Chapter 6
Committee Activities

General
The areas in which sub-committees and working groups of the Sponsoring Committee may become involved can only be determined by the needs and aspirations of the Corps and the plans of the Commanding Officer. The structure of the Sponsoring Committee should be determined and agreed upon through discussion with the Commanding Officer. The items that follow are only suggestions of some areas to consider. The final selection is that which meets the present and future need of the Corps.

Financial Administration
Sponsoring Committees are authorized by the League to administer the funds and assets of the corps which involves preparation of the annual corps budget, fund raising, safe keeping of funds, preparation of financial statements and maintaining control of corps assets not provided by DND.

Preparing of the Annual Budget
To coincide with the cadet training year, the budget should cover a period from 1 September of the current year to 31 August of the following year. Before the end of June the Commanding Officer will have prepared the corps training plan for the coming training year. The training plan will include the mandatory subjects and a choice of optional activities. As some of the optional activities require financial support, the Commanding Officer must know the amount of funds available. Therefore, the budget meeting should be held before the training plan is completed. At the budget meeting the Commanding Officer will present the proposed training plan with cost estimates. If the cost of planned activities exceeds the expected income, agreement must be reached on how to raise the additional funds. If the additional expected income from fund raising will not cover costs, then the expenditures must be adjusted.

Fund Raising
While the Sponsor is responsible for the basic expenses of the corps, there are many other cost requirements to maintain a successful corps in these times. Therefore, the main fund raising responsibility rests with the Sponsoring Committee.

In the budget preparation meeting with the Commanding Officer, the estimated costs of carrying out the Training Plan must be related to available funds and any shortfall must be obtained through fund raising. If the gap is beyond the ability to raise the necessary funds, then the costs must be reviewed and adjusted to meet the funds available. While there are many ways to raise funds, past experience has provided guidelines to be considered as follows:

1. The method should be simple and of short duration.
2. The process must not take up too much time of the officers and cadets.
3. If possible, avoid door to door selling by cadets, as it is difficult to control cash and inventories.
4. Any fund raising that involves the use of officers and cadets must have the Commanding Officer’s approval.

Volunteer Screening
Reference: The Army Cadet League of Canada "Screening Coordinator's Handbook"
A very important responsibility of the civilian partner in the Army Cadet Movement is the provision of volunteers to assist the Commanding Officer and the Sponsoring Committee to
achieve their goals. It is imperative that those persons who become volunteers are suitable and that our cadets are protected from any form of abuse or harassment from adults. The League has accepted to perform the civilian Volunteer Screening function for the Army Cadet Movement as part of the Memorandum of Understanding (MOU) signed on 01 Dec 2005.

The League has delegated the screening of potential volunteers to the Corps Sponsoring Committees as it feels that the best people to make judgement calls on potential volunteers are the people who live in the community where the volunteers are going to work. References are best checked by local people and the knowledge that this process is in place will in itself deter unsuitable individuals from applying.

Training and support for the Screening Committee will be provided by the Branch.

Public Relations
The Corps needs to be visible in the community. While official press releases concerning the Cadet movement and organization are the responsibility of the RCSU and the Detachment Public Affairs Officers, general information about the Corps, its activities, and accomplishments can be arranged and disseminated locally. Support for Corps recruiting activities is another aspect of public relations to which the committee can contribute.

Social Activity
Corps social events such as theme parties, Mess Dinners, socials can be a function of the Parent Committee. Planned into the annual training plan and coordinated with the Commanding Officer they add an important aspect of group identity/esprit de corps to the Corps’ life and the development of the Cadets. They may also be an important factor in cadet retention. These can be arranged and carried out by the Parent Committee. Cadets can also be included in the planning.

A Parent Committee operated parade night canteen can be a source of funds to run Cadet social events.

Social activities directed at the adult members of the Corps Family can raise funds and engender a sense of community.

Recruiting
One of the responsibilities of the League and local Sponsors is the identification and attraction of suitable adults to be members of the Cadet Instructor Cadre. For the Sponsoring Committee this can be an active process of searching out likely individuals. It can also be simply all members of the Corps Family keeping a watch in their civilian life for individuals who they feel could contribute to the movement. A little selling during a social occasion may be enough to interest a friend or acquaintance.

Assistance by the Sponsoring Committee in the Corps' efforts to attract new youth to the Corps is another area open to investigation and action.

Honours and Awards
The Sponsoring Committee can assist the CO in this area by assuming a good part of the administrative aspect of Honours and Awards. Decisions on the conferring of awards remains the duty of the CO.
They can maintain a list of honours and awards for which cadets are eligible, both cadet movement awards and civilian ones, such as scholarships, bursaries, school credits.

They can action the CO's selection of cadets for awards, completing application forms and providing information relative to the cadet achievements required to qualify. This will, in some cases, require seeking information from school principals and teachers, other groups in which the cadet is involved, and employers or supervisors of community groups.

They should maintain constant communication with the CO to ensure that the Corps awards are accounted for, maintained, repaired and replaced as necessary, new awards are considered, suitable trophies, plaques, certificates, etc are obtained, and engraving is done.

They can arrange for cadets to have their medals properly mounted and could either subsidize or cover the cost of mounting.

**Parent Committee**

While not all parents will be able or inclined to become involved on a regular basis, most would be willing to make occasional contributions of time or "goods" to a specific event or activity. A group of keen, active parents can provide the core and substance of a support group to carry out a variety of activities in support of the Corps. There are many ways in which a Parent Committee can assist the Corps and the Commanding Officer and these should be discussed and agreed to before the start of the training year in September.

The Parent Committee should work under the Sponsoring Committee umbrella and their financial activities must funnel through the corps account. Those who operate the parade night canteen should work with a small petty cash account and major purchases and expenses should be paid through the Corps account. The Sponsoring Committee Treasurer should keep Parent Committee funds intended for specific uses accounted for separately and be easily identified within the Corps account.