CSTC Course Descriptions

1. Army cadet training courses offered in RCSU (Pra) are as follows:
  - a. **Cadet Leadership and Challenge Course.** Six weeks in duration, is designed to develop the cadets' qualities of self-confidence, initiative, ability to relate with others, leadership and the capacity to make responsible decisions. During the summer, cadets receive instruction and practice skills required to operate effectively for long periods in mountainous terrain, watermanship skills, mountain climbing and related leadership challenges; and
  - b. **National Army Cadet Advanced Pipes and Drums.** Six weeks in duration, is designed to qualify cadets for selection as a staff cadet instructor in a pipes and drums environment providing the prerequisite for appointment as a cadet Pipe Major. The band is provided with opportunities to perform locally in Banff, Canmore and Lake Louise and may be featured at the Calgary Stampede and in Medicine Hat for their annual exhibition.
2. The following air cadet and tri-elemental training courses are offered within RCSU(Pra):
  - a. **General Training.** Two weeks in duration, provides basic training in life skills, adventure training, physical recreation, marksmanship, first aid, citizenship and experience the air element of the Canadian Cadet Organization, adapting to the CSTC environment, further developing skills learned during the proficiency level 1 program, and selecting future CSTC training opportunities;
  - b. **Basic Leadership.** Three weeks in duration, provides training in effective speaking, instructional techniques, leadership, general cadet knowledge, drill, physical recreation, first aid and practice in fundamental military skills;
  - c. **Basic Musician.** Three weeks in duration, provides theoretical and practical music training in Music Level Basic, music performance training validation, drill, and physical recreation;
  - d. **Musician Level I –V.** Six weeks in duration, combining theoretical and practical music training, with the opportunity to perform at community events. Cadets also receive leadership, physical recreation, and first aid training; and
  - e. **Introduction to Rifle Coaching.** Three weeks in duration, provides training to perform marksmanship techniques, act as a range assistant in both theoretical and practical components of the LHQ marksmanship program;
  - f. **Basic Survival.** Three weeks in duration, provides basic training in canoeing/small craft safety, survival field training exercises, emergency first aid/CPR, recreational sports, and drill training for Prairie Region cadets;
  - g. **Basic Fitness & Sports:** Three weeks in duration. This course is open to all three elements of the Cadet Programme. The goal of this course is provide cadets with a strong understanding of personal fitness and healthy living. Upon successful completion of this course cadets will be able to assist with the Cadet Fitness Assessment and with recreational elements at their corps.

## **CSTC Course Descriptions Continued...**

- h. **Survival Instructor Course.** Six weeks in duration, provides advanced training in survival, map and compass, orienteering, communications, ground search, standard first aid/CPR, leadership, instructional technique, canoeing, and recreational sports for cadets from Western Canada;
- i. **Senior Leaders Course.** Six weeks in duration, provides advanced leadership training to cadets from all provinces in Canada covering drill, leadership, instructional techniques, effective speaking, practice in fundamental military skills, and recreational sports; and
- j. **Basic Aviation Course.** Three weeks in duration. Designed to be an exciting hands-on introduction to the flying environment, combining classroom theory with various activities including, but not limited to, model aircraft construction, flight simulator experience, flying training, sports and tours; and
- k. **Glider Pilot Scholarship.** Six weeks in duration. The glider pilots' scholarship is a very physical and mentally demanding course combining theoretical and practical flight training. Cadets should be prepared to work hard and spend long hours each day to achieve a Glider Pilot Licence. Cadets will be required to pass the transport Canada written test. An inability to pass this exam or to maintain academic and flying levels required, may result in a return to unit.

## **Annex L - Summer Training Centre Address and Contact Information**

1. **Cold Lake Air Cadet Summer Training Centre:**

RANK, FULL NAME, INITIAL  
COLD LAKE AIR CADET SUMMER TRAINING CENTRE  
4 WING COLD LAKE  
BOX 6550 STN FORCES  
COLD LAKE AB T9M 2C6

2. The emergency telephone number to contact cadets and Staff Cadets at CLACSTC is **(780) 840-8000 extension 4777**. Calls are to be directed to the CLACSTC Administration Officer for cadets attending the Senior Leaders course and Music Training or to the Cadet Survival Training Centre Administration Officer (ext 4774) for cadets attending the Basic Survival or the Survival Instructor course.

3. **Penhold Air Cadet Summer Training Centre:**

RANK, FULL NAME, INITIAL  
PENHOLD AIR CADET SUMMER TRAINING CENTRE  
BAG 10  
PENHOLD AB T0M 1R0

4. The telephone number at Penhold Air Cadet Summer Training Centre will be **1-888-692-6252**.

5. **Regional Gliding School (Prairie):**

RANK NAME INITIALS  
Region Gliding School (Prairie)  
PO Box 1960  
Gimli MB R0C 1B0

6. **Rocky Mountain National Army Cadet Summer Training Centre:**

RANK, FULL NAME, INITIAL  
Rocky Mountain National Army Cadet Summer Training Centre  
Box 1847  
Cochrane AB T4C 1B7.

7. The toll free emergency contact number for the Rocky Mountain National Army Cadet Summer Training Centre is **1-888-249-4499**. Personnel travelling by commercial airline will normally be met at the Calgary International Airport by a RMNACSTC vehicle. If there is a problem, you must call RMNACSTC by dialling toll free **1-888-249-4499**.

8. Mail for cadets should be annotated Cadet, Staff Cadet, or Summer Training Centre Staff in the lower right corner of the envelope. All mail and parcels **MUST** have a return address as some of the mail/parcels are received after the cadet has departed the CSTC.

9. Messages will be passed to the cadets who will be able to return calls when they are free from training. If there is an emergency, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

## **Annex M – CADET/STAFF CADET UNIFORM AND CLOTHING REQUIREMENTS**

1. Cadets are to ensure that all uniform items fit properly (especially running shoes and boots) and are in a serviceable condition. All special or environmental clothing required by cadets will be issued upon arrival and must be returned prior to leaving the CSTC. In addition to the issued cadet uniform, cadets are to bring the following properly fitting issued items of PT clothing:

- a. tilley style cap;
- b. "Cadets Canada" shorts (one pair);
- c. "Cadets Canada" t-shirt (one); and
- d. running shoes (one pair).

2. The following personal items of kit must be brought to the CSTC:

- a. toothbrush, toothpaste, dental floss;
- b. soap and shampoo (biodegradable for Rocky Mountain cadets);
- c. two bath towels, two hand towels, face cloths, one beach towel;
- d. shaving kit (if required);
- e. hairbrush or comb;
- f. fingernail clippers or nail file;
- g. handkerchief or tissue;
- h. deodorant, sunscreen and lip balm;
- i. shoeshine kit;
- j. sewing kit;
- k. laundry soap (biodegradable for Rocky Mountain cadets);
- l. writing material;
- m. two padlocks (combination type);
- n. several changes of underclothing, T-shirts and socks;
- o. pyjamas;
- p. sweat suit and sweatshirts;
- q. conservative swimsuit;
- r. sweater;
- s. hangers;
- t. lint brush;

- u. eyeglass retainer bands for sports (for eyeglass wearers);
- v. shower sandals; and
- w. neutral colour bobby pins/hair accessories (if necessary).

3. The following additional clothing items are required for cadets that are attending Introduction to **Basic Fitness and Sports Courses**:

- a. 1 pair of good cross training running shoes;
- b. 2 pair of civilian gym shorts (no cut off jeans);
- c. 2 white T-shirts;
- d. additional conservative bathing suit & beach towel;
- e. 5 pair athletic socks;
- f. any required athletic braces/supports;
- g. personal size water bottle; and
- h. optional items include:
  - (1) knee pads for volleyball;
  - (2) eye goggles for the pool; and
  - (3) whistle for officiating.

#### **FORBIDDEN ITEMS**

4. The following items are absolutely forbidden and shall not be brought to the training centre under any circumstances. **These items will be confiscated and disposed of if brought to the training centre:**

- a. firearms of any kind;
- b. all knives;
- c. straight blade razors;
- d. pornographic materials;
- e. non-prescription drugs;
- f. laser pointers; and
- g. lighters and other fire starting equipment.

## VALUABLES AND DISCOURAGED ITEMS

5. The following items are strongly discouraged from being brought to the training centre:

- a. camera cellular phones;
- b. iPods;
- c. MP3 players; and
- d. laptop computers.

6. To eliminate any storage of valuables, or security problems, it is recommended that cadets do not bring jewellery, walkmans, or other "attractive items" to the CSTC. Cadets who bring valuables to CSTC are to complete the [Record of Valuable Items \(Annex I\)](#) form and bring a copy of the completed form to the CSTC.



**REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS  
DEMANDE D'EMBARQUEMENT/DÉBARQUEMENT DE CADETS PAR UN PARENT OU TUTEUR**

<b>SECTION "A" - CADET PERSONAL DATA - RENSEIGNEMENTS PERSONNELS DU CADET</b>					
CADET CORP/SQUADRON NO & NAME NO ET NOM DU CORPS/ESCADRON DE CADETS			LOCALITY (CITY) - LOCALITÉ (VILLE)		
RANK - GRADE	SUR NAME - NOM	FIRST NAME - PRÉNOMS	SEX - SEXE M	TELEPHONE - TÉLÉPHONE (	
ADDRESS - ADRESSE		CITY - VILLE		PROV.	POSTAL CODE POSTAL
<b>SECTION "B" - CADET ACTIVITY - OCCUPATION DU CADET</b>					
EMPLOYMENT - COURSE - EXCHANGE - OTHERS EMPLOI - COURS - ÉCHANGE - AUTRES			CSTC - COUNTRY OF EXCHANGE - OTHERS CIEC - PAYS D'ÉCHANGE - AUTRES		
<b>SECTION "C" PICK UP/DROP OFF POINT - LIEU DE DÉBARQUEMENT/EMBARQUEMENT</b>					
DROP OFF POINT - LIEU DE DÉBARQUEMENT			TIME AND DATE - HEURE ET DATE		
PICK UP POINT - LIEU D'EMBARQUEMENT			TIME AND DATE - HEURE ET DATE		
<b>SECTION "D" AUTHORIZED PERSON - PERSONNE AUTORISÉE</b>					
NAME OF PERSON AUTHORIZED TO PICK-UP THE CADET NOM DE LA PERSONNE AUTORISÉE À RAMASSER LE CADET			TELEPHONE - TÉLÉPHONE		
(PRINT/LETTRES MOUILLÉES)			HOME-DOMICILE:( )		
			WORK-TRAVAIL:( )		
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK-UP THE CADET NOM D'UNE DEUXIEME PERSONNE AUTORISÉE À RAMASSER LE CADET			TELEPHONE - TÉLÉPHONE		
(PRINT/LETTRES MOUILLÉES)			HOME-DOMICILE:( )		
			WORK-TRAVAIL:( )		
<b>SECTION "E" PARENT/GUARDIAN SIGNATURE - SIGNATURE DU PARENT/TUTEUR</b>					
AUTHORIZING SIGNATURE - SIGNATURE D'AUTORITÉ			TELEPHONE NUMBERS - NUMERO DE TÉLÉPHONE		
(SIGNATURE)	(PRINT/LETTRES MOUILLÉES)		HOME-DOMICILE:( )		
			WORK-TRAVAIL:( )		
<b>SECTION "F" SIGNATURE OF COMMANDING OFFICER/DESIGNATE SIGNATURE DU COMMANDANT/DÉSIGNÉ</b>					
CORP/SQUADRON COMMANDING OFFICER/DESIGNATE COMMANDANT DU CORPS/ESCADRON DE CADETS/DÉSIGNÉ			TELEPHONE NUMBER - NUMERO DE TÉLÉPHONE		
(SIGNATURE)			HOME-DOMICILE:( )		
(PRINT/LETTRES MOUILLÉES)			WORK-TRAVAIL:( )		
<b>SECTION "G" SIGNATURE OF PERSON PICKING UP CADET SIGNATURE DE LA PERSONNE QUI RAMASSERA LE CADET</b>					
<i>To be signed at time of pick up/signature requisite lorsqu'on ramasse le cadet</i>					
(SIGNATURE)	(PRINT/LETTRES MOUILLÉES)		(DATE - TIME)	(DATE - HEURE)	

**\*\*\* NOTES\*\*\***

- DND is responsible for transporting the cadet from LHA (Local Headquarter Area) to authorized activity only. Any deviation from pre-authorized transport arrangements are the financial and administrative responsibility of the authorizing parent/guardian.
- The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.
- Parent/Guardian authorizing signature (Section E) must be the same as the signature on the CF51.
- Person picking up the cadet must be the person(s) authorized at Section D. Be at least 18 years old and must provide picture ID.
- This form must only be completed if the pick up or drop off point differs from the pick up of drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person signing the CF51.