

JOINING INSTRUCTIONS:

PENHOLD AIR CADET SUMMER TRAINING CENTRE
[PACSTC]



REGIONAL CADET SUPPORT UNIT

[PRAIRIE]



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[PURPOSE]

1. The purpose of the joining instructions is to provide cadet candidates, selected, staff cadets, and their parents, with the necessary information for course participation. They must be read in full, as it contains important information about the cadet's participation at the Cadet Summer Training Centre (CSTC). **In order to participate in summer training course cadets and staff cadets must also complete and submit upon arrival at the CSTC the articles of conduct located in Annex E and F of the joining instructions.**

[COURSE DETAIL]

2. Penhold Cadet Summer Training Centre (PACSTC) is located 10 km Southwest of Red Deer, Alberta, next to Red Deer Regional Airport and the community of Springbrook 6 km north of the town of Penhold. Springbrook is approximately halfway between Edmonton and Calgary. PACSTC's primary role is in the provision of a safe and challenging summer training programme.

3. PACSTC comprises approximately two hundred and seventy five staff and provides fifteen training courses to approximately 1700 cadets from Alberta, Saskatchewan, Manitoba, NW Ontario and British Columbia during its summer operation. Penhold offers the following courses:

- a. General Training;
- b. Basic Leadership;
- c. Leadership and Ceremonial Instructor;
- d. Air Rifle Marksmanship Instructor;
- e. Basic Music;
- f. Intermediate Music; and
- g. Music levels 4-5.

4. Parents who have arranged to deliver or pick up cadets should report to the Summer Training Centre orderly room in Building 39 where assistance will be available.

5. Mess Dinners will be arranged while at PACSTC. The staff cadet mess dinner will be held mid way through the course and staff cadets are permitted to wear suitable equivalent civilian attire to the dinner.

[PREPARATION]

[CLOTHING AND EQUIPMENT REQUIREMENTS]

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

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

8. There is no need for cadets to wear civilian clothing, however, appropriate civilian clothing may be worn but must not be defaced, cut, ripped, or have drawings, lettering or other adornment on them that is offensive in nature. Civilian clothing may be worn during non-training activities such as dances and relaxed periods, along with the training centre T-Shirt.

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

[MEDICAL AND DENTAL INFORMATION]

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

11. **Prescription Medication** Cadets requiring prescription medication must bring sufficient medication to last for their entire stay at the training centre. medication will be logged in and retained by CSTC Medical staff, together with dispensing instructions. Although proper dosages and frequency are supervised by CSTC staff, cadets are expected to be aware of, and understand, their own medication requirements. If prescription replenishment is likely to be required during the course, cadets must have in their possession the medication renewal prescription, the dosage, and sufficient funds to cover the cost of acquiring the medication. Canadian Forces Health Services will not pay for refilling prescriptions. All prescription medication must be accompanied with the completed CATO 16-04 record of medication found in Annex F.

12. **Over-the-Counter and Patient Medicines** Cadets are not permitted to retain any non-prescription medications. Should circumstances warrant, CSTC Medical Staff will administer any appropriate medication. All over the counter medication must be accompanied with a completed CATO 16-04 record of medication found in Annex F.

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

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

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

[TRANSPORTATION ARRANGEMENTS]

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

- a. 1(800)842-1851 option 3 - 1;
- b. cell phone: (204)292 - 1055; and
- c. for out of region personnel attending a Prairie Region CSTC, contact your applicable region transport staff.

17. Cadets shall travel to and from the CSTC in uniform. The dress and deportment of all cadets shall be above reproach at all times. All cadets must have a valid Government issue photo identification card prior to their departure from home to the CSTC. The name must be identical to the legal name submitted when they applied for summer training.

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

19. Under the Government of Canada's Passenger Protect program, for all air travel, full legal names must be used. Cadets' names as registered with their home corps/squadron MUST match the identification being carried.

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

- a. Baggage must be tagged with identification tags, displaying your name, address, telephone number and corps number, and must not exceed 50 lbs;
- b. Garbage bags, pillowcases, and bags with broken zippers are not acceptable as baggage;
- c. Do not carry breakables in your baggage as we cannot guarantee they will arrive undamaged;
- d. Aerosol cans are not permitted in checked or carry-on luggage;
- e. Due to increased security, items considered dangerous are not to be packed in carry-on luggage. These include items such as nail files, nail clippers, box cutters, scissors, sewing kits, etc; and,
- f. Carry-on baggage should be no larger than a school backpack.

21. The Department of National Defence is not financially responsible for lost or damaged baggage on carriers other than actual DND aircraft. In the event of lost baggage while travelling on a commercial carrier (Air Canada, West Jet, etc) it is the travelling individuals responsibility to report the loss to the applicable carrier as the financial responsibility rests with the carrier. The Transport Officer shall assist in making contact with the carrier and assist with the retrieval of the lost baggage.

22. Meals appropriate to the time of day are normally provided enroute if cadets travel extends over a meal period.

23. Cadets are not authorized to bring private motor vehicles of any type to a CSTC. Parents/guardians may transport cadets to and from the summer training centre if prior arrangements are made with the Transport Officer through the Corps Commanding Officer/summer contact officer. Parents/Guardians are to complete the Parental Pick Up/Parental Drop Off Form and submit it to the Transport Officer to ensure all personnel are made aware of the request.

[PRE-DEPARTURE CHECK]

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

[TRAVEL TIPS]

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

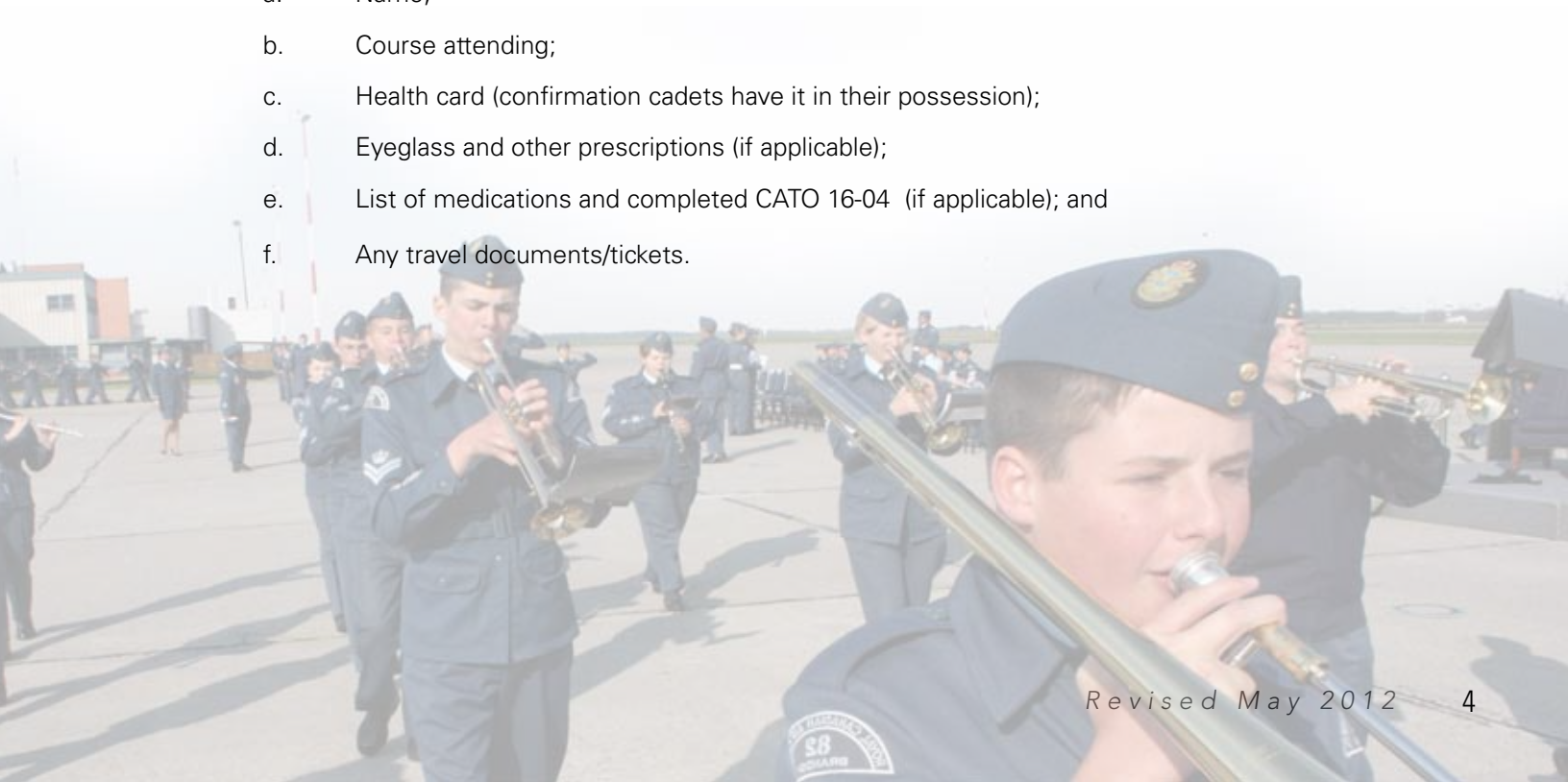
26. Always have your travel orders and identification available on you, not packed in your luggage.

[TRAINING CENTRE ROUTINES]

[IN-CLEARANCE]

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

- a. Name;
- b. Course attending;
- c. Health card (confirmation cadets have it in their possession);
- d. Eyeglass and other prescriptions (if applicable);
- e. List of medications and completed CATO 16-04 (if applicable); and
- f. Any travel documents/tickets.



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

[TRAINING CENTRE SERVICES AND INFRASTRUCTURE]

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

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

31. Pay phones are available within the CSTC for personal calls.

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

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

34. Personal stocks of foodstuffs (snacks, confections, beverages) are not permitted in living quarters.

[MEDICAL AND DENTAL CARE]

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

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

[POSTAL SERVICES]

37. Postage deliveries and pickups occur daily at the Training Centres. Cadets desiring to mail letters should bring a supply of postage stamps. Additional stamps are available for purchase at cadet canteens. Parents wishing to send mail to their sons/daughters or to a Training Centre headquarters should refer to address below.

[LAUNDRY]

38. Fully equipped laundry facilities are available for use by the cadets. They are required to bring their own laundry detergent or they may purchase it from the cadet canteen.

[WORSHIP SERVICES AND SPIRITUAL GUIDANCE]

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

[CADET BANKING]

40. PACSTC provides an on-site banking service. Cadets are encouraged to deposit any large amounts of money upon arrival and withdraw money as required to provide for one or two days spending. It is emphasized that there are absolutely no mandatory charges associated with attendance at a summer training centre. Cadets, however, may wish to purchase such items as caps, T-shirts, fleece jackets, soft drinks or confections. They are responsible for personal hygiene materials including soap, shampoo, and haircuts.

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

[TRAINING BONUS]

42. Course cadets qualify for a training bonus of \$10.00 per day starting on the first day of training, to a maximum of \$60.00 per week. The bonus is paid in instalments, at the end of one and three weeks' training and (for six-week courses) upon completion of the course. Interim instalments are paid in cash and the final instalment is paid by cheque. Staff cadets will receive payment on the 15th and 30th of each month via direct deposit.

[PERSONAL APPEARANCE]

43. The standards of personal dress, appearance, and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization as a whole. Cadets are expected to ensure a standard of grooming consistent with military and cadet standards while participating in summer training.

[VISITS, LEAVE AND PASSES]

44. Cadets attending the Training Centre are considered undergoing training. Parents are reminded that training occurs seven days a week commencing at 0600 hrs daily and concluding at 2000 hrs following a varied and active training day.

45. Cadets require parental consent to depart the Training Centre. The cadet must be accompanied by a responsible individual, as noted in the offer of acceptance that is held in Fortress. In any case, leave authorization is dependent on training requirements. Leave passes are generally not available to cadets attending two-week courses.

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

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

[SMOKING, ALCOHOL AND DRUGS]

48. All Cadet Summer Training Centres have a NO SMOKING policy for all cadets. Course cadets and staff cadets are not permitted to smoke either on or off the CSTC property. If a cadet attends a summer training centre with a smoking addiction parents are expected to provide their cadet with smoking cessation products. Failure to adhere to the rules at the CSTC may result in the cadet being Returned to their Unit (RTU) and/or referral to the appropriate authorities.

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

[CELLULAR PHONE]

50. Cadets are authorized to bring cellular telephones to the CSTC. RCSU(Pra) does not take any responsibility for the loss or cost of inappropriate use of a cellular telephone. Personal communication devices such as cellular phones and blackberries are valuable items. Each CSTC will advise cadets on the policy for securing and use of cellular telephones. Cadets will be required to follow this policy as cellular telephones have the potential to be disruptive when it undermines the integrity of individuals rights to privacy, adversely affects the quality of teaching or learning, and/or interferes with the efficient operation of the CSTC. Cadets will only be permitted to use their phone during non-training hours.

[GRADUATION AND RETURNING HOME]

51. PACSTC conducts a full ceremonial review Graduation Parade at the conclusion of each two-, three- and six-week training serial. Parents and friends are welcome, and encouraged, to attend.

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

53. It is imperative that parents desiring an early departure with their sons/daughters **advise the Training Centre**. In order to expedite the process and in an attempt to reduce lengthy delays, parents are obliged to complete the Parental Pick-up Form. If circumstances change, a substitute form may be sent by fax or mailed to the Training Centre, or arrangements may be made by telephone.

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

[PACSTC CONTACT AND GRADUATION PARADE SCHEDULE]

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

RANK, FULL NAME, INITIAL
Penhold Air Cadet Summer Training Centre
Bag 10
Penhold, AB T0M 1R0

56. **Phone Number.** The emergency telephone number to contact cadets and staff cadets at PACSTC is 1(888)692-6252. Messages will be passed to the cadets who will be able to return calls when they are free from training. If there is an emergency, explain the nature of the emergency, and the Training Centre staff will take the appropriate action.

57. **Graduation Parades.** The graduation parade dates and times for the PACSTC are as follows:

- a. First Serial – General Training, 20 Jul 12;
- b. Second Serial – General Training, 3 Aug 12; and
- c. Third Serial – General Training, 17 Aug 12.
- d. First Serial 3 Week Courses:
 - (1) Basic Music and Basic Leadership, 27 Jul 12.
- e. Second Serial 3 Week Courses, and all 6 Week Courses:
 - (1) Basic Music and Basic Leadership, 17 Aug 12; and
 - (2). Air Rifle Marksmanship Instructor, Leadership and Ceremonial Instructor, and Music Levels 4-5 shall complete on 17 Aug 12.



[Annex A - CHECK LIST]

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

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

[Annex C – CADET/STAFF CADET UNIFORM AND CLOTHING REQUIREMENTS]

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

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

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

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

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

[FORBIDDEN ITEMS]

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

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

[VALUABLES AND DISCOURAGED ITEMS]

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

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

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

[Annex D]**[ARTICLES OF CONDUCT FOR COURSE CADETS]**

Name _____ Parent Corps _____
(name in full)

Course _____ I, hereby agree to respect the rules at _____

Cadet Summer Training Centre during my training period. I understand that my attendance at the training centre is subject to the following rules:

- a. I will not consume alcohol;
- b. I will not consume or possess unlawful drugs, non-prescription medication or mood altering substances and will report any observations of such use or possession to camp officials.
- c. I will not smoke, chew, possess, and/or sell cigarettes/tobacco products;
- d. I will not wilfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency or life-threatening situations;
- e. I will not engage in inappropriate personal relationships with anyone including, course cadets, staff cadets, civilians, NCM, or officers;
- f. I will use a reasonable and firm tone when giving orders and in a position of leadership;
- f. I will serve as a good example to other cadets by behaving with respect to peers and superiors, and maintaining the required standard of uniform, hair and appearance;
- g. I will request the presence of a superior when the circumstances dictate;
- h. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of s superior;
- i. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);
- j. I will not lie, cheat, or make a false declaration when I am required to be honest;
- k. I will not act in a manner which brings discredit to the cadet organization;
- l. I will behave in a manner that does not belittle, embarrass, demean, or humiliate another person, and which is not contrary to the DND policy on Harassment;
- m. I will not act or fail to act in a manner which results in the safety of another member being jeopardized;

- n. I shall take care of, and be responsible for, all Cadet/CF clothing articles and all DND equipment. I will not sell, exchange, or give away any DND or government equipment;
- o. I will report all situations implying any emotional and/or moral problems to my immediate superior;
- p. I will respect other people's personal property and privacy; and
- q. should I be returned home before the end of summer training, I authorize the summer training centre authorities to inform my parents or guardian of the reasons that have led to my early return.

This declaration outlines the rules I will follow during all activities conducted at the training centre or on leave.

I am aware that any deficiency in one or any number of the conditions mentioned above could lead to disciplinary actions or an immediate return to unit.

Date

Cadet's Signature

Parent/Guardian Signature

Supervising Officer's Signature

[Annex E]**[ARTICLES OF CONDUCT]**

FOR CADETS ATTENDING ADVANCED TRAINING AS STAFF CADETS

Service Number _____ Rank & Name _____

Position _____ Parent Corps _____

I, _____ agree to serve as a staff cadet
(name in full)

at _____ Cadet Summer Training Centre for the period

_____ to _____ I also promise to carry out my duties in accordance with
(date) (date)

the following rules while employed at the training centre:

- a. I will not consume alcohol;
- b. I will not consume or possess unlawful drugs, non-prescription medication or mood altering substances and will report any observations of such use or possession to camp officials
- c. I will not smoke, chew, possess and/or sell cigarettes/tobacco products;
- d. I will not wilfully cause injury to, fight with, or touch other cadets for any reason other than as required by training, emergency or life-threatening situations;
- e. I will not engage in inappropriate personal relationships with anyone including, course cadets, staff cadets, civilians, NCM, or officers;
- f. I will use a reasonable and firm tone when correcting faults or passing on orders and will not use profanity, coaxing or making jokes to do so;
- g. if a cadet refuses to obey an order promptly, I will repeat it; after a second refusal, I will inform the cadet that they will be reported to their superior officer and do so;
- h. I will serve as a good example to other cadets by behaving with respect to subordinates, peers and superiors, and maintaining the required standard of uniform, hair and appearance;
- i. I will, at all times, enforce rules and orders and report cadets who fail to observe them;
- j. I will request the presence of a superior when the circumstances dictate
- k. I will obey all appropriate and lawful orders and regulations, and not discredit the competence of s superior;
- l. I will not use inappropriate or unacceptable language (profanity, blasphemy, vulgarity);

- m. I will not lie, cheat, or make a false declaration when I am required to be honest;
- n. I will not act in a manner which brings discredit to the cadet organization;
- o. I will behave in a manner that does not belittle, embarrass, demean, or humiliate another person, and which is not contrary to the DND policy on Harassment;
- p. I will not act or fail to act in a manner which results in the safety of another member being jeopardized;
- q. I shall take care of, and be responsible for, all Cadet/CF clothing articles and all DND equipment. I will not sell, exchange, or give away any DND or government equipment
- r. I will report all situations implying any emotional and/or moral problems to my immediate superior;
- s. I will respect other people's personal property and privacy; and
- t. should I be returned home before the end of summer training, I authorize the summer training centre authorities to inform my parents or guardian of the reasons that have led to my early return.

This declaration outlines the code of conduct I will follow during all activities conducted at the training centre or on leave.

I am aware that any deficiency in one or any number of the conditions mentioned above could lead to administrative actions or an immediate return to unit.

Date

Staff Cadet Signature

Parent/Guardian Signature

Supervising Officer's Signature

[ANNEX F]**[OTC (OVER THE COUNTER) / PRESCRIBED MEDICATION ADMINISTRATION]**

MUST BE FILLED PRIOR TO CSTC

1. Identification of cadet:

_____ (Full name and initials, unit and date of birth)

2. I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

3. I am aware that supervisor and medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

4. Medication and quantity brought by the cadet :

a. Name of drug _____
 Dosage _____
 Administration time _____
 Total quantity _____

b. Name of drug _____
 Dosage _____
 Administration time _____
 Total quantity _____

c. Name of drug _____
 Dosage _____
 Administration time _____
 Total quantity _____

d. Name of drug _____
 Dosage _____
 Administration time _____
 Total quantity _____

e. Name of drug _____
 Dosage _____
 Administration time _____
 Total quantity _____

- f. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____

(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

thermoformées si possible.
Identification of cadet:

_____ (Full name and initials, unit and date of birth)

[ANNEX G] [PARENTAL PICK UP FORM]

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

SECTION "A" CADET PERSONAL DATA – RESEIGNEMENTS PERSONNELS DU CADET				
CADET CORP/ SQUADRON NO & NAME NO ET NOM DU CORPS/ ESCADRON DE CADETS			LOCALITY (CITY) – LOCALITE (VILLE)	
RANK - GRADE	SURNAME- NOM	FIRST NAME - PRENOMS	SEX-SEXE	TELEPHONE – TELEPHONE
ADDRESS – ADRESSE		CITY – VILLE	PROV.	POSTAL CODE POSTAL
SECTION "B" CADET ACTIVITY – OCCUPATION DU CADET				
EMPLOYMENT – COURSE – EXCHANGE – OTHERS EMPLOI – COURS – ECHANGE – AUTRES		CSTC – COUNTRY OF EXCHANGE – OTHERS CIEC – PAYS D'ECHANGE – AUTRES		
SECTION "C" PICK UP / DROP OFF POINT – LIEU DE DEBARQUEMENT/ EMBARQUEMENT				
DROP OFF POINT – LIEU DE DEBARQUEMENT		TIME AND DATE – HEURE ET DATE		
PICK UP POINT – LIEU D'EMBARQUEMENT		TIME AND DATE – HEURE ET DATE		
SECTION "D" AUTHORIZED PERSON – PERONNE AUTORISEE				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET NOM DE LA PERSONNE AUTORISEE A RAMASSER LE CADET		TELEPHONE – TELEPHONE		
(PRINT/LETTRES MOULLEES)		HOME-DOMICILE: ()		
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK -UP THE CADET NOM D'UNE DEUXIEME PERSONNE AUTORISEE A RAMASSER LE CADET		TELEPHONE – TELEPHONE		
(PRINT/LETTRES MOULLEES)		HOME-DOMICILE: ()		
		WORK-TRAVAIL: ()		
SECTION "E" PARENT / GUARDIAN SIGNATURE – SIGNATURE DU PARENT/ TUTEUR				
AUTHORIZING SIGNATURE – SIGNATURE D'AUTORITE		TELEPHONE – TELEPHONE		
(PRINT/LETTRES MOULLEES)		HOME-DOMICILE: ()		
		WORK-TRAVAIL: ()		
SECTION "F" SIGNATURE OF COMMANDING OFFICER /DESIGNATE SIGNATURE DU COMMANDANT/ DESIGNE				
NAME OF PERSON AUTHORIZED TO PICK -UP THE CADET NOM DE LA PERSONNE AUTORISEE A RAMASSER LE CADET		TELEPHONE – TELEPHONE		
(PRINT/LETTRES MOULLEES)		HOME-DOMICILE: ()		
		WORK-TRAVAIL: ()		
SECTION "G" SIGNATURE OF PERSON PICKING UP CADET SIGNATURE DE LA PERSONNE QUI RAMASSERA LE CADET				
To be signed at time of pick up/ signature requise lorsqu'on ramasse le cadet				
(SIGNATURE)		(PRINT/ LETTRES MOULLEES)		(DATE – TIME) (DATE – HEURE)

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

