

# MANITOBA ARMY CADET TAG DAY

## 1. GENERAL

The objectives of the tag day are:

- 1.1 To fund-raise for the operations of the Manitoba Army Cadet Corps and the Army Cadet League of Canada (Manitoba) Inc.
- 1.2 To increase the visibility of the Army Cadet Movement in the community and as a potential recruiting tool for Cadet Corps.

## 2. AUTHORITY TO CONDUCT TAG DAYS

The Province of Manitoba requires that all Organizations in Manitoba Tag under the Authority of the Canada Revenue Agency Charities Directorate. The Army Cadet League of Canada (Manitoba) Inc. (ACLCLC(Mb)) is authorized to conduct Tag Days as a Registered Non-Profit Organization, Charitable Tax #: 119243798 RR0001. Our Address is: Ste. 10, Box 17000, Winnipeg, MB, R3J 3Y5. The link to CRA to search our Registration: <http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html>. Please enter “Army Cadet League of Canada (Manitoba)” to perform an online search.

## 3. DATES AND TIMES

- 3.1 Tagging activities occur during the training year. Cadet Corps can conduct up to two Tag Days per training year. We suggest the September/October period and/or the May/June period, but Cadet Corps are free to pick any time frame they wish; in consultation with the ACLC (MB) with the following criteria:
  - a. Corps will generally tag at locations in vicinity of their Corps catchment area; where feasible and ensure that the ACLC (MB) has approved these tag locations.
  - b. ACLC must receive requests; including the date and planned tagging locations a minimum of 45 days in advance.
  - c. Support Committee Chairs will ensure that the Corps CO is supportive of the approved dates and times.
- 3.2 Organization:
  - a. Start times should be coordinated and confirmed with the tagging locations.
  - b. It is recommended to schedule shifts, so each cadet is tagging no longer than one shift (example 3 hours) to ensure cadets wellbeing.

- c. Tagging normally will terminate NLT 16:00 or as requested to and approved by the League Tag Day Coordinator.
- d. Cadet Corps will provide at least four and preferably 6 counters.
- e. Staff and Cadets will bring all **unopened** collection tins and collection boxes to the prearranged counting location. Counting will take approximately one hour.

#### **4. INQUIRIES**

Questions or concerns should be addressed to the League at: Telephone [204-391-6700](tel:204-391-6700) or e-mail [admin@armycadetsmb.ca](mailto:admin@armycadetsmb.ca)

#### **5. PARTICIPANTS**

Tag Day participants can be:

- 5.1 Cadets and instructors from the Manitoba based Cadet Corps.
- 5.2 Volunteers (e.g. parents, Support Committee members etc.). Volunteers require screening as per DND and League policies. Unscreened volunteers can participate if they are not alone with Cadets or independently handling group funds.
- 5.3 Army Cadet League of Canada (MB) representatives, ACLC (MB) Treasurer or designate, Liaison Officers, sponsors, and affiliated unit members.

#### **6. ARMY CADET LEAGUE RESPONSIBILITIES**

- 6.1 Provide sample letters; if requested by Corps for the purpose of obtaining permission to tag on business premises.
- 6.2 Provide coin boxes & collection cans which are held in Range 3, Minto Armoury.
- 6.3 Provide Tags to the Corps based on the estimated number of participants.
- 6.4 ACLC (MB) Tag Day Coordinator will work with rural Corps to facilitate their tag day organization with regard to their remoteness.

#### **7. CADET CORPS RESPONSIBILITIES (Partnership - Support Committee/CIC Staff)**

- 7.1 Identify potential sites for tagging within the Corps' designated district and obtain permission to tag at the desired locations.
- 7.2 Each Cadet Corps Support Committee Tag Day Coordinator is responsible:

- a. To contact the appropriate mall/business authorities and gain permission to tag at each location.
  - b. To provide the necessary Insurance Certificate for stores, malls etc. (if requested). Refer to National web site to access the certificate:  
<http://www.armycadetleague.ca/resources/insurance/>
  - c. To arrange the pickup of adequate tagging boxes and tagging cans from Range 3, Minto Armory.
  - d. To work with CIC staff to ensure proper supervision of cadets during this activity.
  - e. To provide proper security for moneys under their control.
  - f. To ensure proper completion of ANNEXES A & B.
- 7.3 Encourage cadets and their parents to participate. Encourage instructors and volunteers to participate.
- 7.4 Coordinate transportation (if required) for cadets and instructors to and from respective sites.
- 7.5 Seek assistance such as transportation and additional supervision for cadets from their affiliated units or parents as required.

## **8. ACCOUNTING PROCEDURES**

- 8.1 At the conclusion of the tag day, all collection tins and boxes will be returned unopened to the prearranged counting location. Count totals will be recorded on the forms provided (Annexes A and B).
- 8.2 Each Corps will confirm instructors, support /parent members and senior cadets to be responsible for counting money, rolling coins, and recording the receipts for the Corps.
- 8.3 The ACLC(MB) Treasurer (or their designate) is responsible for the general accounting of the tag day and will receive all money along with completed ANNEX A from the Commanding Officer or person in charge.
- 8.4 The Tag Day coordinator will collect the Corps Report ANNEX B.
- 8.5 The Treasurer will be responsible for arranging for suitable security of funds and timely banking thereafter.
- 8.6 Proceeds from Tag Day will be deposited to the league bank account in full. 90% will be issued back to the Corps in the form of a cheque, and 10% remains with the ACLC (MB).
- 8.7 Money to be distributed to participating Cadet Corps within 20 days of the Tag Day.

**Receipts by Cadet Corps**

**This form is to be submitted to the treasurer along with the money.**

Bills

\$5 x \_\_\_\_\_ = \_\_\_\_\_

\$10 x \_\_\_\_\_ = \_\_\_\_\_

\$20 x \_\_\_\_\_ = \_\_\_\_\_

\$50 x \_\_\_\_\_ = \_\_\_\_\_

US currency \_\_\_\_\_

Coin

\$2.00 x \_\_\_ rolls @\$50/roll= \_\_\_\_\_

\$1.00x \_\_\_ rolls@\$25/roll= \_\_\_\_\_

\$0.25x \_\_\_ rolls@\$10/roll= \_\_\_\_\_

\$0.10x \_\_\_ rolls@\$5/roll= \_\_\_\_\_

\$0.05x \_\_\_ rolls@\$2/roll= \_\_\_\_\_

Loose Coin

\$2.00 x \_\_\_ = \_\_\_

\$1.00 x \_\_\_ = \_\_\_

\$0.25 x \_\_\_ = \_\_\_

\$0.10 x \_\_\_ = \_\_\_

\$0.05 x \_\_\_ = \_\_\_

\$0.01 x \_\_\_ = \_\_\_

**TOTAL:** \_\_\_\_\_

Submitted by \_\_\_\_\_ / \_\_\_\_\_

**Print Name**

**Signature**

Corps \_\_\_\_\_

Verified by Treasurer or League Rep. \_\_\_\_\_

Date \_\_\_\_\_

**Detailed Report of Tag Day Activities**

**Cadet Corps** \_\_\_\_\_

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**PERSONNEL REPORT**

**Total number of Cadets on Tag Day** \_\_\_\_\_

**Total Officers /Instructors** \_\_\_\_\_

**Total Volunteers** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

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**COLLECTIONS REPORT**

**Total amount collected as per ANNEX A (sheet to be attached)** \_\_\_\_\_

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**COMMENTS & SUGGESTIONS**

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**Commanding Officer or Designee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Army Cadet League of Canada (Manitoba) Inc.  
Tag Day Receipts for Deposit**

**To the Royal Bank of Canada for deposit to  
Account # 05077 003 501 660 5**

Bills

\$5 x \_\_\_\_\_ = \_\_\_\_\_

\$10 x \_\_\_\_\_ = \_\_\_\_\_

\$20 x \_\_\_\_\_ = \_\_\_\_\_

\$50 x \_\_\_\_\_ = \_\_\_\_\_

US currency \_\_\_\_\_

Coin

\$2.00 x \_\_\_\_\_ rolls @\$50/roll= \_\_\_\_\_

\$1.00 x \_\_\_\_\_ rolls @\$25/roll= \_\_\_\_\_

\$0.25 x \_\_\_\_\_ rolls @\$10/roll= \_\_\_\_\_

\$0.10 x \_\_\_\_\_ rolls @\$5/roll= \_\_\_\_\_

\$0.05 x \_\_\_\_\_ rolls @\$2/roll= \_\_\_\_\_

Loose Coin

\$2.00 x \_\_\_\_\_ = \_\_\_\_\_

\$1.00 x \_\_\_\_\_ = \_\_\_\_\_

\$0.25 x \_\_\_\_\_ = \_\_\_\_\_

\$0.10 x \_\_\_\_\_ = \_\_\_\_\_

\$0.05 x \_\_\_\_\_ = \_\_\_\_\_

\$0.01 x \_\_\_\_\_ = \_\_\_\_\_

**TOTAL** \_\_\_\_\_ | \_\_\_\_\_ | \_\_\_\_\_

**Checked by:** \_\_\_\_\_  
**Tag Day Coordinator or League Representative**