



# KEY REFERENCES FOR CORPS SUPPORT COMMITTEES

Over the 2019-2020 Training Year, the Army Cadet League of Canada has embarked on several projects to improve our assistance to the Support Committee and ultimately, to Army Cadets and Army Cadet Corps. With the 2020-2021 Training Year, it is imperative that you review the following and adjust as needed.

## COMMUNICATIONS

Key national communications are disseminated using two primary methods of communication:

- Facebook, supported by YouTube and our national website; and,
- Email

In order to remain informed of various national announcements, opportunities and helpful tips, make sure to stay connected:

- Facebook: <https://www.facebook.com/armycadetleague>
- YouTube channel: <https://www.youtube.com/c/ACLCLCAC>
- Website: [www.armycadetleague.ca](http://www.armycadetleague.ca)
- Contact your local Branch to ensure that you are on their contact lists.

## POLICY

### Policy 3.2 - Memorandum of Understanding

During the 2019-2020 Training Year, the Memorandum of Understanding (MOU) was updated and officially signed and enacted for September 2020.

It must be known and understood that this document is a national level document. Over the coming weeks and months, we will be explaining how this applies to the local level and our Support Committees in a social media feature known as MOU Mondays. Follow us on Facebook for this information.

### Policy 3.3 - Roles and Responsibilities of the Corps Support Committee

In December 2019, Policy 3.3 was rewritten making several key changes:

- Creation of funding priorities; and,
- Mandate submission of financial statements.

In August 2020, in recognition of the hardships of the ongoing pandemic, the Army Cadet League of Canada authorized the use of electronic money transfers and point of sales systems for the purpose of receiving money. Information is in Policy 3.3, Annex A.

### Policy 4 – Insurance

Several changes have occurred during the summer regarding insurance and coverages provided by the Army Cadet League of Canada. These must be reviewed and realize that:

All questions pertaining to insurance and coverages MUST be submitted to the ACLC, through their respective Branch. Corps staff (ie. Corps' Commanding Officers) and Regional Cadet Support Units are not current on ACLC insurance policies and are not in a position to respond on insurance coverage or liability questions regarding the ACLC.

<https://www.armycadetleague.ca/resources/insurance/>



# KEY REFERENCES FOR CORPS SUPPORT COMMITTEES

## Policy 10 – Volunteer Screening and Management

A new electronic version of the application form is now available. All individuals interested in volunteering shall use this form to register. It is also important to note that a COVID-19 waiver must be signed as part of the registration process.

Your Provincial Volunteer Screening coordinator will also be forwarding a similar waiver for all existing volunteers to sign. Contact your respective Provincial Volunteer Screening Coordinator for more information.

## National Policy Page

To review all national policies refer to:

<https://www.armycaadetleague.ca/policy/>

## Branch Policies

Also refer to all Branch policies to ensure compliance with their respective policies, procedures and provincial/territorial legislation.

## **TOOLS & RESOURCES**

During the pandemic, the Army Cadet League of Canada produced four national level resources to assist Support Committees across the country. These include:

- THE ACLC SUPPORT COMMITTEE HANDBOOK outlines the responsibilities of the Corps Support Committees.
- The CORPS SUPPORT COMMITTEE FINANCIAL REPORTING HANDBOOK outlines the importance of proper bookkeeping and management of the corps revenue and expenses. It also explains how and why the information is important to the overall organization.
- The CORPS SUPPORT COMMITTEE BUDGET PREPARATION HANDBOOK outlines the importance of preparing a balanced and viable budget as the foundation of proper financial management of Support Committee (SC) funds.
- The CORPS SUPPORT COMMITTEE FINANCIAL MANAGEMENT HANDBOOK, outlines the proper management of Corps finances and the importance that it must be done with objectivity and transparency.

<https://www.armycaadetleague.ca/resources/toolbox/>

## **AWARDS, GRANTS AND BURSARIES**

As a quick reference, we created the National Summary of Army Cadet Honours, Awards, Scholarships and Bursaries document (attached). You can refer to this document and the detailed policies for each award here:

<https://www.armycaadetleague.ca/awards-grants-and-bursaries/>

## **ACLC 50<sup>TH</sup> ANNIVERSARY**

2021 marks the 50<sup>th</sup> anniversary of the Army Cadet League of Canada. Stay tuned for a list of activities and events that will occur across the country starting in January.