

330 DANFORTH TECH SQUADRON ROYAL CANADIAN AIR CADETS



PARENT HANDBOOK



Welcome 330 Parents/Guardians,

You've made one of the greatest decisions in the development of your child's life, enrolling him/her into 330 Danforth Tech, Royal Canadian Air Cadet Squadron. The next several years will expose both your child, and yourself, to an exciting, stimulating, and dynamic environment of leadership and citizenship training, physical fitness and healthy living, and aviation studies; all while continue to provide rewarding and challenging activities for your child to partake in. You'll notice that our squadron operations are vast, can sometimes be daunting to a new parent, and unique when compared to other youth development organizations. Well...this parent handbook is intended to eliminate, or at least alleviate, some of those concerns. We're looking forward to having your child and yourself be a part of our amazing program, and we want to ensure you're informed, knowledgeable, and comfortable every step of the way. As always, if a question you have is not addressed in this handbook, or you require further explanation, feel free to get in touch with us through the contact information below, and we'll be glad to help elaborate further. Get ready for one exciting journey ahead of you; and welcome to the family!



Captain Jonathan John
Commanding Officer
330 Danforth Tech Squadron
Royal Canadian Air Cadets



Susan Cho
Chairperson
Squadron Sponsoring Committee
330 Danforth Tech Squadron

ABBREVIATIONS

2IC	Second in Command	LvlO	Level Officer
2Lt	Second Lieutenant	Maj	Major
AATC - AM	Advanced Aviation Technology Course, Aircraft Maintenance	MRB	Merit Review Board
AATC - AO	Advanced Aviation Technology Course, Airport Operations	MRE	Meal Ready to Eat
ACLC	Air Cadet League of Canada	NCM	Non-Commissioned Member
ACR	Annual Ceremonial Review	NCO	Non-Commissioned Officer
Adj	Adjutant	NLT	No Later Than
AdmO	Administration Officer	OC	Officer Commanding
Asst	Assistant	OCdt	Officer Cadet
CAF	Canadian Armed Forces	OIC	Officer In Charge
Capt	Captain	Op	Operation
CATO	Cadet Administrative Training Order	OPC	Ontario Provincial Committee
Cdt	Cadet	OPI	Officer of Primary Interest
CFB	Canadian Forces Base	OpO	Operation Order
CFI	Chief Flying Instructor	OR	Orderly Room
CIC	Cadet Instructor Cadre	PPS	Pilot Power Scholarship
CO	Commanding Officer	PRes	Primary Reserve
CoC	Chain of Command	PSRY	Positive Social Relations for Youth
Comd	Commander	RCACS	Royal Canadian Air Cadet Squadron
Cpl	Corporal	RCAF	Royal Canadian Air Force
DCO	Deputy Commanding Officer	RCSU	Regional Cadet Support Unit
DND	Department of National Defence	Rec	Recruit
DSWO	Deputy Squadron Warrant Officer	RegF	Regular Force
ETA	Estimated Time of Arrival	RO	Reviewing Officer
FComd	Flight Commander	ROs	Routine Orders
Flt	Flight	RSO	Range Safety Officer
FCpl	Flight Corporal	Sgt	Sergeant
FSgt	Flight Sergeant	Sqn	Squadron
FTX	Field Training Exercise	SSC	Squadron Sponsoring Committee
FY	Fiscal Year	StdsO	Standards Officer
GPS	Glider Pilot Scholarship	SupO	Supply Officer
GTC	General Training Course	SWO	Squadron Warrant Officer
Hr	Hours (24 hour clock)	TBA	To Be Announced
IACE	International Air Cadet Exchange Course	TBD	To Be Determined
IAW	In Accordance With	Trg Spt O	Training Support Officer
IC	In Command	Trg WO	Training Warrant Officer
LAC	Leading Air Cadet	TY	Training Year
LHQ	Local Headquarters	UCCMA	Unit Cadet Conflict Management Advisor
Lt	Lieutenant	UHRA	Unit Human Rights Advisor
		WO	Warrant Officer
		WOI	Warrant Officer First Class
		WOII	Warrant Officer Second Class

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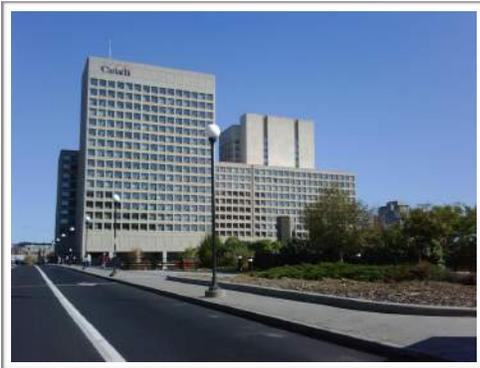
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CANADIAN CADET ORGANIZATION (CCO)

The Canadian Cadet Organization (CCO) is a youth development program which branches into three elements, the Royal Canadian Sea Cadets; the Royal Canadian Army Cadets; and the Royal Canadian Air Cadets. Each element offers similar training and programs to its members, but places a more significant emphasis on their own element. The program is sponsored and delivered by the Canadian Armed Forces (CAF), funded through the Department of National Defence (DND), with additional support from the Navy League of Canada, the Army Cadet League of Canada, and the Air Cadet League of Canada, respectively.



Official logo of the Canadian Cadet Organization (CCO)



National Defence Headquarters (NDHQ) in Ottawa, Canada

Cadets corps (army and sea) and squadrons (air) exist in communities large and small from coast to coast, inclusive of the territories in the North; it forms the largest federally funded youth program in the country. The national headquarters (HQ) for the CCO is located in the National Defence Headquarters (NDHQ) in Ottawa, Canada. The national program is then subdivided into five regional headquarters; Pacific region - responsible for British Columbia; Northwest region - responsible for the prairie provinces and all territories in the north, Central region (the largest region in the country) - responsible for Ontario; Eastern region - responsible for Quebec, and Atlantic region - responsible for maritime provinces.

Central region, currently has four local detachment headquarters responsible for cadet corps and squadrons within their area of responsibility (AOR): central Ontario area (COA); northern Ontario area (NOA); eastern Ontario area (EOA); and western Ontario area (WOA). The COA detachment is currently responsible for 70+ units. Additionally, Central region has five cadet training centres (CTCs), numerous glider and power cadet flight training centres (CFTCs), expedition centres, and sail centres under its responsibility, all which aid in delivering the cadet program in a variety of ways.

The first squadrons were formed in 1941 to train young men for duties during World War II (WWII). Since then, the program's main purpose has changed to focus on citizenship, leadership, physical fitness, and general interest in the CAF. Cadets are not members of the CAF, and

although should they choose to pursue a career in the CAF, the cadet program will greatly benefit them, they are not required to do so.

AIR CADET LEAGUE OF CANADA

The Air Cadet League (ACL) of Canada is a civilian non-profit, community-based and volunteer-led organization that in collaboration with the Department of National Defence (DND) and other partners, is dedicated to supporting the objectives of the Royal Canadian Air Cadet (RCAC) program. The purpose of the league is to advance the education of the Air Cadets and to promote an interest in the air element of the CAF, specifically:



- To increase knowledge of aviation by providing educational and resources, including flight and ground crew training, guided visits to science and aviation facilities, and aviation-related awards and scholarships;
- To encourage the development of citizenship and leadership through enrichment activities such as effective speaking and music, community volunteer opportunities, and academic awards and scholarships; and
- To provide air cadet training as a means of promoting the efficiency of the armed forces.

The ACL is a valuable partner of the CCO in helping deliver a dynamic and stimulating program to cadets across the nation. The ACL often aids the squadrons through providing and training volunteers, managing finances, scholarship, and grants, and providing some financial assistance to optional training activities not funded through the Department of National Defence.

SQUADRON SPONSORING COMMITTEE (SSC)



The SSC is an integral partner to the success of local cadet squadrons. SSCs are community level organizations that coordinate local support for squadrons. Each SSC is responsible for nearly all facets of the Air Cadet League programs and services at the local level. An Executive Committee for each SSC works with other members to ensure annual plans are in place, fundraising is organized, finances are managed, volunteers are trained and donors are recognized. The

SSC Chair has regular interactions with the Commanding Officer of the Squadron and both partners work collaboratively to provide the broad range of programs and

experiences to the squadron cadets. Some facets of the training program SSC are responsible for include:

- Providing suitable accommodation and resources for cadet training and activities;
- Promoting the cadet program to the public;
- Assisting with local and national scholarships;
- Growth and development of squadron volunteers; and,
- Fundraising and management of funds for additional activities not supported financially by the Department of National Defence.



Parent volunteers are valued members of the SSC and often make up a significant portion of it's executive team and support committee. Interested parents are always encouraged to explore opportunities with the SSC; the experience can be truly rewarding.

CADET INSTRUCTOR CADRE (CIC)

The CIC consists of approximately 7500 Canadian Armed Forces officers, whose primary duty is the safety, supervision, and training of the cadets. The branch is the largest single group of within the CAF reserve subcomponent (Cadet Organizations Administration and Training Service - COATS); and is the largest officer branch in the CAF.



Many CIC members have previous service in the Regular or Primary Reserve. Others have enrolled in the Canadian Forces for the first time and represent all segments of society and occupations. All candidates must submit to reliability and vulnerable sector screening. All candidates must submit to reliability and vulnerable sector screening. Additionally, CIC members are required to participate in various distance learning and in-house courses offered through the Regional Cadet Instructor School (RCIS).

LOCAL TRAINING

Each squadron trains one night per week—a "parade night"—to undertake the local training program. The course of instruction is prescribed by the Director of Cadets (DCdts) and outlined in course training plans distributed to each squadron. The four-year program provides cadets instruction in citizenship, leadership, survival training, instructional techniques, drill and ceremonial and the basics of aviation and aeronautics. In the fifth and subsequent years, cadets may be assigned to instruct these classes to the younger cadets. The local training begins in September and continues until June.

In addition to the mandatory weekly training syllabus, there are additional regularly scheduled activities that cadets can participate in optional training that includes band, firearms safety and marksmanship, biathlon, military drill practice, first aid training and competitions, and ground school instruction in preparation for gliding and flying scholarship courses. Many of these activities also involve regional, provincial, or national competitions between teams and individual cadets.

Throughout the year there are weekend exercises organized by the local squadrons. Survival exercises, participation in Remembrance Day ceremonies, and familiarization flights are all common activities. Cadet squadrons participate in community events such as parades and band concerts.

SQUADRON TRAINING LEVELS

Air Cadets are challenged to qualify to five training levels. Each level is normally completed in the ten-month training period from September to June. With the approval of the commanding officer, cadets 14 years of age and older may complete levels 1 and 2 in a single training year. Success in meeting the required standard is rewarded with the appropriate level qualification badge. In Level Four cadets learn to instruct so that when they reach Level Five, they are ready to teach other cadets. Some class topics include the following:

Citizenship, Leadership, Community Service Personal Fitness & Healthy Living, Recreational Sports, Marksmanship, General Cadet Knowledge, Drill, CAF Familiarization, Canadian Aviation, Aerospace and Aerodrome Operations Community Familiarization, Radio Communication, Aircrew Survival, Positive Social Relations for Youth, Biathlon, Aviation History, Principles of Flight, Propulsion, Aerospace, Aerodrome Operations, Aircraft Manufacturing & Maintenance, , Instructional Techniques, Meteorology, Air Navigation,

FLYING

Throughout the spring and fall approximately 22,000 air cadets participate in familiarization gliding at regional gliding centres located across the country. Each summer, 320 cadets earn a Transport Canada Glider Pilot Licence through the Air Cadet Gliding Scholarship and 250 more earn a Private Pilot licence. The Air Cadet Gliding Program conducts approximately 60,000 glider flights annually in Schweizer SGS 2-33 and 2-33A gliders. The aircraft fleet used in the gliding program is owned by the Air Cadet League of Canada. The fleet, consisting of more than 100 gliders and tow planes is maintained by the Canadian Armed Forces under a memorandum of understanding. Canadian Armed Forces pilots and Civilian Instructors operate the fleet to train cadets.



EXTRACURRICULAR TEAMS

Participating in squadron teams is a great way of delving in to the cadet program and being exposed to a plethora of great opportunities. Cadets are highly encourage to liaise with their training staff to explore opportunities of participating in a squadron team. Note that additional teams may be formed and not listed below.



BRASS AND REED MILITARY BAND

The military brass and reed band is an integral part of 330 Danforth Tech Squadron. The band consists of 13 or more cadets that play a variety of brass and reed instruments. The band is led by a band officer (Band O), an non-commissioned officer in charge (NCOIC) and a drum major (DM). The 330 squadron band meets once a week for practices in addition to playing select music during our parade nights, dinners, and other important occasions. The band also competes in various competitions along with attending a variety of community service events such as remembrance day parades. If you plan an instrument or are interested in learning how to play a new one, give our squadron band a try!

CEREMONIAL DRILL TEAM

The squadron drill team is a group of 16 or more cadets led by a drill team officer and a team commander. Cadets from various training levels conduct a multitude of drill movements ranging from basic to advance levels. Cadets in the drill team are held to a high standard of drill, dress, and deportment. Team members practice a voice (compulsory) and silent drill routine in preparation for various local, zone, regional, and national competitions. Drill team cadets are part of an exclusive team within the squadron and are expected to uphold high standards at all times. Select cadets from the drill team also participate in a rifle drill team, honour guard, and a flag party - which all compete in various forms of drill utilizing flags and rifles. Cadets are highly encouraged to participate in this extraordinary professional development opportunity, which is not only sure to improve drill and dress standards, but will also improve or create life skills.



BIATHLON

Biathlon includes an interval series of cross country skiing and marksmanship shooting. Unpredictable elements including weather and wind conditions make this outdoor sport a fun and rewarding challenge that thousands of cadets participate in each year. Cadet biathletes participate in a series of competitions at the local level that culminate in provincial / territorial competitions and an annual National Cadet Biathlon Championship. Many of our cadets have long reaped the benefits of competitive biathlon programs at the local, zone, provincial / territorial and national levels. Whether you are

aiming for success or achievement in biathlon/physical fitness or just interested in participating in an exciting sport - there are golden opportunities available through cadet biathlon.

ORIENTEERING

Orienteering is a competitive international sport that combines racing with navigation. It is a timed race in which individual participants use a specially created highly detailed map to, select routes, navigate through diverse and often unfamiliar terrain, and visit control points in sequence. Courses also can be enjoyed as a walk in the woods or a race against time; with difficulty levels from beginner to expert offered at most events. Don't miss out, be a part of the most exciting "treasure hunt" you'll ever do in the forest; join the 330 Danforth Tech Orienteering Team!



EFFECTIVE SPEAKING

Every year cadets within the squadron are given the opportunity to try out for our squadron effective speaking team which has the opportunity to compete in the local, provincial, and national level amongst air cadets across the country. Any cadet member of the squadron is eligible to participate. Cadets are required to prepare a five to six minute speech from a list of provided topics and a two to three minute impromptu speech provided during the competition. The competition adheres to a very strict structure; rules are enforced to ensure all competitors are provided a fair and rewarding experience. Interested cadets are encouraged to visit the teams section of the squadron website for more great resources on developing into an awesome public speaker.



DUKE OF EDINBURGH (DofE) AWARD PROGRAM

The DofE award is an internationally recognized award program facilitated through the Royal Family. The program helps young people develop strength of character, leadership, and personal discipline, through four sectors of activity: community service, physical fitness, skills, and expedition (adventure training). The program allows you to work at your own pace and accumulate a certain number of hours per week in a different developmental category; all of these hours can be acquired through the cadet program! There are three awards levels to achieve, bronze, silver, and gold. Participants can achieve just one or all three if they wish!

FLIGHT TRAINING GROUND SCHOOL

Interested in becoming a pilot? Well the 330 Sqn Ground School program is the place to start! From theory of flight to meteorology, you'll learn everything you need to know to get your started on your aviation career. Imagine piloting a Cessna 172 or a Schweizer SGS 2-33 Glider as you soar through the air! The feeling is quite remarkable! Our sqn ground school program is the place to get you started (and also a requirement to get your pilot's licence)!

SKILLS CLUB

The focus of the skills club is to develop transferable skills in our members. Cadets meet on a monthly (or bi-monthly basis) in a relaxed but fun environment and learn skills hands on that will be sure to make a positive difference in their lives. Some skills instructed include, public speaking, leadership, resume building, career searches and interviews, marketing, photography, debating and much more. Cadets who complete all sessions of the skills club will receive an exclusive certificate outlining tier achievements.

CADET COUNCIL

Similar to a student council at school, cadets are given an opportunity to serve as ambassadors for their fellow cadets directly to the leadership of the squadron. Cadets are selected for various positions amongst the entirely cadet filled council. The council meets on a monthly basis to discuss methods of improving or enhancing squadron operations.

SUMMER TRAINING



Blackdown Cadet Training Centre, CFB Borden

Courses offered at cadet training centres (CTCs) include training in leadership, flying, fitness and sports, survival, military band, pipe band, aerospace, aviation technology, and marksmanship. The courses offered include familiarization, basic, advanced, and national summer training courses.

FAMILIARIZATION COURSES

The only familiarization course is the two-week-long *General Training* course (GTC). It provides cadets with an introduction to training centre life and outlines the various fields of interest in the Air Cadet Program.



BASIC COURSES

Basic courses deliver training directed more specifically towards certain specialities. All of these courses are three weeks long, and are available to cadets who are level two or above. The *Basic Drill & Ceremonial* course prepares cadets to fill the role of a peer leader while building on their knowledge and skills in leadership, drill and ceremonial. The *Basic Survival* course introduces cadets to elementary survival skills and encourages them to pursue specialist training in this area of interest. *Basic Aviation* introduces cadets to the fundamentals of aviation and provides incentive to pursue specialist training in this area. *Basic Fitness and Sports* course prepares cadets to serve as an assistant sports instructor while developing personal habits to maintain a good fitness and healthy living. The *Basic Aviation Technology and Aerospace* course introduces cadets to the fundamentals of the aerospace industry, of airfield operations and the construction

and maintenance of aircraft. The *Basic Musician* course develops cadets' competence in music and prepare them to support their local military or pipe band.



ADVANCED COURSES

The advanced courses provides cadets with the knowledge required to become instructors of their speciality. The *Advanced Aviation Course* increases cadets' knowledge and skills of the field of aviation and provides incentive to pursue specialist training in this area. The *Drill And Ceremonial Instructor Course* develops cadets to become a specialist with the skills and subject matter knowledge required to be an instructor and team leader for drill and ceremonial activities. *Survival Instructor Course* develops cadets to become a specialist with the skills and subject matter knowledge required to be an instructor and team leader for aircrew survival activities within the Air Cadet Program. The *Fitness Sports Instructor Course* develops cadets to become a specialist with the skills and subject matter knowledge required to perform the role of a fitness and sports instructor and team leader for fitness and sports activities conducted at the squadron, during regionally directed activities and/or as a Staff Cadet at a CTC. The *Air Rifle Marksmanship Instructor Course* provides cadets with the opportunity to develop coaching and marksmanship skills necessary to support the squadron marksmanship program and biathlon programs. It also introduces cadets to advanced marksmanship skills. Intermediate and advanced musician courses increases cadets' musical skills and advances them to the next level of musical qualification, with some instructional techniques relating to music.

NATIONAL COURSES

There are seven national courses in the air cadet summer training program. *Oshkosh Trip* is a two-week trip to Oshkosh, Wisconsin, home to EAA AirVenture Oshkosh. The *International Air Cadet Exchange* is a three-week exchange that allow cadets to visit air bases, centres of industry, world landmarks, universities, cultural centres and museums, and experience private hospitality with families in their own homes. It is intended for outstanding senior cadets who will represent Canada with distinction. Other national courses include *Advanced Aerospace, Advanced Aviation Technology Courses – Airport Operations* and *Advanced Technology Courses – Aircraft Maintenance*.

GLIDER PILOT SCHOLARSHIP PROGRAM

The *Glider Pilot Scholarship (GPS)* program is a six-week course with an intensive programme of ground school and in-flight glider pilot training. Cadets who successfully complete their flight test and Transport Canada written exam will qualify for a glider pilot licence and be awarded Air Cadet Glider Pilot Wings. The program is also responsible for producing the largest number of glider pilots within Canada. On average, the program produces 320 glider pilots annually. Upon attaining their licences, these pilots join their local headquarters to provide other cadets with glider familiarization flying during the spring and fall seasons.

POWER PILOT SCHOLARSHIP PROGRAM

The *Power Pilot Scholarship (PPS)* program is a seven-week course that allows cadets to get their private pilot licence and their Air Cadet Power Pilot Wings. A goal for many cadets within the program is to secure a private pilot licence prior to the age of 19. Cadets who are aged 17–18 apply and are selected to write an exam and interview for the prestigious scholarship. The course provides cadets with both ground school training and in-flight instruction at the various flight centres across Canada. Cadets who have been successful within the program have integrated themselves with commercial airlines, the Canadian Armed Forces, various courier and charter companies, and have also gone on to become instructors at various flight schools. Overall, this opportunity to attain a private pilots' licence remains as one of the most prestigious and attractive opportunities available within the Air Cadet program.



After successfully completing a summer course, cadets are presented with a qualification badge to display on their uniform. The badges may be seen on the Cadets.ca website.

UNIFORM

Uniforms are **temporarily** issued to members at no charge. Uniforms are valued at well over \$500 per cadet and funded by the Department of National Defence. Cadets are responsible for care, cleaning and custody of the issued kit and also to **return it when ceasing to be a cadet**. The uniform includes: a wedge, wide-brimmed tan summer hat, toque, rank slip-ons, short-sleeved shirt, necktie, tunic, tunic belt, trousers, trouser belt, all-season jacket, boots, grey wool socks, running shoes, grey sports shorts, blue sports T-shirt, and all applicable badges and accoutrements. The following information will assist your cadet in maintaining the Air Cadet uniform.

GENERAL APPEARANCE

Cadets in uniform shall be well groomed with footwear cleaned and shone. Uniforms shall clean and properly pressed at all times. In particular, buttons, fasteners, and zippers shall be kept closed. Pockets shall not bulge. No items shall protrude from pockets or be suspended to any item of the uniform.



WEDGE

The wedge shall be worn on the right side of the head, with the birdies (buttons on the front) centred in line with the nose. The front edge of the wedge is to be positioned 2.5cm above the right eyebrow.

SHORT SLEEVE SHIRT

The short sleeve shirt may be worn with or without the tie. It can also be worn with or without the jacket (as per authorization from the squadron commanding officer). It shall be kept clean and pressed. The only crease is to be down the centre of each sleeve starting at centre of each epaulette. The shirt shall be tucked into the pants and the top button shall remain open when not wearing a tie.



NECKTIE

The necktie shall be knotted neatly using a double-windsor knot and shall be kept tight. The knot must be free of wrinkles or dimples and centred. The bottom point of the tie must not exceed the top of the pant belt. Ties are to be kept clean and lint free.

TUNIC

The tunic with cloth belt shall be worn fully buttoned, with the exception of the top button. The tunic shall be kept clean and pressed. The sleeves of the jacket shall be pressed with NO creases. All pocket flaps and collars are to be pressed flat. No loose threading, particularly near buttons and seams are to be visible. The jacket belt shall be worn so as the excess of the belt, once attached, is on the left side of the buckle. The buckle shall be centered and adjusted to that the excess of the belt on the left side is not more than 8cm. The jacket must be stain, wrinkle, and lint free.



RANK SLIP-ONS

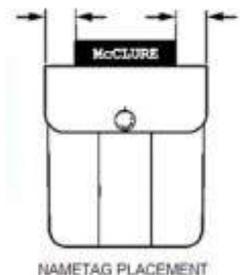
Rank slip-ons shall be worn at all time on the short-sleeve shirt, regardless of whether the tunic is on or not. Rank slips ons are also to be worn on the all season jacket, with the cadet flying suit, and with the cadet field training uniform when authorized by the squadron commanding officer.

BLACK GLOVES AND MITTS

Plain black civilian pattern gloves and mitts may be worn with the overcoat, parka, or all season jacket when weather conditions dictate.

NAME TAG

One name tag will be issued to each new member during their initial uniform issue. Additional or replacement name tags can be purchased for \$3 and the member's expense. The name tag is worn immediately over the right breast pocket (with no gaps) and centre with the width of the pocket (or the button).





TROUSERS

The trousers are to be steam pressed so as to have creases down the centre of each leg in the front and back. Creases shall extend from the top of the leg to the bottom. Pants are to be hemmed so that the bottom of the pant leg reaches between the second and third boot lace from the bottom.

PANT BELT

The pant belt shall be worn with the trousers such that the buckle is centre and the ends are “brass on brass”. Brass on brass is when the end of the belt meets the brass buckle, and when the belt is done up, there is no black showing between the two pieces of brass; the belt may need to be adjusted for this to occur. The belt buckle must be stain and scuff free.

BOOTS

Black ankle boots are to be laced horizontally from side to side. When the boots are tied, the ends of the laces are to be tucked inside the boot. The entire boot must be shone with a high gloss. The tongue and welts (sides and top) must be blackened.



CARE OF THE BOOTS

The black ankle parade boots should be cleaned and polished on a weekly basis. General guidelines for polishing the boots include:

The welts of the boots are to be cleaned with an old toothbrush and black boot polish;

1. Use a polish cloth wrapped around the index finger;
2. Apply a moderate amount of polish to the cloth;
3. Apply the polish in a circular motion to the area being polished;
4. Start with large circles to cover the area with polish;
5. Use smaller circles as the polish gets worked into the boot;
6. Continue to work in a circular motion until circles formed by the polish are no longer visible. Using small amount of water dabbed on the cloth, together with polish will assist with this; and,
7. The whole boot is to be polished, not just the toe.

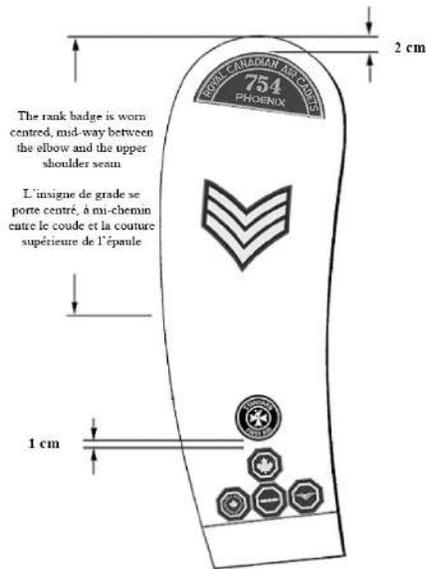


GREY WOOL SOCKS

Grey wool socks must be worn with the parade boots. If a cadet suffers from a recognized allergy to wool, the cadet may wear grey or black cotton or nylon socks.

SQUADRON SHOULDER FLASHES

Squadron shoulder flashes are to be worn on the both sleeves of the tunic only. The top of the badge is to be worn centred with the epaulette, 2cm below the shoulder seam. White threading only is to be used. The badge must be sewn so no gaps exist between threading. **RANK**



BADGES

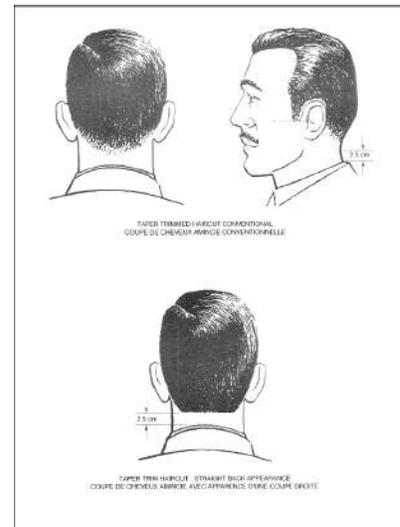
Rank badges are to be worn centred on both sleeves of the jacket, midway between the elbow and the upper shoulder seam. Blue threading only is to be used. The badge must be sewn so no gaps exist between threading.

HAIRSTYLES

Hair shall be neatly groomed and conservatively styled. The length, bulk, and style of hair shall not preclude the proper wear of the wedge. Style and colour shall not be bizarre, exaggerated, or of unusual appearance. Unusual colours such as green, bright red, orange, purple, etc. are not permitted.

Male Hairstyles

Male cadets' hair shall be taper trimmed at the back, side, and above the ears to blend with the hairstyle. It shall be no more than 15cm in length. When the hair is groomed and wedge is removed, no hair shall touch the ears or fall below the top of the eyebrows.



Sideburns

Sideburns shall not extend below a line horizontally bisecting the ear. They shall be squared off horizontally at the bottom edge and taper trimmed to conform to the overall hairstyle.

Moustaches



When moustaches are worn, the unshaved portion of the face shall not extend outwards beyond the corners of the mouth. Moustaches shall be kept neatly trimmed, not be greater than 2cm (3/4 inc.) in bulk, not extend below the corners of the mouth, and not protrude beyond the width of the mouth.

Female Hairstyles

Female cadets' hair shall not extend below the lower edge of the shirt collar. Hair may be worn in a bun at the back of the head. Braids shall be styled conservatively and tied tightly. They shall be secured at the end by a knot or a small unadorned fastener.



A single braid may be worn in the centre of the back. Double braids may be worn behind the shoulders. When gathered behind the head and

braided, hair shall be a maximum length that does not extend below the top of the armpit.

MAKE UP

Female cadets are authorized to wear a minimal amount of make-up. When wearing the uniform, make-up shall be applied conservatively. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, coloured nail polish, and excessive facial make-up.



JEWELLERY

The only jewellery that may be worn in uniform shall be a wristwatch, a medical alert bracelet, and a maximum of two rings, which are not of a costume jewellery nature. Female cadets in uniform may wear a single pair or plain gold or silver studs, or white pearl earrings in pierced ears. The single studs earring (worn in the centre of each earlobe) shall be spherical in shape and not exceed 0.6cm in diameter. Male cadets are not authorized to wear any earrings.



TATTOOS AND PIERCINGS

Cadets shall not acquire visible tattoos that could be deemed to be offensive or otherwise reflect discredit on the Canadian Cadet Movement. Cadets in uniform shall not wear visible body piercing adornments (tongue included). Covering the unauthorized piercing with an adhesive bandage is not acceptable.

ACCESSORIES

Civilian pattern backpacks shall be of conservative appearance. They may either be carried in the left hand or worn suspended from both shoulders and square on the back. Female cadets are permitted to carry a purse. The purse is carried as a shoulder bag, the strap shall be suspended from the left shoulder with the top of the purse not higher than waist level. It shall not be carried as a handbag.

EYEGASSES/SUNGLASSES

Eyeglasses, and sunglasses shall be conservative in design and colour. Sunglasses with photochromic or mirrored lenses are not authorized for wear. Cadets, who normally wear eyeglasses, may wear either conventionally framed prescription sunglasses or conservatively styled clip-on sunglasses when conditions are circumstances dictate. Other cadets may wear conservatively styled sunglasses, which do not detract from the overall appearance of the uniform when conditions and circumstances dictate. Sunglasses shall not be worn when parading unless authorized by the CO in special circumstances.

CARRYING OF ARTICLES

If any article is being carried, such as a briefcase, it is to be carried in the left hand. If an article is carried while marching, the left arm is not swung.

CIVILIAN CLOTHING

Other than those specific items listed in the dress regulations, civilian clothing shall not be worn with the cadet uniform unless authorized by the CO in special circumstances. This included, but is not limited to, civilian jackets and hats.

GENERAL DEPARTMENT

Chewing gum, slouching, sauntering, placing hands in pockets, smoking, eating on the street, walking hand-in-hand and similar department that detracts from a proud and orderly appearance in the eye of the public is unacceptable for cadets. Physical displays of affection between uniformed cadets shall be avoided.



RANK PROMOTIONS

Upon enrolment, a new cadet in the Air Cadet Program is known as a recruit or “cadet” (cdt). Promotion to higher ranks occurs after the cadet has met certain nationally prescribed standards. The specific criteria for all ranks is established to ensure that all cadets who receive a rank promotion possess the same basic qualifications or similar experience; the successful completion of squadron training serves as the common standard on which all cadets are evaluated, and that every cadet is given the same opportunity to advance.

Leading Air Cadet (LAC)

Participated in the 1st year of the proficiency level training program for a minimum of five months, and recommended by the squadron training staff.



Corporal (Cpl)

Hold the rank of LAC; successfully completed year one of the level training program; participated in the cadet fitness assessment; and recommended by the squadron training staff.



Flight Corporal (FCpl)

Completed at least six months of service at the rank of Corporal; successfully completed the second year of the level training program; participate in the cadet fitness assessment; and recommended by the squadron training staff.



Sergeant (Sgt)

Completed at least six months of service at the rank of Flight Corporal; successfully completed the third year of the level training program; achieved a minimum of “completed without difficulty” in PO 303 leadership; participated in the cadet fitness assessment; and recommended by the squadron training staff.



Flight Sergeant (FSgt)

Completed at least six months service at the rank of Sergeant; successfully completed the fourth year of the level training program; achieved a minimum of “completed without difficulty” in PO 403 leadership; participated in the cadet fitness assessment; and recommended by the squadron training staff.



Warrant Officer Second Class (WOII)

Completed at least six months service at the rank of Flight Sergeant; achieved a minimum of “completed without difficulty” in PO 503 leadership; participated in the cadet fitness assessment; recommended by the squadron training staff; and identified as a successful candidate through the merit review board process.



Warrant Officer First Class (WOI)

Completed at least six months service at the rank of Warrant Officer Second Class; recommended by the squadron training staff; and identified as a successful candidate through the merit review board process.



ROYAL CANADIAN AIR FORCE (RCAF) OFFICER RANKS

Officer Cadet (OCdt)	Second Lieutenant (2Lt)	Lieutenant (Lt)	Captain (Capt)
Major (Maj)	Lieutenant Colonel (LCol)	Colonel (Col)	
Brigadier General (BGen)	Major General (MGen)	Lieutenant General (LGen)	General (Gen)

HONOURS, AWARDS, AND RECOGNITION

Throughout the year, our cadets are recognized in numerous ways for their dedication, hard work, and commitment to the cadet program and the community. More information can be found on our squadron website regarding eligibility requirements for each of these items of recognition.

SQUADRON ANNUAL TROPHIES:



Captain Wayne Harewood Top Athlete Award

Presented annually to the cadet who displays the highest physical fitness skills, teamwork, and sports, marksmanship, within the physical training portion of the Air Cadet training program.



Major Michael Stacey Citizenship Award

Presented annually to the cadet who exhibits outstanding citizenship qualities by participating in a number volunteer events with the Squadron, the Royal Canadian Legion, and external community organizations. This cadet exemplifies a model citizen of Canada through a co



George Penfold Top Overall Cadet

Presented annually to the cadet who best exemplifies the motto of the Air Cadet Program: to learn, to serve, to advance. This cadet consistently exhibits high standards of drill, dress, and deportment; maintains a high attendance record in all squadron activities; improves squadron morale and esprit-de-corps; is considered a role model for his/her peers; and is a contributor to the overall success of the squadron.



Newham Trophy for Power Flying Scholarship

Presented annually to the cadet who has been selected for the Power Pilot Scholarship summer training course.



Glider Pilot Scholarship

Presented annually to the cadet who has been selected for the Glider Pilot Scholarship summer training course.



Comrades Cup

This award is presented annually to the cadet who is voted by their peers as a role model cadet, exemplifying attributes of good drill, dress, and deportment. This cadets is viewed as by their peers, as someone who inspires others to continue striving for success.



Top Drill Award

Presented annually to the cadet who consistently maintains the highest standard of drill within the unit, and additionally, strives to improve the standard of drill amongst the unit at large.



SLHJ Year Most Promising First Year Cadet

Presented annually to a level one cadet who consistently displays a high standard of drill, dress, and deportment; while maintaining high attendance in all squadron activities, and a high academic score within their level. This cadet is considered a role model amongst his/her peers and strives to improve morale and esprit-de-corps amongst the unit.



Jim Scott Most Valuable Second Year Award

“Same as first year”



Captain A. Marziliano Most Promising Third Year Cadet

“Same as first year”



Captain MH Fokias Award for Top Instructor

Presented annually to the cadet who consistently displays the highest level of instructional techniques in the classroom, on the parade square, and in the field.



Captain Wayne Harewood Memorial Trophy for Outstanding Leadership

Presented annually to the cadet who consistently exhibits outstanding qualities of a leader, and implements principles of leadership through all squadron related tasks. This cadet inspires other to strive for success, through maintaining a high standard of professionalism, integrity, morale, and passion, amongst other attributes. This cadet is an overall effective leader and role model for other cadets amongst the squadron.



Top Uniform

Presented annually to the cadet who displays the highest overall uniform standard within the squadron on a consistent basis. This cadet is also a role model to other cadets and encourages high dress standards amongst the entire squadron.



RCL Branch 10 Most Improve Band Member

Presented annually to a squadron band member who exhibits the greatest level of improvement in skill, contribution, commitment, and team work, to the squadron band.



Major Michael Stacey Top Junior & Senior Band Member

Presented annually to a junior band member who exhibits the highest standards of musical skill, commitment, dedication, and determination to the squadron band. This cadet is also a significant contributor to the overall success of the squadron band.



André Létourneau Top Fundraiser

Presented annually to the cadet who raises the most money through Air Cadet League of Canada activities, particularly the fall and spring tagging days and the Ontario Provincial Committee lottery ticket drive.



Torres Andrew Archer Memorial Aviation Award

To be presented annually to the Cadet who expresses an overall interest and enthusiasm in aviation and flight. The award winner will have demonstrated the will to support other cadets in furthering their knowledge of aviation and acted as a mentor.



Elms Trophy for Marksmanship

Presented annually to the cadet who consistently exhibits the highest scores in the Air Cadet Marksmanship Training Program.

MEDALS:



Cadet Medal of Bravery

The Cadet Award of Bravery may be awarded to a cadet who performs an outstanding deed of valour involving risk of life in attempting to save the life or property of others.



Lord Strathcona Medal

The Lord Strathcona Trust Fund Medal, most commonly referred to as the Lord Strathcona Medal is the highest award, which can be bestowed upon a cadet in recognition of exemplary performance in physical and military training.



Royal Canadian Legion Medal of Excellence

The Royal Canadian Legion (RCL) Cadet Medal of Excellence is awarded in recognition for individual endeavours in citizenship that meet or enhance the aims and objectives of the cadet movement. This medal is wholly sponsored by the RCL.



Army, Navy, and Air Force Veterans in Canada Cadet Medal of Merit

The Army, Navy, and Air Force Veterans in Canada (ANAVETS), as a legacy to its desire to promote excellence and awareness of the CCO, has established the ANAVETS Medal. Awarded at each cadet training centre to the top cadet, male or female, for each six week summer training course.

The Colonel Robert Perron Award

A national award presented annually (one annual award per year in the entire country) to the top male and female cadet who demonstrates the best physical fitness level via the cadet fitness test.



Cadet Certificate of Commendation

The Cadet Certificate of Commendation may be awarded to the cadet for outstanding deeds in attempt to save the life or property of another person.



Commanding Officer's Certificate of Commendation

The Commanding Officer's Certificate of Commendation is the highest level of recognition awarded within the squadron; recipients are awarded and selected directly from the Commanding Officer. This commendation is awarded to a cadet, sponsoring committee member, volunteer, or staff member who has gone above and beyond their responsibilities or expectations to significantly improve squadron operations.

Top Cadet of the Month

The Top Cadet of the Month is recommended by staff, sponsoring committee members, and Warrant Officers. This individual award is presented on a monthly basis, recognizing cadets for outstanding service in drill, dress, and deportment. Cadets receive a certificate from the Commanding Officer (CO) and Training Officer (Trg O), and in addition, are permitted to wear a ceremonial white belt and parade gloves for the duration of the month, identifying themselves as the only cadet within the squadron being given the authorization to wear these items.



FLAG RAISING & LOWERING

Throughout most parade nights, the Canadian flag will be lowered following the closing parade; this may be accompanied with a playing of the National Anthem by the squadron band. Cadets will be at the position of "attention" with key parade positions saluting as the flag is lowered. During this time, it is required that all parents and/or guests at the rear of the parade square, also stand as our nation's flag is lowered in order to pay due respect.

SQUADRON FUNDRAISING

330 squadron conducts a variety of stimulating and dynamic activities all which aid the development of our youth. We deliver nearly \$5000 worth of training per cadet on an annual basis. A significant portion of these costs are subsidized through squadron donations. Some expenses these funds cover include, permit fees, meals, bussing, admission fees, aviation studies, instruments, and so much more. A steady increase in funds allows us to continue to offer dynamic opportunities to consistently keep our cadets engaged. Of the many fundraising activities conducted within the squadron, cadets are expected to participate in two mandatory

annual activities: lottery fundraising and tag days. In addition, the squadron provides a variety of other fundraising opportunities, such as bake sales, and “civis” days.



LOTTERY TICKET FUNDRAISER

330 Squadron participates in an annual lottery ticket fundraiser through the Air Cadet League (ACL) of Canada - Ontario Provincial Committee (OPC). Each cadet is expected to sell a minimum of one lottery ticket book (valued at \$50 or \$2.50 per ticket). A portion of the proceeds raised are reverted back to the squadron and utilized entirely for squadron

operations.

TAG DAY FUNDRAISER

The squadron participates in two yearly tag day fundraisers, one in the fall and one in the spring. Money raised during these two fundraisers provides the bulk of our squadron’s funding to conduct our optional training activities. Cadets are expected to participate in a mandatory number of days across the four days of fundraising (per season). Cadets are positioned in various public locations and collect donations from citizens, in return a donor receives an “I Support Air Cadets” tag to adorn on their clothing. 100% of funds raised is used towards squadron operations.



PUBLIC DONATIONS

The 330 Squadron Sponsoring Committee is a registered charity with the Canada Revenue Agency. Interested in making a donation towards our exciting squadron training activities? The sponsoring committee can help you out with just that. You’ll have the rewarding feeling knowing that your donations are going towards the development of the future of our country, our youth. All

donations over \$20 will receive a tax receipt. Interested donors can also be a part of the “330 Club” - a one time donation of \$330, which gets you squadron memorabilia, exclusive information on squadron events, and VIP seating at our annual dinners and presentations. Visit www.330aircadets.com/support for more information on you can donate to a great cause.

ASSESSMENT FEE

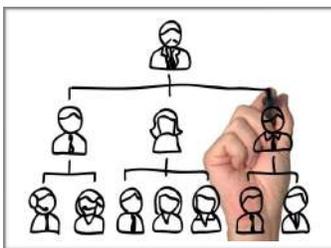
An annual administration fee of \$50 is charged to all members of 330 Squadron. This fee is used to pay an annual assessment fee levied by the Air Cadet League of Canada - Ontario Provincial Committee to assist with costs of maintain our flying and national summer programs, amongst other activities. Payments can be made by cash or cheque (payable to “330 Squadron Royal Canadian Air Cadets”). Parents requiring further information or would like to discuss payment, are encouraged to speak to a member of our squadron sponsoring committee (SSC).

COMMITMENT, DEDICATION, EFFORT, & INVOLVEMENT

The cadet program is filled with a variety of highly dynamic and engaging developmental opportunities. However, for first year cadets, this could be a rather nerve-wracking environment and cadets sometimes shy away from exploring additional opportunities within our program. We highly encourage our parents to motivate their children throughout their time as a cadet. They are going through a significant period in their development and are being challenged in unique ways, your motivation and encouragement will assist tremendously. It's well observed that members who participate in the full spectrum of the cadet program are rewarded significantly in terms of excitement and personal development. For this reason, we encourage all our cadets to engage in activities other than solely participating in our weekly parade nights. Often, cadets who only choose to attend on weekly parade nights and opt out of all other extracurricular activities (gliding, community awareness, survival training, etc.), lose motivation in the program and sometimes chose to leave. It is in the best interest of all our members that they continue to exhibit effort and dedication in all aspects of the cadet program to reap its true benefits. These may often result in dealing with sometimes stressful or challenging situations, but this is all positive stimulation that will ensure the best results upon completion of the program. So...if you hear those words, “mom/dad, I’d like to quit”; guide them in making the best possible decision to ensure they don’t one day have feelings of regret (which many individuals in these circumstances do). We’re here to assist both our cadets and parents, so feel free to get in touch with us to ensure the best possible opportunities for your child.



Warrant Officer Second Class (WOII) Adam Alder earning his glider pilot wings.



CHAIN OF COMMAND

Unique to our program is a concept termed “chain of command”. The chain of command refers to the organizational structure of our cadets, non-commissioned members (NCMs - senior cadets), and staff. This structure is created using a hierarchical system with the most junior cadets at the bottom, and the Commanding Officer (CO) at the top. Cadets are often encouraged to “follow the chain of command”. This is a way of encouraging our cadets to have their questions or concerns addressed at the lowest possible level, before moving to the next level up. They are encouraged to consult with their peers or NCMs before approaching the officer contingent of the staff. Additionally, cadets are encouraged to liaise with the appropriate departments to have their issues addressed, i.e. speaking to a supply staff member for a uniform issue vice a training staff member. This is to ensure an efficient form of communication is maintained in our unit, further develop our senior cadets (to act as mentors for our junior cadet), and maintain professional levels of respect and deportment for our staff members that accompanies that cadet/military style

system of communication. Effective communication is extremely important for the success of all our members, and we are always welcome to assist with maintaining this accordingly.

CADET VS. PARENT INITIATIVE

Parent encouragement is extremely important, but the wrong kind can sometimes damper or hinder any positive development for our members through the cadet program. One way to mitigate this is to ensure your child is able to manoeuvre through the cadet program with **them** as the key person. Basically, we encourage our members to act on their own (with their parents guidance), vs. their parents acting for them. Some examples include signing up for activities, allow **them** to be the ones to sign up for an activity with your encouragement vs. you physically signing up for them. Allow **them** to ask questions with you in the background, vs you asking a question on their behalf. These behaviours continue to allow you to be a positive motivating factor in their membership in the cadet program, but also allow them to take initiative and responsibility as they develop. We understand that certain situations may warrant a conversation between a parent and a staff member directly, and these unique situations are certainly addressed accordingly. We continue to encourage our parents and cadets to explore opportunities that will ensure the utmost positive development for our members throughout their time in the cadet program.



Warrant Officer First Class (WO1) Maha Minni after completing her first solo flight as private pilot.

FEEDBACK



We're always looking to ensure the most positive, stimulating, and effective program for our cadets, and one way we do this is through our stakeholders like YOU, our parents and cadets. If at anytime you have a concern, suggestion, or feedback on any matter of our squadron operations, please feel free to consult with us through one of our many methods of communication identified below. We're here to ensure the most

appropriately satisfying experience for all our members and this means maintaining communication with you. Let us know!

CONDUCT & DISCIPLINE

CODE OF CONDUCT

The safety of our members, volunteers, and staff is the first priority for our unit. Behaviour unbecoming of a model citizen is by no means tolerated. Cadets are expected to abide by the code of conduct outlined in their membership package, which is also reviewed and signed on an annual basis. Behaviour involving the the disrespect of personnel or property, drugs, alcohol, or weapons, illegal activities, theft, abuse, assault, bullying, or breech of any protocol of the Canadian Cadet Organization (CCO) is unacceptable and will result in the appropriate disciplinary action. For more information on our code of conduct, visit our squadron website or speak to a member of administration staff.



DISCIPLINE

Discipline within the cadet program is regulated by Cadet Administrative Training Order (CATO) 15-22 (to receive a copy of this please consult with a squadron staff member). As outlined in this CATO, discipline is used to achieve the following objectives:

- as a learning tool to encourage youth to develop appropriate conduct;
- to correct inappropriate personal action or comportment that have a negative impact on others or are counter to social norms;
- to maintain proper unit actions, activities, and safety; and,
- to maintain unit order and morale.

Discipline is administered on a progressive scale, meaning the lowest appropriate level of corrective measure is implemented first. Discipline within the cadet program allows members to be given a fair opportunity to learn and develop from their mistakes. At all times, the physical and emotional well being of the member is carefully monitored to ensure no destruction occurs. Cadets are encouraged to review the code of conduct on a regular basis and discuss areas of concern with their training staff in order to ensure the most positive experience throughout their time in the cadet program.

RESOURCE WEBSITE

The cadet program is incredibly dynamic, and with that comes a significant amount of information. We encourage all our cadets and parents to visit the resource portion of our squadron website at www.330aircadets.com/resources to gain further insight into our highly active program. Many opportunities for professional development can also be located on our website and exploring it will certainly result in further growth for our members. Take a look and be developed! If you have suggestion for resources that should added to the page, feel free to get in touch with us.

HEALTH AND SAFETY

ANNUAL HEALTH VERIFICATION

The health and safety of all our members is of utmost importance throughout any cadet training activities. Considering some of training activities can be quite challenging, we want to ensure that are our members are adequately healthy to participate in these activities. One way we ensure this is through our annual validation forms. Each year, beginning upon enrolment, cadets and parents are asked to verify the member's health status. Any changes to health and potential health concerns are forwarded to the the Regional Cadet Medical Liaison Officer (RCMLO), a physician's assistant with the Canadian Armed Force (CAF) in Canadian Forces Base (CFB) Borden. The RCMLO will verify directly with the cadet, parent, and medical staff, the exact medical condition of applicable cadets. Training restrictions may be placed on a cadet's file to ensure they do not participate in activities that may jeopardize their safety. It is important that if a medical condition changes at any time during the year, that it be reported accordingly to ensure the safest environment for our cadets.

HEALTH CARDS

Please note that our policy within the cadet program is that all cadets are in possession of a valid health card or proof of private health insurance during all cadet activities, regardless of the nature of whether in uniform or not. The requirements for our members to have their physical health card in their possession during cadet activities will ensure that in the rare event professional medical assistance is required, that our cadets receive this in a prompt manner without any interruptions or unnecessary hassle. Your cooperation in this matter would certainly be appreciated.



ALLERIES & MEDICATION

The safety and well-being of our members is of utmost importance. One way this can be maintained is through proper communication of any allergies or medication requirements. For all overnight activities, parents must stipulate on permission forms any prescribed or over the counter medication required by the cadet. Any medication must be properly labelled with the cadet's name and dosage requirements. Cadets who require live saving medication, i.e. epi-pens or inhalers, must ensure this medication is on their person at all times. Medical bracelets are highly encouraged for cadets who require them. Cadets who are allergic to certain stimuli must indicate this on their annual medical verification form. Cadets who may have food allergies must sign the appropriate food allergy form, which further explains the reasons the Canadian Armed Forces or Department of National Defence cannot be held legally responsible for food allergies, as they are unable to ensure food is free of specific allergens. Parents who have concerns over their child's medical conditions and its impact to their training opportunities are encouraged to meet with a member of the squadron staff.

COMMUNICATIONS

330 Squadron is filled with a plethora of opportunities, changing information, new procedures, and important info; how do you stay connected? Through one our communication sources below. Please note that these are the ONLY official sources of communication maintained by our squadron, and any other sources are unofficial and thus we cannot be held responsible for information that is communicated through them. Considering we meet one night a week, the majority of our communication is done so online. Parents and cadets are highly encouraged to stay informed on a consistent basis to ensure they reap all the rewards of our program.

Website: www.330aircadets.com (includes a weekly calendar and weekly messages)

Public Facebook Fan Page: www.facebook.com/330aircadets

NCO Facebook Group: (for FCpl and above only) “330 Squadron - NCO Group”

Alumni Facebook Group: (for former cadets/staff/volunteers of 330) “330 Danforth Tech - Alumni Group

Email: info@330aircadets.com

Sponsoring Committee Email: ssc@330aircadets.com

Office Phone: (only monitored on Mon & Wed night) - (416) 463-4435

Squadron Cell Phone: (only monitored during weekend activities) - (416) 823-4435

THANK YOU

Any recommendations for updates, additions, or modifications can be submitted to info@330aircadets.com