

Summer Camp Application Instruction Sheet

Introduction

During this summer 20,000 cadets from cadet corps across Canada will be attending cadet summer training centres. These cadets will return from summer camp with many new friends, memories and knowledge. These summer camps are provided free of charge to cadets, and represent a considerable financial and logistical undertaking by the Canadian Government. For every cadet who is accepted to summer camp and does not show up or does not complete that camp there is another cadet who had to stay home during the summer. To allow as many cadets as possible please be aware of the following policies:

1. Any cadet not able to attend summer training for whatever reason is to contact the cadet corps administration office directly so that cadet's booking at summer camp may be cancelled.
2. Any cadet who is returned home from summer camp for disciplinary reasons or at personal request for any other reason than compassionate grounds will not normally be recommended for summer camp in the following year.
3. Cadets wishing to attend summer camp must be physically fit, healthy and have their medication.

General Information

Please ensure your camp forms are handed in by 09 Jan 07. Camp forms that are handed in late usually result in young people not being able to attend summer camp due to full loading of the courses.

Filling Out The Forms

There are a number of forms currently in use when applying for summer camps:

CF51 Application and Approval - Cadet Activities (Employment-Course-Exchange)

- Must be filled in by all cadets wishing to attend summer camp.

Annex C Parental / Guardian Leave Authorization Form.

- May be filled out now and submitted with CF51 and/or taken with cadet up to camp.
- Another copy will come in Joining Instruction packages for those who are accepted.

DND 757 Application for Cadet Musician Course or School of Pipes and Drums

- Only filled out by cadets wishing to attend a music course.
- Available from the corps administrative staff for cadets wishing to attend.

CATO 42-01 Appendix I Annex A Application Form for Army Cadet Advanced Training

- Only filled out by cadets wishing to attend an advanced course.
- Available from corps administrative staff for qualified cadets.

CR 5308 Central Region CSTC Staff Application

- Required only for cadets applying for staff positions at summer camps.
- Available only from the Training Officer

You or your child may pick up the forms they require from the corps administrative staff any parade night. A write up on how the CF 51 and DND 757 forms are to be filled out is attached. Instructions for staff applications are available in the Staff Vacancies book. Please read the applicable instructions prior to filling out your forms as incorrect completion of a form results in delays in submitting your camp forms.

RETURN CAMP APPLICATION FORMS PROMPTLY TO CORPS ADMINISTRATIVE STAFF

CF 51 - Application and Approval Cadet Activities (Employment-Course-Exchange)

PART I - Application

Section A: Personal Data

All blocks in this section, with the exception of Date Of Registration, must be completed. Most blocks are self explanatory with the exception of the following:

Line 1: *NO & Name* if blank fill in "2814 RC(Army)CC

Line 1: *Locality (City)* if blank fill in "Hamilton" as this is where the corps administration is located.

Line 5: *our administration staff will fill in Date of Registration.*

Section B: LHQ Training / Courses / Exchanges Attended or Previous Employment

List the star level the cadet will achieve at the end of this training year.

For Example: 2005 Green Star

The remaining blocks refer to previous summer camps attended. Using the course titles listed on the Summer Camp Courses Available Sheet fill in the summer courses attended starting with the most recently attended. Fill in the year attended and the Army Cadet Summer Training Centre the course was held at.

For example: Basic Army Cadet 2005 ACSTC Blackdown"

If you are not sure of this information leave it blank and add a brief note to the front of the form informing our administration staff of the problem. If your child has not attended camp before simply leave the section blank.

Section C: Cadet Activities Requested

This section is to be filled in on a post it note or note added to the form, do not fill in the actual blocks on the form. This allows our staff to review the cadet's choice and determine if that choice will be recommended by the Commanding Officer. In some cases cadets have not looked at all the options in selection their camps and in other cases cadets may have a clear aptitude for a particular camp. Cadets are also not aware of the number of vacancies the corps has for any given camp. In any case the cadet will be consulted should a change in priority of courses be determined to be necessary. It is recommended that a minimum of two camps should be applied for. A listing of the courses available is listed on the Summer Camp Courses Available Sheet. In the first three years of summer camps the location of the course **will** normally be ACSTC Blackdown, CFB Borden.

Section D - Declaration of Parent or Guardian

Check the yes or no boxes in response to questions 1 to 5 and note the statement at point 4.

In reference to question 3, ACSTC Blackdown will supply the corps with a booklet of joining instructions prior to the start of summer camp, usually in June. This booklet will include a page (Annex C) to be filled out by the parent to authorize specific individuals, to be named on the form, to sign out your young person. You will also need to include the other parent/guardian that did not sign off on the original CF 51. If a person or the other parent/guardian attempts to sign out your cadet and they do not have identification that matches the name provided on that form they would not be allowed to sign out that person. You may fill it out in advance and submit it with the CF 51. As well it would be advised to make a copy of the filled out annex with an original signature for your cadet to take to camp. Annex C can be found at the back of this instruction sheet. **Ensure you sign the block below the five questions** and indicate your address or check the box to indicate the same address as listed above.

Fill in the first block of Section D (if Passes Authorized on a Restricted Basis, Indicate) only if you want your cadet to be limited to being signed out by the person indicated. The cadet can not be signed out by anyone else if this block is filled in.

Fill in the second block (Parent/Guardian Summer Address) only if your summer address is different than the one listed in Section A - Personal Data. If the address is the same as listed above then fill in 'SAME AS ABOVE' in the Address Block.

Fill in the third blocks (Alternate Family/Adult Contact) with a person who does not live at the address listed in Section A. This person will be called if a problem arises during the summer when no one can be reached at the phone number listed in Section A. This could include a medical or disciplinary problem or even a Return to Parents. Please warn the person the camp may contact them and keep them informed as to how to reach you in an emergency.

PART 3 - Commanding Officer

Note: Part 2 - Medical Information is located on page 3 and is out of order because this page will be separated at the camp and given to the camp medical aid station.

Part 3 - Commanding Officer will be completed at the cadet corps by the Commanding Officer. A recommendation made in this section will be based on evaluation of past performance at the cadet corps and after consultation with the cadet corps staff.

Cadets are prioritized for summer camps and cadets who have poor attendance, attitude or discipline may be placed lower on the priority list for summer camps.

PART 4 - Regional Cadet Staff

Our Area Cadet Office in London will complete this section.

Part 5 - Review / Regional Surgeon

The regional medical staff will complete this section. A cadet will not normally be refused camp due to medical reasons unless a serious medical condition exists. Please note this section is on both the general information and medical sections of this form. Do not fill in either of these sections.

PART 2 - Medical Information

Located in the top right hand corner of the form are two blocks to be filled out as follows (if not already filled in):

Cadet Corps NO: fill in '2814'

Locality (City): fill in "Hamilton"

Section A - Personal Data

Once again this section is self-explanatory. Fill in all blocks as indicated. If you do not know the blood group leave this block blank. Please ensure the Provincial Health Insurance Number is filled in. **Also please note that all cadets attending camp are required to be in possession of a valid Ontario Health Card. Cadets who do not have one on their person will NOT be allowed to attend summer camp!**

Section B - Medical Information

Answer each of the questions as asked. Should your child's medical condition change between filling out this form and the start of summer camp you must notify the cadet corps administration staff.

Section C - Certification / Authorization

Read and complete this section. It is important that complete information regarding reaching your family doctor is included in this section. If you do not have a family doctor you should arrange to have one prior to submission of this form. The cadet and yourself are required to sign this form near the bottom. It is usually a good idea to sign above your printed name. Where possible a work and home phone number should be given. Please remember which parent / guardian signs this form. Should you decide to add another name to the list of persons authorized to sign your son/daughter off of the camp during the summer the same person signing the CF 51 form must usually also sign the correspondence sent to the camp.

Joining Instructions Course Cadets 2007 - Annex C Parent/Guardian Leave Authorization Form

Annex C is to be filled out by the parent to authorize specific individuals, to be named on the form, to sign out your young person. You will also need to include the other parent/guardian that did not sign off on the original CF 51. If a person or the other parent/guardian attempts to sign out your cadet and they do not have identification that matches the name provided on that form they would not be allowed to sign out that person. You may fill it out in advance and submit it with the CF 51. As well it would be advised to make a copy of the filled out annex with an original signature for your cadet to take to camp.

It is important that the same parent that signed the CF 51 also fill out and sign Annex C.

DND 757 - Application for Cadet Musician Course or School of Pipes and Drums

This form has been divided into six sections.

Section A - To be completed by all applicants

Section B - To be completed **only** by cadets applying for the Musician (Marching Band) Courses

Section C - To be completed **only** by cadets applying for the Pipes and Drums Courses

Section D & E - To be left blank and completed by the Cadet Corps Staff

Section F - To be left blank and completed by our Area Office in London

If the cadet is applying for both Musician and Pipes and Drums Courses fill in both Section B and C.

Section A

Similar to the CF51 all blocks should be filled in as indicated for the CF 51. The List of choices of summer camps will be drawn off of the section of the instruction sheet filled out for the CF 51 choices of camps. Answer the question asked in block 6.

Section B and C

The cadet to indicate their musical ability must fill out the applicable section. The cadet should fill in all blocks to the best of their ability. Cadets will be reviewed based on the answers to the questions in these blocks. The Cadet **will** be required to sign at the end of their applicable section. Leave the section relating to the type of course not applied for blank.

CATO 42-01 Appendix 1, Annex A Application Form for Army Cadet Advanced Training

Section A - Personal Information

This section is completed in a similar manner to the CF 51. Complete all blocks.

Section B - Courses I Exchanges Attended

This section is completed in the same manner as section B of the CF 51 form. The grade achieved for a completed course is 'PASS'.

Section C - Training Requested

Leave this section blank. This is a listing in order of preference of the courses the cadet wishes to attend. The corps staff based on the list provided on the instruction sheet to the CF 51 form will complete this section.

Section D - Significant Achievements

Significant achievements include placing top in the cadets platoon or company during summer camp, awards handed out at the cadet corps level, receiving a cadet medal, appointment to a platoon, company or HQ position at the corps level. Civilian achievements may also be listed, for example, being placed on the school honour roll, awards, and achievements.

Section E - Corps CO Nomination

The corps Commanding Officer will fill out this section.

Section F, G & H - Leave Blank

Summer Camp Courses Available

Training Bonus: All cadets receiving summer camp training receive a \$60.00 per week training bonus. This bulk of this bonus is paid at the end of the summer. We suggest cadets leave home with some money to allow them to buy snacks and required items, such as a company t-shirt, polish, etc... A secure bank is available to the cadets on the camp. The camp does not assume any responsibility for money lost due to carelessness. The Military Police will investigate cases where money is stolen from a secure location, ie. barracks box, however, the chances of retrieving those funds is small. No bank machine is available on the camp.

Transportation / Rations / Equipment: Transportation to and from the camp is provided by DND as are rations and most required equipment. Please read the joining instructions for your camp carefully for further details.

Year 1 - Familiarization Training

All Basic Army Cadet Courses are held at Army Cadet Summer Training Centre (ACSTC) Blackdown located on Canadian Forces Base Borden, near Barrie Ontario with the exception of the Basic Cadet Marksman Course which is located at ACSTC Connaught in Ottawa. Cadets receive basic familiarization with living in a camp environment and spend two days in the field. Cadets are expected to learn how to maintain their own bed space and take care of their daily hygiene requirements. A review of the practical material in the Green Star Program is the focus of the training given during this course. Cadets completing the course will receive their Green Star Level if not achieved at the cadet corps previously. Courses run for 2 or 3 weeks.

Basic Army Cadet (BAC) (2 Week)

Recommended for the average cadet.

Basic Army Cadet - Marksman (3 Week)

Designed for cadets who have shown strength in marksmanship at the local level. Cadets will be required to submit targets as part of their application process for this course. Targets will be shot using the pellet rifle as listed in the attached instructions. Cadets wishing to apply for this course must attend that target shooting.

Basic Army Cadet - Band (3 Week)

Designed for cadets with an interest in Military Marching Band Music. We encourage cadets to attend the Pipes and Drums Course as the cadets can continue that training at the cadet corps.

Basic Army Cadet - Pipes and Drums (3 Week)

Designed for cadets who are members of the corps Pipes and Drums Band.

Year 2 - NCO Qualifying

Candidates must have successfully completed a familiarization course or received a waiver of that course in order to attend. All Army Cadet Leader Courses are designed to develop the leadership abilities of the junior cadet leader. Development of practical skills and basic leadership task procedure is taught. Cadets spend about a week in the field during this course. All courses with the exception of ACL Marksman are held at ACSTC

Blackdown. Cadets completing a NCO Qualification Course are qualified to the rank of Sergeant at the cadet corps.

Army Cadet Leader (ACL)

Recommended for the average cadet.

Army Cadet Leader - Marksman

This course, run out of our Summer Training Centre at Connaught (Ottawa) works on developing the cadet as a marksman as well as covering some of the basic ACL course material. Cadets accepted for this course are normally drawn from the previous years BAC Marksman Course high achievers. Cadets may be able to move from the BAC course to ACL Marksman provided they show strong marksmanship abilities. As with BAC Marksman targets are required to be submitted which will be shot on a scheduled date.

Army Cadet Leader - Band

This course builds on the military band music skills learned in the previous year.

Army Cadet Leader - Pipes and Drums

This course builds on the highland traditional music skills learned in the previous year. Cadets who are members of the corps Pipes and drums are encouraged to attend this course.

Year 3 - WO Qualifying

All Cadet Leader Instructor Courses are similar in that they are designed to develop leadership skills and teaching abilities. Courses spend about a week in the field, slightly more in the case of adventure. All courses with the exception of the ACLI Marksman course are held at ACSTC Blackdown. All ACLI courses qualify the cadet to the rank of Chief Warrant Officer.

Army Cadet Leader Instructor (ACLI) - Drill and Ceremonial

Cadets on the ACLI Drill and Ceremonial course spend about half of their course working on their parade square manner and developing their abilities as drill instructors.

Army Cadet Leader Instructor - Marksman

This course is designed to work on the marksmanship abilities of the individual with the goal of attending the Bisley shooting competition as part of the Canadian Team in the following year. Candidates are chosen from the previous years ACL - Marksman Course. This course is held at Connaught (Ottawa).

Army Cadet Leader Instructor – Adventure Training

This course is designed for the cadet who enjoys the outdoors. Cadets are taught leadership and self-discipline through use of adventure training. This is a physically demanding course so potential candidates should plan to be in shape prior to attending.

Army Cadet Leader Instructor - Smallbore

This course is designed to develop the skills to act as an effective coach on a range. Candidates cover rifle

theory and act as coaches for other companies of cadets as part of their training.

Army Cadet Leader Instructor - Band

This course builds on previous band courses.

Army Cadet Leader Instructor - Pipes and Drums

This course builds of previous Pipes and Drums courses. Recommended for cadets who are members of the corps Pipes and Drums.

Army Cadet Expedition (No longer available as of 2005)

This is not a CLI Qualification Course!!!! The Army Cadet Expedition Course is normally for cadets who have already attended one CLI course but who have not completed their National Star at the cadet corps or older cadets who do not qualify for a CLI Course. Conducted at ACSTC Blackdown this course has a 21 day expedition off the camp designed to physically challenge the participants.

Year 4 - Advanced Training

All Advanced Training Courses require that the candidate have completed a WO Qualifying Course and have achieved their National Star Certification in the year of application. Advanced Training Course Candidates are selected from the top achievers in the cadet system. Exchanges and courses are conducted across Canada and Europe. Candidates are expected to be in good physical condition prior to attending these camps. The Area Cadet Office prior to forwarding the CF 51 will test physical conditioning at a test held during the March Break.

Army Cadet Leadership and Challenge, Rocky Mountain

Held near Banff, Alberta this course is a physically challenging course that takes advantage of its location near Banff National Park. Various outdoors activities in the park are undertaken to challenge the cadets to achieve beyond their expectations.

Army Cadet Advanced Band

Held at Blackdown the candidate spends most of the summer developing their musical abilities.

Army Cadet Advanced Pipes and Drums

Held at Blackdown the candidate spends most of the summer developing their musical abilities.

National Army Cadet Pipes and Drums

Held at Banff Cadet Camp the course emphasizes pipe band performances at parades etc...

Army Cadet Parachutist

This course held at Connaught and Trenton qualifies the cadet as a Basic Military Parachutist. This is a very physically demanding course. Candidates MUST be in top physical condition prior to attending this course. 2814 sent a cadet on this course in 1998.

Army Cadet Bisley Team

Cadets compete in national / international largebore rifle competitions and are introduced to the British Army Cadet training program. This course is

conducted out of Connaught and England. Prerequisite is ACLI Marksman.

USA Exchange

Designed to develop leadership skills. This course is conducted out of Connaught and in the United States.

Outward Bound Exchange (Scotland)

Similar to OB England this course emphasizes leadership British style. Expect treks and other physically demanding activities. Conducted out of Connaught and Scotland. 2814 Sent a cadet on this exchange in 1999.

Maple Leaf Exchange (England) (MLE)

Designed to develop leadership skills and introduce the cadet to the British Cadet Program. This course is conducted out of Connaught and England. 2814 Sent a cadet on this exchange in 2001.

Outward Bound Exchange (Scotland) (OBS)

Similar to MLE England this course emphasizes leadership British style. Expect treks and other physically demanding activities. Conducted out of Connaught and Scotland. 2814 Sent a cadet on this exchange in 1999.

Outward Bound Exchange (Wales) (OBW)

Similar to MLe England this course emphasizes leadership British style. Expect treks and other physically demanding activities. Conducted out of Connaught and Wales.

Federal Republic of Germany Exchange

Designed to familiarize the cadet with the training objectives of the German Army and to participate in cultural activities. Conducted out of Connaught and Germany. 2814 sent a cadet on this exchange in 1999. This is a 4 week exchange.

Netherlands / Italy / Sweden / Austria / Australia / South Korea / Cayman Islands Exchanges

This is a three week touring exchange where cadets visit the country they have been selected for and primarily tour the country. This exchanges was first run in 1999 and we sent a cadet on the Italy exchange in 2000!

Year 5 - Staff

Staff cadets are chosen to staff our various regional and national summer training centres. Cadets are paid based on pay rates published in the Summer Camp Staff Vacancies Directory. This job requires the cadet be responsible and well disciplined. These cadets are roll models for the younger cadets. To receive a corps level recommendation, the cadet must demonstrate their leadership ability and maturity. Most openings are available at ACSTC Blackdown, however openings are available at all cadet camps. This provides cadets with 7 weeks of employment.

Annex C

**PARENTAL / GUARDIAN LEAVE AUTHORIZATION
APPLICABLE TO THREE AND SIX WEEK COURSE CADETS**

CADET GIVEN NAME _____

SURNAME: _____

I/we hereby authorize the following person(s) to pick up my child / ward from Blackdown ACSTC 2007 for Weekend Leave/ Pass.

(PLEASE PRINT LEGIBLY)

Parent / Guardian _____

Parent / Guardian _____

Friend / Relative _____

Friend / Relative _____

Friend / Relative _____

Friend / Relative _____

INDIVIDUALS WHO ARE AUTHORIZED TO PICK UP A CHILD/WARD MUST PRESENT PHOTO ID OF THEMSELVES BEFORE THE CADET IS RELEASED

ACKNOWLEDGEMENT

1. If it should be necessary to authorize any other person than those listed above to pick up my child/ward, I must contact the Company Administration Officer to make the necessary arrangements.
2. Failure to do this will result in my child/ward being denied exit from Blackdown ACSTC.
3. I understand that I am not allowed to authorize any person under the age of 18 to pick up my child/ward.
4. I certify that all persons authorized to pick up my child/ward are at least 18 years of age.

Signature of Parent/Guardian

Please Print Name

NOTE: NO LEAVE IS AUTHORIZED FOR THE 2-WEEK COURSE CADETS.

TO BE COMPLETED BY BLACKDOWN	
COY _____	
PLATOON _____	SECTION _____
SQUADRON _____	FLIGHT _____