



**THE AIR CADET LEAGUE OF CANADA  
BRITISH COLUMBIA PROVINCIAL COMMITTEE  
ADMINISTRATIVE MANUAL**

**Section 5  
BCPC  
Honours &  
Awards**

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**NOTE:** All Forms are located on the BCPC Website under "*BCPC Manual*"  
tab open the drop down box labelled "*FIND a FORM*"



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## **5.1 BCPC HONOURS AND AWARDS**

### **5.1.1 Overview**

Honours and Awards are an important method of recognizing valuable service to the Air Cadet Movement. The Air Cadet League of Canada could not exist without the thousands of volunteers who give freely of their time to support hundreds of Squadrons by serving on Committees, helping with fundraisers, transporting cadets, instructing cadets or by joining the CIC. This Section provides the policies and procedure for the granting of Honours and Awards for British Columbia and is the basis for nominating deserving League Members for National Awards.

### **5.1.2 British Columbia (B.C.) Honours and Awards**

#### **Policy**

- Honours and Awards are made annually to members and others to recognize their outstanding contribution to the Air Cadet Movement in B.C.
- This Section provides policies and procedure applicable to those involved in the Air Cadet Movement in B.C.
- All decisions with respect to the granting of B.C. Honours and Awards rest with the B.C. Honours and Awards Committee.
- The B.C. Honours and Awards Coordinator (BCHAC) will assist the Wing Chairs and others with respect to all aspects of the B.C. Honours and Awards Program.
- Whenever possible B.C. Honours and Awards should be presented at the annual B.C. Annual General Meeting (AGM). If this is not practical, the B.C. Honours and Awards Committee will provide presentation guidance as applicable.
- The B.C. Honours and Awards Committee shall provide Public Relations guidance to ensure maximum public exposure to the recipients of B.C. Honours and Awards.
- Locally designed and produced Certificates shall not be used for any purpose without prior approval of the B.C. Honours and Awards Committee.



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**Procedure**

- The BCPC may, at its discretion, convene an Honours and Awards Committee to receive, review and approve all nominations for Honours and Awards. The President of the BCPC or his designated representative will serve as Chairman and be assisted by one or more current or former BCPC members.
- All nominations for B.C and National Air Cadet League Honours and Awards requiring provincial input will be made to the B.C. Honours and Awards Committee for approval through the BCHAC.

**5.1.3 B.C. HONOURS AND AWARDS COORDINATOR (BCHAC)**

**Terms of Reference**

- Assist members as necessary on all aspects of preparing submissions for National and B.C. Honours and Awards.
- Ensure compliance with National and B.C. Policy and Procedure.
- Coordinate the formulation of B.C. Honours and Awards Policy and Procedure with the BCPC and Wing Chairs.
- Coordinate submissions with the B.C. Honours and Awards Committee, Wing Chairs and others as necessary.
- Maintain records of submissions for future assessment and ongoing guidance to members.
- Assist in the final preparation of submissions to the B.C. Honours and Awards Committee.

**5.1.4 CERTIFICATE OF APPRECIATION**

**Policy**

- Individuals or organizations will use certificates of Appreciation to formally acknowledge a service or contribution.
- There is no requirement for Certificates of Appreciation to be approved by the B.C. Honours and Awards Committee unless the signature of the President of the BCPC or his designated representative is required and/or the Certificate is to be presented by a member of the BCPC.



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**Procedure**

Certificates of Appreciation may be obtained from the BCPC office or ordered online through the National Website Online Catalogue.

**5.1.5 CERTIFICATES FOR 50 YEARS AND  
CERTIFICATES OF RECOGNITION FOR 25, 40 AND 50 YEARS**

**Policy**

- All Certificates in this section shall be signed by the President of the BCPC or his designated representative.
- Whenever possible, Certificates in this section should be presented by a member of the BCPC, preferably at the annual BCPC AGM, or other suitable occasion.

**Procedure**

- Certificates in this section can be ordered through the National Website online catalogue.

**5.1.6 B.C. CERTIFICATE OF HONOUR**

**Policy**

- A B.C. Certificate of Honour is the highest award that can be granted to a B.C. League member or civilian volunteer by the B.C. Honours and Awards Committee for extraordinary service to the Air Cadet Movement in B.C. and may be granted in conjunction with any of the other B.C. or National awards.
- A nomination for a B.C. Certificate of Honour shall be made only by a member or former member of the BCPC or Wing Chair.
- Chairpersons shall submit their nominations to their Wing Chair and assist in the preparation of the Citation. Citations must clearly show that the service rendered to the Air Cadet Movement in B.C. has been consistently outstanding over an extended period of time. The Citation should also include an explanation of service to the Air Cadet Movement elsewhere in Canada that might support consideration for a National Award.
- This Award would normally be presented at the BCPC AGM or at an event appropriate to the prestige of this award.
- The BCHAC shall recommend to the B.C. Honours and Awards Committee, if approval of this award would also merit nomination for a National award, and if so, prepare an appropriate submission.



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## **Procedure**

A submission to the BCHAC shall be made no later than 30 June complete with a written citation and relevant supporting information. Each nomination shall be made by completing [BCPCF17](#).

### **5.1.7 B.C. CERTIFICATE OF MERIT**

#### **Policy**

- A B.C Certificate of Merit may be issued to a B.C. League Member or civilian volunteers in recognition of meritorious service to the Air Cadet Movement in B.C. This award may also be used to recognize a specific service rendered to a Squadron or Committee, which may have been of a short duration, but is considered by the B.C. Honours and Awards Committee to warrant recognition.
- A nomination for a Certificate of Merit may be made by any B.C. League member.
- The BCHAC may recommend to the B.C. Honours and Awards Committee if approval of this award would also merit nomination for a National award and, if so, prepare an appropriate submission.
- This Award would normally be presented at the BCPC AGM or at an event appropriate to the prestige of the award.

#### **Procedure**

- A submission to the BCHAC shall be made no later than 30 June complete with a written citation and relevant supporting information.
- Chairpersons shall submit their nominations through their Wing Chair and assist in the preparation of the citation.
- Complete [BCPCF17](#).

### **5.1.8 THE PRESIDENT'S AWARD**

#### **Policy**

- The President's Award may be issued as a separate award by the B.C. Honours and Awards Committee on the recommendation of the President of the BCPC. The President's Award may be issued to B.C. League members,



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to persons outside the League, or to organizations, in recognition of unique and/or extraordinary service rendered to the Air Cadet Movement in B.C.

- The B.C. Honours and Awards Committee will decide on the form of the award and provide guidance on an appropriate occasion for its presentation.

### **Procedure**

- Submissions from Wing Chairs shall be made to the BCHAC at any time during the year.

## **5.1.9 AWARD TO MILITARY PERSONNEL**

### **Policy**

- The B.C. Honours and Awards Committee, will, when appropriate, make awards to military members or former members involved in the Air Cadet Movement in B.C.
- Nominations for this award may be made by members or former members of the BCPC or by Wing Chairs. Chairpersons may nominate an officer for this award through their Wing Chairs
- The citation shall clearly show that the military member has provided outstanding leadership and commitment above that which might normally be expected of a member of the Canadian Forces or its CIC component.

### **Procedure**

- Nominations shall be forwarded to the BCHAC by June 30<sup>th</sup>. The submission shall contain a written citation that will clearly show what the nominee has done to warrant this award.
- The BCHAC will make a recommendation to the B.C. Honours and Awards Committee if the submission would support a nomination for a National award and, if so, prepare an appropriate submission.
- Complete [BCPCF17](#).



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## **5.1.10 HONOURS AND AWARDS FOR CADETS**

### **Policy**

- Nominations for National awards to cadets that require comments by the BCPC shall be dealt with by the B.C. Honours and Awards Committee as necessary.

### **Procedure**

- Sponsoring Committees shall forward submissions as instructed in the National Policy and procedure Manual to the B.C. Honours and Awards Committee for supporting comments.
- Recommendations for and processing of the following awards shall be dealt with without delay:

Refer to the following sections in the National Policy and Procedure Manual (PPM) for details

- [Part 5, Section 5.8.1.1](#) Cadet Award for Bravery
- [Part 5, Section 5.8.2.1](#) Cadet Certificate of Commendation

Follow the link to the National Policy and Procedure Manual:

<http://www.aircadetleague.com/common/documents/images/ppm/ppm2009-08.pdf>



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### **5.1.11 SPECIAL HONOURS AND AWARDS**

#### **Policy**

- In exceptional and rare circumstances, the B.C. Honours and Awards Committee may make a one-time award to an individual, military member or organization that has rendered a service to the B.C. Air Cadet Movement that warrants recognition superior to any other B.C. Award.

#### **Procedure**

- Any recommendations for a Special Award must be made through Wing Chairs directly to the President of the BCPC who will provide guidance on the commission of such an award.

### **5.1.12 B.C. HONOURS AND AWARDS NOMINATION FORM**

The B.C. Honours and Awards Nomination Form can be found on the BCPC Website under the BCPC Manual Tab – drop down Box labeled “FIND a FORM”. Complete [BCPCF17](#).

In order to facilitate processing, this Form is required for all submissions. A separate citation must be attached to the original submission.

### **5.1.13 THE LEAGUE LONG SERVICE MEDAL**

#### **Policy**

1. A League Long Service Medal may be issued to current and former civilian volunteers by the B.C. Honours and Awards Committee.
2. The Long Service Medal is in recognition of Ten (10) or more years of volunteer service in support of the B.C. Air Cadet Movement.
3. Civilian volunteers who left the B.C. Air Cadet Movement because they were no longer in good standing are not eligible for the Long Service Medal.
4. Volunteer service need not be continuous, but the total number of years as a B.C. volunteer must add up to Ten (10) or more years.
5. The Long Service Medal may be worn on civilian attire or, in lieu; a Long Service Lapel Pin may be worn signifying the individual is a recipient of the Long Service Medal.
6. Because the Long Service Medal has not been officially approved by the Governor General, recipients should wear it on the right side of their attire. See **Guidelines** below for instructions on where and how to wear the medal.





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7. There will be no cost to the recipient for the Long Service Medal.
8. The Long Service Medal shall be presented as follows:
  - a. At the B.C. Annual General Meeting (AGM), by the President of the B.C. Committee or his designated representative.
  - b. For volunteers not attending the AGM, by the applicable Wing Chair or by a member of the Executive of the B.C. Committee at an appropriate B.C. Committee event, i.e., Annual Ceremonial Reviews/Banquets, Annual Wing Meetings, etc. Every attempt should be made to make the occasion a respectful and meaningful event.

### **Procedure**

1. Chairpersons may nominate civilian volunteers for the Long Service Medal through their Wing Chairs at any time during the year. Wing Chairs may nominate civilian volunteers at any time during the year.
2. Nominations for the Long Service Medal shall be submitted; using the Form found on the BCPC Website under “BCPC Manual” tab open the drop down box labelled “FIND a FORM”, to the B.C. Committee Office and must include substantiation that the nominee has satisfied the eligibility requirements. A recommendation should be included as to a preferred presentation venue.
3. The Honours and Awards Committee will confirm eligibility for the Long Service Medal and will provide guidance to the B.C. Committee Office Staff as to the distribution and presentation of the Medal.
4. Publicity, including Press Releases will be the responsibility of the organization making the presentation.
5. Complete form [BCPCF18](#).

### **Guidelines**

1. Air Cadet League Name Tags are worn on the right hand side of the blazer/suit jacket aligned above the top line of the right breast pocket. The Long Service Medal is to be worn ½ inch below the nametag at the pocket level.
2. Recipients of the Long Service Medal are encouraged to wear it at formal League or Cadet Functions, i.e., AGMs, Annual Ceremonial Reviews, etc.

## **5.1.14 B.C. HONORARY LIFETIME MEMBERS**

### **Policy**

Honourary Lifetime Members of the BCPC may be approved in accordance with the terms and conditions described in the BCPC Administration Manual, Section 2.3 Constitution and By Laws. Honourary Lifetime Members of the Society shall be a non-voting member of the Society who has applied for admission to the Society as an Honourary Lifetime member and has been approved as such by a Board resolution.



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Honourary Lifetime Members shall be persons who have had a long and active association with the Society, whether as a member, a volunteer or through other service.

### **Procedure**

A detailed Citation and supporting information must accompany the Nomination Form (Found on the BCPC Website under “BCPC Manual” tab open the drop down box labelled “FIND a FORM”,) and contain sufficient detail to permit a reasoned determination of merit by the B.C. Honours and Awards Committee. This information may include written testimonials or other information of such strength that they will attest to the merit of this award and confirm beyond doubt that the Nominee’s outstanding service and devotion to the aims and objectives of the Air Cadet League of Canada and, in particular, the B.C. Air Cadet Program, were self evident.

The completed nomination package must be mailed directly to the B.C. League Office, Attention: Administrative Manager.

Because acceptance of this Award will result in the loss of voting privileges, the recipient may decline to accept the Award.

Approval of the Award rests with the B.C. Honours and Awards Committee. A Honourary Life Member Certificate, signed by the B.C. President and Members of the B.C Executive Committee of the Provincial Committee, will be given to the recipient at an event that maximizes the prestige of the Award and acknowledgement of the recipient’s contribution.



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**5.1.15 CERTIFICATE AWARDS – SQUADRON SPONSORING COMMITTEES**

Each year the BCPC awards Certificates presented to Squadron Sponsoring Committees in recognition of achievements with respect to the Performance and Evaluation Criteria set out in the BCPC Administrative Manual

The Awards for Top Sponsoring Committees are determined only after careful consideration by the BCPC Awards and Evaluation Committee. The announcements and Certificate presentations will be made at the British Columbia Provincial Committee Annual General Meeting (AGM).

- Top Squadron Sponsoring Committee - Northern Wing
- Top Squadron Sponsoring Committee - Vancouver Island Wing
- Top Squadron Sponsoring Committee - Okanagan Wing
- Top Squadron Sponsoring Committee - Kootenay Wing
- Top Squadron Sponsoring Committee - Fraser Valley Wing
- Top Squadron Sponsoring Committee - Lower Mainland Wing
- Top Squadron Sponsoring Committee – Metro Vancouver Wing
- Top Squadron Sponsoring Committee – Greater Vancouver Wing