



111 Pegasus Squadron Sponsoring Committee

Internal Procedures and Guidelines

As of June, 2019

In conjunction with the policies and procedures already set out under 111 Pegasus Squadron Sponsoring Committee's (aka 111 Pegasus SSC) Constitution, the Air Cadet League of Canada British Columbia Provincial Committee's Administrative Manual, and DND¹ Identification Number 2005-113124: Memorandum of Understanding, the following is a set of internal procedures and guidelines determined by the Executive Committee Directors of 111 Pegasus Squadron Sponsoring Committee to assist the members and Officers with the day to day operations of the Squadron Sponsoring Committee. These internal procedures and guidelines should be reviewed on an annual basis.

1. Guiding Principles for 111 Pegasus SSC:

- 1.1 We strive for a high level of involvement from parents, guardians and supporters in collective efforts that make our squadron strong.
- 1.2 We operate in accordance to the by-laws of 111 Pegasus SSC.
- 1.3 We develop fundraising activities with full understanding of 111 Pegasus SSC's charitable purpose.
- 1.4 We comply fully with Federal and Provincial laws regarding the privacy of personal information and maintain strict confidentiality with regard to the storage and non-disclosure of related records.
- 1.5 We recognize our financial supporters and volunteers who have worked to make our squadron successful.
- 1.6 We maintain a record of all elections, assets and financial activities, which includes a monthly statement of financial income and expenditures and complete all required reports in a timely manner.
- 1.7 We promote community awareness of national, provincial and local organizations that generate interest and opportunities in aviation for cadets and our partnership with the Department of National Defence and their support and delivery of the Air Cadet Program.
- 1.8 We provide awareness of the partnerships involved in the Air Cadet program by communicating with parent/guardian of a cadet through our various communication tools (ie: welcome package, orientations, website, emails, newsletters).



- 1.9 We uphold zero tolerance for any form of abusive behaviour and train everyone involved with the squadron accordingly.
- 1.10 We proactively recruit qualified resource people from the community for all aspects of the program and ensure candidates are screened promptly and thoroughly.
- 1.11 We work to provide resources needed for optional activities to enhance the retention of serving cadets and attracting recruits to our squadron.

2. **Membership:**

- 2.1 No fees are required to become a voting or non-voting member of 111 Pegasus SSC. Request for membership must be submitted to the Vice-Chair of the SSC, and membership approval must be documented at an Executive Committee meeting.
- 2.2 All members must be screened in accordance with the Air Cadet League of Canada British Columbia Provincial Committee's Administrative Manual. Non-screened members must be supervised by a screened member.
- 2.3 The number of Executive Committee Directors for each training year will be established at each year's Annual General Meeting.
- 2.4 Executive Committee Directors may serve over three years on the same position only when approved by majority of the Members (majority will be determined by vote at AGM). Executive Committee Directors may serve an additional year in the same position only when approved by majority of the Members (majority will be determined by vote at AGM). Positions should be reviewed on an annual basis before each Annual General Meeting.
- 2.5 All members must follow protocol established by 111 Pegasus Squadron Commanding Officer as it relates to parking, parades, training and/or communication (see Appendix A-111 Pegasus CO Standing Order).

3. **Registration Fees:**

- 3.1 All cadets are required to pay a pre-determined annual registration fee at the time of registration of which, a portion is remitted each year to the BCPC³ for insurance and other purposes.
- 3.2 In accordance with DND, ACL and BCPC policies, no potential cadet will be denied participation in the 111 Pegasus Squadron or its activities as a result of inability to pay the registration fee. In the event a financial hardship results in a cadet's parent being unable to pay the registration fee charged by the 111 Pegasus Squadron the parent may approach the Chair or the Treasurer to discuss their circumstances. The Chair and Treasurer shall jointly determine whether to reduce or waive the registration fee as required to ensure the cadet is able to join the



Squadron. Any hardship cases must be kept private between the parent, the Chair and the Treasurer and no cadet shall be denied access to any Squadron activities as a result of having their registration fee waived or reduced under this policy.

- 3.3 All new cadets are permitted a 1 month trial period. At the end of that one month, a cadet withdrawing from the program will be entitled to a refund upon request. No refunds will be issued after one month, regardless of cadet's enrollment status.
- 3.4 Early Bird Registration fees are not eligible for the 1 month trial period or for refund.
- 3.5 Cadets transferring into 111 Pegasus from another squadron must provide proof of registration fee payment from their previous squadron for the current training year. If a cadet is unable to provide proof of payment, they must pay the annual registration fee to 111 Pegasus.
- 3.6 There shall be no refund for a Cadet transferring to another Air Cadets Squadron. In accordance with BCPC Policies, registration fees paid by a cadet who transfers to another Squadron shall remain with the Squadron in which they paid their registration fees.
- 3.7 A Cadet who will turn 19 and age out of the Cadet program prior to February 1 of the current training year shall be entitled to pay a fee which is a prorated portion of the full registration fee for the portion of the training year they will attend. The early bird registration fee, if offered, may not be prorated.

4. **Tagging**

- 4.1 The Squadron supports the goal of ensuring all cadets are provided an equal opportunity to contribute to fundraising for the Squadron; therefore, the goal in assigning cadets shall be to spread the top 4 tagging locations based on statistics from the previous tag days among as many different cadets as possible during each tagging weekend.
- 4.2 It is mandatory for all cadets to work a minimum of four Tagging shifts each training year and a minimum of one tagging shift on each tagging weekend. Cadets who are unable to work their required shifts on a tagging weekend will be required to follow the normal process established by the officers of the Squadron to be excused from the event.
- 4.3 In order to maximize the success of each tagging weekend the SSC will work with the officers of the Squadron to schedule Squadron activities to minimize the conflict with Tagging days.
- 4.4 In order to ensure fairness in the recognition of all cadets who fundraise for the squadron, cadets participating in tagging weekends will be eligible to prizes from the Sponsoring Committee based on a random draw. Entries into the draw will be assigned based on the number of shifts each cadet works during the weekend as follows: one shift will receive one entry, two shifts will receive three entries, three shifts will receive six entries and four shifts will receive ten entries.



There will be a random draw done on the parade square from all entries to reward twenty taggers each tagging weekend. No cadet will be entitled to win more than one prize for a single tagging weekend; however, they shall be eligible to win a prize for each tagging weekend they work during the training year. The prizes awarded will each have a value of approximately \$15.

- 4.5 Any tagger who works every available shift during a tagging weekend will also receive 10 tickets for canteen as a thank you gift for working the extra shifts.

5. **Investments:**

- 5.1 Under the Society's Act, as a Charitable Organization, the funds raised from the SSC should be applied back to the squadron's mission rather than accumulated into a large reserve. A reasonable amount deemed not to be below \$10,000 and not to exceed a total of \$50,000 should be put aside for contingency purpose.
- 5.2 Contingency funds should be invested in Guaranteed Investment Certificates (GIC) only.
- 5.3 Executive Committee Directors must vote at a meeting, or by email on decisions such as renewals, withdraws and/or additions of short-term investments. Majority will determine the action required.
- 5.4 When short-term investments reach below \$10,000 or beyond \$50,000, Executive Committee Directors of 111 Pegasus SSC must convene a meeting to review the investment situation.

6. **Bank Accounts:**

- 6.1 A minimum of three Executive Committee Directors, except the Treasurer, must be signing officers to any official bank accounts opened under 111 Pegasus SSC.
- 6.2 111 Pegasus Treasurer cannot be a signing officer to any official bank accounts opened under 111 Pegasus SSC.
- 6.3 Decisions as to the number of signing officers and who the signing officers are for each training year should be determined immediately after the Annual General Meeting. Legal banking procedures must be followed to change signatories.
- 6.4 No cash withdrawals may be done directly from any 111 Pegasus SSC bank accounts without usage of cheques.
- 6.5 No signor may sign his/her own cheques.
- 6.6 Cheques may only be kept with either the Chair or Treasurer during the training year.



7. **Deposits:**

- 7.1 Deposits may be done by any screened member of 111 Pegasus SSC. However, all deposits must be properly referenced with appropriate source documents.
- 7.2 Deposit books may only be kept with either the Chair or Treasurer during the training year. Screened members may request the use of a deposit book to make deposits, but the book must be returned along with source documents to the Chair or Treasurer for recording and reconciliation purposes immediately after a deposit is made.
- 7.3 Deposits must be made directly into an official 111 Pegasus SSC bank account. Funds may not be deposited into a personal account and subsequently transferred into an official 111 Pegasus SSC bank account.

8. **Expenditures:**

- 8.1 All expense claims must be submitted within the same training year². It is preferred that all expense claims are submitted within three months of the actual expenditure.
- 8.2 Original invoices/receipts must be submitted for reimbursements unless the original is being submitted to DND for reimbursement. Other exceptions to this requirement may only be granted by the Chair or Treasurer of 111 Pegasus SSC based on reasonable circumstances. In any circumstance where copies are accepted the reason for the use of the copy must be indicated on the copy.
- 8.3 All DND related activity expenses must be pre-approved by 111 Pegasus Commanding Officer.
- 8.4 Only gas receipts for pre-approved travel will be reimbursed. No mileage claim will be reimbursed.
- 8.5 Event parking for training purposes (ie: FTX or field trips) only will be reimbursed.
- 8.6 No alcohol or entertainment reimbursements.
- 8.7 Sponsoring Committee will reimburse up to a maximum of \$25 per person for team clothing per year. This expenditure must be pre-approved by the Chair.
- 8.8 Sponsoring Committee will support Flight Boot Bashes in the following manner:
 - We will fund 1 boot bash per Flight per training year if the boot bash is supervised by an officer from the Squadron.
 - Each Flight will receive up to a maximum of \$50 in expense reimbursements for boot bash purpose only.



- An additional request is required for additional funds required for Flights with more than 35 cadets (ie: band) – the exact amount of any additional funds must be pre-approved based on budget availability.

- 8.9 Meal reimbursements will be based on reasonable amounts. All meal reimbursements are subject to pre-approval by the Chair and/or Commanding Officer.
- 8.10 Procurement for squadron equipment and supplies should be first made with pre-approved vendors that 111 Pegasus has credit accounts with. Due diligence should be exercised to ensure the squadron is paying the best price for all equipment and supplies. When and where possible, donation or sponsorship opportunities should be explored prior to acquiring large purchases.
- 8.11 All non-budgeted purchases greater than \$500.00 must be pre-approved by Executive Committee Directors at a meeting or by email vote.

9. **Access Rights to Information (in conjunction with Appendix B – BCPC³ Privacy Policy):**

- 9.1 Only the Chair and assigned screened members may have direct access to the database containing cadet's biographical and family information for related squadron activities.
- 9.2 Other access rights to cadets' biographical information are granted on a "need-to-know" basis. List of those individuals granted access must be kept with Executive Committee minutes, and updated on an annual basis.
- 9.3 Cadets' performance information provided to the Chair should only be used for the purpose for which it was provided and should not be shared with any individual other than the respective cadet's parents. All other cadet performance related inquiries would be deferred to the Commanding Officer.
- 9.4 Any "Do Not Contact" requests must be followed. (See Appendix B - BCPC³ Privacy Policy – 10 Privacy Guiding Principles).

10. **Record Retention:**

- 10.1 All physical paper source documents (including registration papers and meeting minutes) must at all times be kept secure and in the control of the Executive Member who has been entrusted with their care or at the squadron. Physical registration forms will be destroyed at the beginning of the training year following the year to which they apply.
- 10.2 Accounting records (including copies of source documents, bank statements, tax receipts, T3010, and other submissions) must be kept in accordance with CRA regulations for Charities.



10.3 A copy of all data and/or photos (computerized files) created and kept by any Executive Committee member on personal equipment must be returned to the squadron at the end of each training year for storage on official SSC computers and/or other electronic storage devices. Important SSC related electronic documents should at all times be backed up to an appropriate cloud account to ensure the maintenance and security of the documents.

11. Volunteer Recognition:

11.1 Members decided on May 14, 2012 to recognize squadron volunteers on the following basis:

Yrs of Service	Who Qualifies	When to Recognize	How to Recognize
1 training year	Executive Committee Director/Board Member	At Annual Awards Dinner or Annual General Meeting	Invitation to Awards Dinner and small gift
3 training years (cumulative, consecutive not required)	Executive Committee Director/Board Member	At Annual Awards Dinner or Annual General Meeting	Invitation to Awards Dinner, certificate of recognition and small gift
3 training years as Chair (consecutive completion of term)	Chair	At Annual General Meeting	Name plate on perpetual plaque
5 training years (cumulative, consecutive not required)	Committee member (Executive Directorship or Board Membership NOT required)	At Annual Awards Dinner or Annual General Meeting	Trophy, plaque, award, certificate, or gift based on budget availability
7 training years (cumulative, consecutive not required)	Committee member (Executive Directorship or Board Membership NOT required)	At Annual Awards Dinner or Annual General Meeting	Trophy, plaque, award, certificate, or gift based on budget availability



Yrs of Service	Who Qualifies	When to Recognize	How to Recognize
10 training years (cumulative, consecutive not required)	Committee member (Executive Directorship or Board Membership NOT required)	At Annual Awards Dinner or Annual General Meeting	Nomination for Long Service Award with the League +, trophy, plaque, award, certificate, or gift based on budget availability

12. Cadet Graduation Policy – Recognition from SSC:

- 12.1 Cadets must have completed Level 5 and reached 19 years old to get a graduation certificate and an engraved tankard.
- 12.2 A Cadet who turns 19 after the date of the Annual Awards Dinner or during the months of July, August or September is entitled to receive recognition in accordance with 12.1 above at the Awards Dinner in the June prior to their 19th birthday.
- 12.3 If cadet completed Level 5, but is leaving before 19 years of age (regardless of reason), they will get a graduation certificate and a “coffee” mug with our logo and their name.
- 12.4 If cadet did not complete Level 5, but has reached 19 years of age, they will not get a graduation certificate, but will receive a “coffee” mug with our logo and their name.
- 12.5 If cadet did not complete Level 5, and is leaving before they reach 19 years of age, no graduation certificate or mug will be awarded.
- 12.6 Any cadet being recognized in accordance with 12.1 or 12.2 above will be provided an opportunity to make a speech of a reasonable length to the other cadets in the Squadron when they are awarded with their tankard. Cadets leaving the program for other reasons will not be provided the opportunity to present a speech.
- 12.7 Exceptions must be preapproved by CO and SSC Chair (e.g.: cadet leaving a reasonable period before their 19th birthday).

13. Officer Leaving 111 Squadron – Recognition from SSC

- 13.1 An officer who has provided a minimum of three years’ service to the 111 Pegasus Squadron as a member of the CIC shall be entitled to a small parting gift from the SSC with a value of less than \$100 (e.g.: engraved pen).
- 13.2 An officer who has served their full term as Commanding Officer of the 111 Pegasus Squadron shall be entitled to a parting gift from the SSC valued between \$100 and \$200.

APPENDIX A – 111 Pegasus CO Standing Order

APPENDIX B – BCPC³ Privacy Policy

**June
2016**

1 DND = Department of National Defense

2 Training year = September 1 to August 31

3 Air Cadet League of Canada British Columbia Provincial Committee