



Questions Most Frequently Asked By League Members

How does a Donor receive a Tax Receipt?

Donation cheques should be made payable to the Army Cadet League since the League is the registered charity only the League office can issue tax receipts. A tax receipt to the donor and a cheque for the same amount back to the Support Committee.

Can a Donor receive a Tax Receipt for "Donations in Kind?"

Yes, for any tangible items donated to the Corps, such as a photocopier or piece of equipment, the donor can receive a tax receipt for the fair market value of the object. We would need verification of this, such as an invoice or letter.

How should the Cadet Corps Funds be managed?

Start with the Training Plan. The CO should give a copy to the Committee at the start of each training year. From that, a Budget can be planned. I suggest that the CO and the Committee work on the budget together. A Sample Budget is on the League Document CD..

Who approves the Cadet Corps Expenditures?

The funds are not the CO's funds nor are they the Support Committees; the funds belong to the Cadets. The Support Committee is there to manage the funds and the CO, knowing the needs of the Cadets, should put forth the request.

If there are not enough funds for a particular activity, then there should be discussion between the Support Committee and CO to come up with alternatives or compromises.

The "Request for Funds Form" provides a good paper trail and once approved it is clear that both the Support Committee members and the CO have agreed to that expenditure.

Who is responsible to look after The Tagging Days?

This is a joint responsibility. The CO and the Officers need to be involved with the planning, as they must supervise the Cadets. The Support Committee and parents can assist by driving the Cadets to and from the tagging location. The monies should be counted with members of the Support Committee present. Support Committee must bank the funds.

Where do I get Tags & Tag Boxes and how much do they cost?

These can be ordered from the Army Cadet League office. The cost is \$30.00 plus shipping for a box of 1000 tags. The donation coin boxes and trays are \$6.00 each.

Does the Support Committee Pay Civilian Instructors while their paperwork is pending?

No, absolutely not. Cadet Funds should not be used for this purpose.

Are Travel Allowances available for League Members?

Travel Expenses are available for Liaison Officers, Board members and Support Committee Chairs. The Travel Expense form is copied on the CD that each member received, containing all League Documents. Once we send out the reimbursement for travel expenses, many of the members donate back some or all of the reimbursement to the League in exchange for a Charitable Tax Receipt. The League appreciates the support.

How often should the Liaison Officer send in a Corps Visit Report?

We would like to see a Visit Report from every Liaison Officer three times a year. Copies of the reports are sent to the Detachments as well.

What is a Sponsor Charter?

The League has decided to give each new official sponsor a Charter in recognition of their service and commitment to the Cadet Corps. Sponsors are to sign a sponsor agreement to show their commitment. The National League will print up the Charter with the President of the National and Provincial Leagues signature on each Charter. The League Liaison Officer is to present the Charter to the Sponsor at a Cadet parade or special event.

What is the League doing to help lower user fees in Schools?

The three Provincial Leagues are continuing to work on an initiative to promote the Cadet program to the school Boards and schools in Ontario and by doing this we are hoping to decrease the school user fees or have them waived.

What is PIPEDA?

On January 1, 2004, "Personal Information Protection and Electronic Documents Act" (PIPEDA) came in effect. This Federal Privacy Act governs the collection, use or disclosure of personal information in the course of any commercial activity within a province. The Army Cadet League pledges that personal information provided by our members will be protected.

League Documents on CD:

Every Member that has attended past AGM's and training seminars was supplied with a Compact disc (CD) containing League documents; Screening Forms, Support Committee Guideline, Liaisons Officers Duties, Visit Reports, Insurance Booklet, etc.

Who is covered by Insurance?

The Insurance booklet outlines this information. Also this information is on the League Documents CD.

How do I get "Proof Of Insurance" for Tag Days?

Access the National League website www.armycadetleague.ca. Click on Resources. A blank request form will open. Fill it out and hit the submit button at the bottom. Please remember to apply a couple of weeks prior to the event. A Certificate of proof of insurance will be emailed or faxed to the person requiring this document. Be assured that insurance is in place all year round for all Cadet activities that have been approved by DND.

Can Cadets drive other Cadets?

Not to a Cadet training exercise. However there is no policy on who can drive Cadets to and from the Cadet unit. This is the responsibility of the parents. If the Cadet is being driven to a field exercise or a tag day location from the unit, then the responsibility to ensure who is driving the Cadets is with the Commanding Officer.

Can parents drive other Cadets without being screened?

Yes, as long as they have an up to date drivers licence and insurance and there are no less than two Cadets in the car, unless the Cadet is their own child.

If a Cadet Corps is in a deficit, can the League assist financially?

Yes, the Board has given out loans to a Cadet Corps in the past, if needed.

What is the Roll Call Prize?

Every November the League picks a first prize winner \$500 and second prize winner \$100 for the best Corps Newsletter. Simply send your newsletters to the League office prior to November for a chance to win this cash award.

How do the Cadets apply for the Cadet Service Medal?

The application for the Cadet Service Medal and Policy is available on the Army Cadet League website at www.armycadetleague.ca The application should be completed and signed by the Commanding Officer of the Corps and the Support Committee Chair and sent to the League office for processing. A League representative must present the medal.

March 2012