



MONTHLY ROUTINE ORDERS

ISSUED BY

CAPTAIN D. RUEL

COMMANDING OFFICER

RCACS 205 COLLISHAW

205air@cadets.gc.ca



Order No. #09 2023/24

01 MAY 2024

Last Order No. #08 2023/24

Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

| DATE | DRESS | DUTY OFFICER | DUTY NCO | DUTY NCM'S |
|-----------|-------|--------------|------------------|---|
| 2 MAY 24 | C1 | Capt Ruel | FCpl Prethesh | Cdt Ogamba Cdt Nguyen Khuong Cdt Woelke |
| 9 MAY 24 | C5 | CI Bereck | FCpl Schnell | Cpl Ohiaeri Cdt Cabido Cdt McElwain |
| 15 MAY 24 | C5 | Capt Bough | Cdt Hamilton, J. | Cpl Perpeluk LAC Nguyen Cdt Desrochers |
| 22 MAY 24 | C5 | Capt Edwards | FCpl Roddick | Cpl Jolaawo Cdt Liu LAC Croft |
| 29 MAY 24 | C3 | Capt Ruel | FCpl Clisham | Cpl Lander Cdt Neil LAC Tran H. |

2. TRAINING SCHEDULE

PARADE NIGHTS

1745-1800 Sr. Cadets arrive (meet at LHQ)
 1800 Armoury opens /All Cadets arrive
 1800-1810 Flight Time in classroom
 1810-1830 Fall-in, Attendance & Inspections
 1830-1840 Opening Parade / Announcements
 1845-1920 1st Period
 1920-1925 Movements
 1925-1945 Canteen Break
 1945-1950 Movements
 1950-2025 2nd Period
 2025-2100 3rd Period / Classroom Clean-up
 2100-2115 Closing Parade / Announcements
 2115 Dismissal / Clean up Parade Square
 2020 Armoury Closed

CO'S PARADES

1745-1800 Sr. Cadets arrive (meet at LHQ)
 1800 Armoury opens /All Cadets arrive
 1800-1810 Parade Setup / Flight Time in Classroom
 1810-1830 Fall-in, Attendance & Inspection
 1830-1840 Opening Parade
 1845-1920 CO's Parade Practice
 1920-1925 Break
 1930-2010 CO's Parade, Announcements
 2010-2020 Dismissal and Clean up Parade Square
 2030 Armoury Closed

COVID PUBLIC HEALTH MEASURES

- a. The use of Non-Medical Masks (NNM) are optional and at the discretion of the individual exercise their choice to wear one or not.
- b. Cadets and staff are expected to complete a self-assessment prior to attending in person events. You can use the self-assessment tool online by going to <https://bc.thrive.health/covid19/en> and if it suggests you self-isolate, do not attend any cadet events.

(CO)

3. CADET ABSENCES

- a. If you are going to be absent for illness or another reason, please complete the online excusal form at <https://205air.com/cadet-absence/>. Upon completing the form, your absence will be recorded as an excusal, versus absence without leave.

(AdmO)

4. PERSONAL INFORMATION UPDATES

- a. Any changes in personal information must be reported to the Admin Officer. This includes phone numbers (Home/Cell/Parents/Guardians), email addresses (Cadets/Parents/Guardians), and residential/ mailing addresses. This allows Corps Staff and senior cadets to contact cadets effectively.

(AdmO)

5. ANNUAL VERIFICATIONS AND DETAILED HEALTH QUESTIONNAIRES

- a. Every training year, cadets are required to complete their Annual Verifications, and some must complete a Detailed Health Questionnaire (DHQ).
- b. AVs and DHQs were due back **NO LATER THAN 30 NOV 2023**.
- c. **Cadets who's forms have not been received are no longer permitted to participate in any events until the forms have been received.**
- d. **Cadets who require a DHQ and have submitted them, but are awaiting RCSU sign-off are not permitted to participate in any events away from LHQ until their DHQ has been received and processed by the Medical Liaison Officer in Victoria (which may take some time). Please submit these forms ASAP to avoid delays.**

(AdmO)

6. ANNUAL CADET CODE OF CONDUCT FORMS

- a. All cadets must complete their annual code of conduct with their parents/guardians and return them.
- b. Cadets will review the COC with a staff member who will confirm receipt of the forms.
- c. **Cadets who have not returned their COC forms are not permitted to participate in any cadet events until the forms have been received and signed off by a staff member.**

(AdmO)

PART II – TRAINING7. MARKSMANSHIP – SUNDAYS (1300-1600)

- a. Cancelled for remainder of the training year.

(TrgO)

8. BAND PRACTICES – TUESDAYS (1800-2100*)

- a. Practices take place at the Navy League Hall located at 750 Fifth Street, Nanaimo.
- b. *Junior Band (New to band Cadets, and Cadets who are developing) will take place from 1800-1900.
- c. *Senior Band (Cadets who have been informed by the BandO they have advanced to senior band) will take place from 1900-2100
- d. If you are interested in joining the band, please speak with the Band Officer.
- e. OPI Capt Ruel

(BandO)

9. BIATHLON PRACTICES – WEDNESDAYS (1800-2000)

- a. Cancelled for remainder of the training year.

(TrgO)

10. EFFECTIVE SPEAKING – EVERY SECOND FRIDAY (1830-2000)

- a. Effective speaking invites any cadets wanting to build their public speaking skills and train for the Effective Speaking competition.
- b. Open to all cadets.
- c. Practices take place at LHQ.
- d. OPI CV DeBarros
- e. **Last Effective Speaking date will be 3 MAY 2024**

(TrgO)

11. YEAR 5 WORKSHOP (PO513) – 4 & 5 MAY 2024

- a. Selected cadets will participate in a senior leadership training workshop on MS Teams.
- b. This activity is restricted to selected level 5 cadets and is a requirement for completing their level 5 training.
- c. Details will be distributed to selected cadets via MS Teams.

(TrgO)

12. BATTLE OF ATLANTIC MEMORIAL – 5 MAY 2024

- a. All cadets will participate in the Battle of Atlantic Memorial at Legion 256 from 0900-1200 hours.
- b. Dress is C1.
- c. Ceremony begins at 1000 hours and should wrap up around 1100 hours, and is open to the public.

- d. Event includes a light lunch provided by the Legion from 1100-1200 hours.

(TrgO)

13. CADET APPRECIATION DAY – 11 MAY 2024

- a. All cadets will participate in Cadet Appreciation Day in recognition of 205 Collishaw cadet support and contributions to Legion Branch 256.
- b. This activity is hosted by Branch 256 of the Royal Canadian Legion (1630E Wellington Rd, Nanaimo), from 1200-1600 hours for games, activities, and food.
- c. Interested cadets can sign-up at the armoury on regular training nights.
- d. Dress is civilian attire.

(TrgO)

14. ADA: CAF ENGAGEMENT COMOX AIR SHOW – 18 MAY 2024

- a. Selected cadets will attend the Comox Air Show
- b. Deadline to register is 25 APR 2024 – Late registrations will not be accepted.
- c. This activity is an all-day event with lunch provided.
- d. Transportation to and from CFB Comox will be by bus.
- e. Additional details will be distributed leading up to the event.
- f. Dress TBA.

(TrgO)

15. GLIDING – 25 & 26 MAY 2024

- a. Selected cadets will participate in gliding opportunities.
- b. Interested cadets must sign-up on parade nights. Priority on 25 MAY will be levels 1 and 2 cadets, and 26 MAY priority will be for levels 3+ cadets.
- c. Activity will occur at CFB Comox.
- d. Dress will be civilian attire.
- e. Additional details will be distributed leading up to the event.

(TrgO)

16. ADVANCED LEADERSHIP PROGRAM PRESENTATIONS (ALP)

- a. The Advanced Leadership Program (ALP) will commence in the 24/25 training year. ALP replaces the current Phase 5 / Master Cadet / Proficiency Level 5 program and is an optional program cadets can do after year 4.
- b. Cadets must be enrolled by 15 October of any given training year to participate in that year's ALP.
- c. In order to help cadets who will be needing to decide about their participation in next year ALP, we invite cadets who are currently in years 4 or 5 to attend one of two information presentations which will be held via Teams 1900-2000 hrs on:

1. Wed, 29 May 24; and

2. Mon, 3 Jun 24.

17. ANNUAL CEREMONIAL REVIEW – 2 JUN 2024

- a. ALL cadets will participate in the Annual Ceremonial Review to showcase their accomplishments this training year.
- b. Cadets and staff are to arrive for 0800 hours.
- c. Cadets are to arrive in civilian attire and bring all parts of their C1 uniform.
- d. Lunch will be provided to cadets.
- e. Event is open to the public, so mark the date in your calendar for your family and friends. Guests to arrive for 1230 hours.
- f. Event should wrap up around 1500 hours. Cadets are asked to stick around and help with clean-up, which should be done by 1600 hours.

(TrgO)

18. SQUADRON FUN NIGHT – 6 JUN 2024

- a. ALL cadets will participate in the Annual 205 Squadron Fun Night.
- b. There will be games, activities, and food.
- c. Event is open to families.
- d. Additional details will be distributed leading up to the event.

(TrgO)

19. LEVEL AND RANKS PARADE – 13 JUN 2024

- a. ALL cadets will participate in the final Level and Ranks Parade for year-end promotions
- b. Event is open to families
- c. Additional details will be distributed leading up to the event.

(TrgO)

PART III – PERSONNEL**20. STAFF**

Capt Ruel, D. – Commanding Officer, Marksmanship Coach, Band Officer
 Capt Bough, G. – Deputy Commanding Officer, Training Officer, Level 4 Officer, and Positive Space Ambassador
 Capt Edwards, T., CD – Supply Officer
 Capt Hills, K., CD – Instructor and Flying Officer
 CI Ruscoff, G. – Administration Officer
 CI Finch, C. – Biathlon Coach
 CI Bereck, M. – Assistant Training Officer and Level 5 Officer
 CV Tomashiro, M. – Instructor and Level 1 Officer
 CV Bereck, L. – Instructor and Level 2 Officer
 CV Barabash, G. – Chaplain, Instructor and Level 3 Officer
 CV DeBarros, M. – Effective Speaking Coach

21. CADETS

SQUADRON STRENGTH: 106 Cadets

PART IV – SQUADRON SPONSORING COMMITTEE (SSC)**22. MEMBERSHIP**

Chair – Mr. Loeffen, G.
Vice Chair – Mr. Bereck, L.
Treasurer – Ms. Haapala, A.
Secretary – Mrs. Perpeluk, A.
Screening Director – Mrs. Joo, O.
Screening Director – Mrs. Park, K.

23. RECRUITMENT

The cadet program is jointly run with members of the Canadian Armed Forces (instructors and core program) and volunteers on the local Squadron Sponsoring Committee (SSC).

The SSC is the local representation of the Air Cadet League of Canada, and provides support for 205 Collishaw Squadron by fundraising, providing facilities and promoting squadron activities. Members of the SSC are made up of parents/guardians of cadets and community members, with exception of the Air Cadet Squadron staff due to the conflict of interest.

If you are interested in making the difference between a basic cadet program and an amazing cadet program, or have any questions regarding the SSC, please contact the chair@205air.com.



D. Ruel
Captain
Commanding Officer

Annexes:

Annex A Training Calendar

Order No. #09 2023/24

1 MAY 2024

Last Order No. #08 2023/24

Nanaimo, BC

TRAINING CALENDAR

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---|--|--|--|---|
| | | | 1 | 2 | 3 | 4 |
| | | | | CO's Parade Timings: 1800-2015 Dress: C1 Location: Armouries | Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ LAST DAY | PO 513 Workshop Timings: TBA Dress: TBA Location: Virtual |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| PO 513 Workshop Timings: TBA Dress: TBA Location: Virtual Battle of Atlantic Memorial Timings: 0900-1200 Dress: C1A Location: RCL 256 | | Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall | | Regular Training Timings: 1815-2115 Dress: C5 Location: Armouries | | Cadet Appreciation Day Timings: 1200-1600 Dress: Civilian Location: RCL 256 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| MOTHER'S DAY | | Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall | | Regular Training Timings: 1815-2115 Dress: C5 Location: Armouries | | Comox Airshow Timings: All Day Dress: TBA Location: CFB Comox |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Sr. Cadet Activity Timings: TBA Dress: Civilian Location: TBA | VICTORIA DAY HOLIDAY | Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall | | Regular Training Timings: 1815-2115 Dress: C3 Location: Armouries | | Gliding Timings: TBA Dress: Civilian Location: CFB Comox |
| 26 | 27 | 28 | 29 | 30 | 31 | 01 JUNE |
| Gliding Timings: TBA Dress: Civilian Location: CFB Comox Legion 256 General Meeting Timings: TBA Dress: C1 Location: RCL 256 | | Band Practice Timings: 1800-2100* Dress: Civilian Location: Navy League Cadet Hall | ALP Presentation Option 1 (Level 4+) Timings: 1900-2000 Dress: Civilian Location: MS Teams | ACR Setup Timings: 1800-2015 Dress: C3 Location: Armouries | | |
| 2 JUN | 3 JUN | 4 JUN | 5 JUN | 6 JUN | 7 JUN | 8 JUN |
| ACR Timings: 0800-1600 Dress: C1 Location: Nanaimo Flying Club | ALP Presentation Option 2 (Level 4+) Timings: 1900-2000 Dress: Civilian Location: MS Teams | | | BBQ & Fun Night Timings: 1815-2115 Dress: Civilian Location: Armouries | | D-Day Memorial Timings: 0900-1200 Dress: C1 Location: RCL 256 |

"TO LEARN – TO SERVE – TO ADVANCE"