



MONTHLY ROUTINE ORDERS

ISSUED BY

CAPTAIN D. RUEL

COMMANDING OFFICER

RCACS 205 COLLISHAW

205air@cadets.gc.ca



Order No. #03 2024/25	01 NOV 2024
Last Order No. #02 2024/25	Nanaimo, BC

PART I - ADMINISTRATION

1. DUTY ROSTER- PARADE NIGHTS

DATE	DRESS	DUTY OFFICER	DUTY NCO	DUTY FLIGHT
7 NOV 24	C1A	Capt Ruel	FSgt Bereck	Canso Flight
14 NOV 24	C5	Capt Mowry	FSgt Qiu	Arrow Flight
21 NOV 24	C5	Capt Bough	Sgt Li	Banshee Flight
28 NOV 24	C5	CI Bereck	FSgt Bereck	Canso Flight
5 DEC 24	C1A	Capt Ruel	FSgt Qiu	Arrow Flight

2. TRAINING SCHEDULE

PARADE NIGHTS

1800 Armory opens /All Cadets arrive
 1800-1815 Attendance & Flight Time in classroom
 1815-1830 Fall-in & 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
 2120 Armory Closed

CO'S PARADES

1800 Armory opens /All Cadets arrive
 1800-1820 Attendance, Parade Setup & Flight Time in classroom
 1820-1830 Fall-in, Attendance & Inspections
 1830-1845 Opening Parade
 1845-1920 CO's Parade Practice
 1920-1930 Break
 1930-2010 CO's Parade, Announcements
 2010-2020 Dismissal and Clean up Parade Square
 2030 Armory Closed

3. ANNUAL VERIFICATIONS AND DETAILED HEALTH QUESTIONNAIRES

- a. Every training year, cadets are required to complete their Annual Verifications (AV), and some must complete a Detailed Health Questionnaire (DHQ).
- b. AVs and DHQs are due back **NO LATER THAN 30 NOV 2024**. Cadets whose AV forms have not been received by this date are no longer permitted to participate in any events until the forms have been received.
- c. Cadets who require a DHQ are strongly encouraged to return the forms well in advance. Cadets with DHQs that have been submitted but are still waiting for RCSU sign-off by the above deadline, 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)

4. ANNUAL CADET CODE OF CONDUCT (COC) 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. COCs were due **NO LATER THAN 30 SEP 2024**. Cadets whose COC forms have not been received are not permitted to participate in any cadet events until the completed forms have been received and signed off by a staff member.

(AdmO)

5. 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/mailling addresses. This allows Corps Staff and senior cadets to contact cadets effectively.

(AdmO)

6. CADET ATTENDANCE & ABSENCES

- a. Accurate attendance is important to ensure the safety of our cadets and to ensure they receive credit for mandatory training requirements.
- b. Cadets are not permitted inside the buildings until they have reported to the Duty Cadet and checked off that they are present. For regular training nights, attendance will be taken at the entrance of the Armoury up till opening parade.
- c. Cadets who are late **MUST** immediately report to the Duty NCO and check in before they join their training groups.
- d. Any cadets who need to leave early **MUST** report to the Duty NCO before leaving.
- e. 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.
- f. Failure to submit an excusal form could affect future selections for training activities and/or summer camp opportunities.

(AdmO)

7. WEARING OF POPPY ON THE CADET UNIFORM

- a. From the last Friday in October, until the conclusion of Remembrance Day services on November 11, we wear a Poppy on our uniforms to honour the lives affected by armed conflicts.
- b. Cadets are to review the CJCR dress regulations for direction on how to wear the Poppy on their uniform. See Annex A attached to this MRO for reference.
- c. On November 11, cadets may respectfully remove their Poppy and place it at the base of a cenotaph at the end of the Remembrance service, to honour a life affected by armed conflict, or they may remove their Poppy once they get home.

(AdmO)

PART II – OPTIONAL TRAINING**8. MARKSMANSHIP – SUNDAYS (1300-1600)**

- a. Open to all cadets. Those interested in being on this year's Marksmanship Team must attend.
- b. Cadets will practice air rifle marksmanship at the Navy League Cadet Hall, located at 750 Fifth Street.
- c. OPI Capt Ruel

(MarksO)

9. BIATHLON PRACTICES –TUESDAYS (1830-2000)

- a. Cadets will practice to prepare for Biathlon competition.
- b. Open to all cadets initially and the Biathlon Team will be selected from those who come out to practices.
- c. Practices take place at the Rotary Bowl, located at 355 Wakesiah Avenue.
- d. OPI CI Finch

(BiathlonO)

10. BAND & DRILL PRACTICE – WEDNESDAYS (1830-2030)

- a. Band is open to all cadets; however, preference will be given to those with band experience. If you are interested in joining the band, please speak with the Sr. Band Cadet.
- b. Drill team will practice for Remembrance Day activities, Flag Party, and Drill Competition. Drill Team is open to all cadets.
- c. Practices take place at LHQ.
- d. OPI Band Capt Bough. OPI Drill Capt Mowry.

(BandO/DrillO)

11. NATIONAL GROUND SCHOOL PROGRAM (NGSP) – FRIDAYS (1800-2030)

- a. NGSP is designed to provide essential ground school training for cadets preparing for the Qualifying Exam, a crucial part of the selection process for the Glider Pilot Training Course (GPTC) and the Power Pilot Training Course (PPTC). This program focuses on providing fundamental aviation knowledge to prepare cadets for the Qualifying Examination.
- b. Open to all cadets who are interested in learning how to fly. However, cadets who are interested in taking Glider and Power Pilot training courses are strongly encouraged to attend.
- c. Ground school takes place at LHQ.
- d. Visit [National Ground School Program \(sharepoint.com\)](https://sharepoint.com) through Cadets365 or speak with training staff for more information.
- e. **Registration for NGSP opens 1 OCT 2024** and runs 1 NOV 2024 to 31 JAN 2025. Speak with your training staff to register.
- f. Cadets looking to take the Glider Pilot and Power Pilot Training Courses should check in with Capt Hills who will help mentor them and navigate the processes involved.
- g. OPI Capt Ruel

(NGSPO)

12. EFFECTIVE SPEAKING – EVERY 1ST & 3RD FRIDAY OF THE MONTH (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

(ESO)

13. ROYAL CANADIAN LEGION BRANCH 256 GENERAL MEETINGS – EVERY 3RD SUNDAY OF THE MONTH (1200-1400)

- a. Selected cadets will participate in flag party duties during the Legion's general meetings.
- b. Event takes place at RCL256 Mt Benson, located at 1630 E. Wellington Road, Nanaimo.
- c. OPI Capt Ruel

(CO)

PART III – UPCOMING EVENTS**14. POPPY CAMPAIGN – 2 & 3 NOV 2024**

- a. Each year, Cadets across Canada assist the Royal Canadian Legion with the distribution of poppies in our communities.
- b. As spaces and supervision is limited, only selected cadets will participate in the Royal Canadian Legion's annual poppy campaign.
- c. Sign-up online at <https://1drv.ms/x/s!AsjYeI0vDyHIiclPDKLPxzh94s8sCw?e=QmCN2t>
- d. Parents are responsible for drop off & pick up at the location. Please ensure your cadet joins up with the on site supervisor before leaving them.
- e. OPI CI Bereck

(CO)

15. BAND CLINIC (VIRTUAL THEORY CLINIC B) – 2 NOV 2024

- a. Open to any cadet wanting to learn music theory.
- b. Visit [Announcements - WARNING ORDER - 2024 BAND CLINICS \(sharepoint.com\)](#) through Cadets365 for more information.
- c. **Registration deadline: 21 SEP 2024.** Cadets must self-register on Cadet365.
- d. Speak with your training staff if you have any questions.

(BandO)

16. REMEMBRANCE DAY 24-HOUR VIGIL – 10-11 NOV 2024 [0930-1200(Next Day)]

- a. Cadets will participate in an overnight vigil to honour the lives lost in conflict times.
- b. Cadets will stage inside the St. Paul’s Anglican Church Hall located at 100 Chapel Street for 0930 on 10 NOV 2024.
- c. Refer to warning order and kit list distributed in MS Teams.
- d. OPI Capt Ruel.

(CO)

17. REMEMBRANCE DAY PARADE AND CEREMONIES – 11 NOV 2024

- a. Cadets will participate in the Remembrance Day Parade and Ceremonies in Nanaimo, Lantzville, and Chemainus.
- b. This event is MANDATORY for all cadets.
- c. Specific cadets who have signed up for duties are expected to arrive at their locations as follows:
 - i. Nanaimo – Flag Party and Wreath Bearers – Nanaimo Cenotaph at 0930.
 - ii. Lantzville – Band, Guard, Flag Party, and Wreath Bearers meet at the Lantzville Legion at 0930.
 - iii. Chemainus – Cenotaph cadets meet at the Chemainus Cenotaph, located at 9799 Willow Street, Chemainus, for 0930.
- d. Cadets not assigned to specific duties will arrive at any of the following locations:
 - i. Nanaimo – Meet at the parking lot of St. Paul’s Anglican Church at 0930. Form up on Chapel Street.
 - ii. Lantzville – Meet at the Lantzville Legion at 0930.
- e. Command and Signals
 - i. OIC Capt Ruel
 - ii. OPI for Nanaimo – Capt Bough
 - iii. OPI for Lantzville – TBD
 - iv. OPI for Chemainus – TBD

(CO)

18. BAND CLINIC (VIRTUAL THEORY CLINIC C) – 30 NOV 2024

- e. Open to any cadet wanting to learn music theory.
- f. Visit [Announcements - WARNING ORDER - 2024 BAND CLINICS \(sharepoint.com\)](#) through Cadets365 for more information.
- g. **Registration deadline: 15 NOV 2024.** Cadets must register on Cadet365. Speak with your training staff if you have any questions.

(BandO)

19. MILITARY BAND CLINIC – 29 NOV – 1 DEC 2024

- a. Band cadets will attend HMCS Quadra for a Band training weekend.
- b. Interested cadets **MUST** self-register on Cadet365 **NO LATER THAN 1 NOV 2024** by going to https://forms.microsoft.com/pages/responsepage.aspx?id=-2oSqwzmL062z8c1DHBchL_sljggPDZFIdgPz084SZxUQ1pZSkNERk5VN1dQSTQ2TVIKNFYwV0IMUS4u&route=shorturl

(BandO)

20. HOLIDAY MESS DINNER – 7 DEC 2024

- a. Cadets will participate in a formal, holiday themed mess dinner at RCL Branch #257 Lantzville.
- b. Details to be distributed closer to the date.

(TrgO)

PART IV – PERSONNEL**21. STAFF**

Capt Ruel, D. – Commanding Officer, Marksmanship Coach
 Capt Bough, G., CD – TrgO/DCO, BandO, and Positive Space Ambassador
 Capt Edwards, T., CD – SupO.
 Capt Hills, K., CD – Ground School Instructor
 Capt Mowry, J. & CI Ruscoff, G. – AdmO
 CI Finch, C. – Biathlon Coach
 CI Bereck, M. – A/TrgO and ALP Coordinator
 CV Barabash, G. – Chaplain
 CV DeBarros, M. – Effective Speaking Coach
 CV Finch, M. – Effective Speaking Coach
 CV O’Keefe, R. – Level 1 Officer
 CV Lamb, J. – Level 2 Officer
 CV Buckham, C., CD – Level 3 Officer
 CI Anacleto, R. – Level 4 Officer

22. CADETS

SQUADRON STRENGTH: 99 Cadets

PART V – SQUADRON SPONSORING COMMITTEE (SSC)**23. MEMBERSHIP**

Chair – Mr. Bereck, L.
 Vice Chair – Mrs. Matheson, E.
 Treasurer – Mrs. Haapala, A.
 Secretary – Mrs. Perpeluk, A.
 Screening Director – Mrs. Schapp, S.
 Public Relations Director – Mrs. Joo, O.
 Web Coordinator – Mrs. Barabash, L.

24. SSC MEETINGS – 3RD TUESDAY OF EACH MONTH 1830-2030

- a. Meetings take place at the 808 Wing Lounge above LHQ.
- b. Discussion topics include squadron budget, fundraising events, and socials.
- c. Open to all parents to attend.

25. BURGER AND BEVERAGE NIGHT – 23 NOV 2024 (1730-2030)

- a. The members of the 205 Support Committee will be hosting a burger and beverage night to fundraise for our squadron at the Royal Canadian Legion Branch #10 Harewood, located at 129 Harewood Road, Nanaimo.
- b. Tickets can be purchased for \$30 and include admission, one burger, and one beverage of choice. See our website for details: [Events - 205 Air RCACS](#)
- c. There will be prizes, raffles and a silent auction.
- d. 100% of the proceeds go directly to funding the 205 training program for your cadet!
- e. Open to the public. Must be legal drinking age to attend.

26. 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.

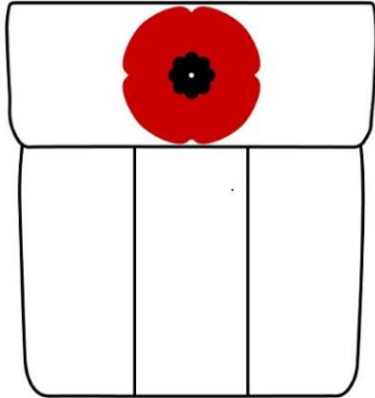


D. Ruel
Captain
Commanding Officer

Annexes:

Annex A Positioning of Poppy on Cadet Uniform
Annex B Training Calendar

Annex A – Positioning of Poppy



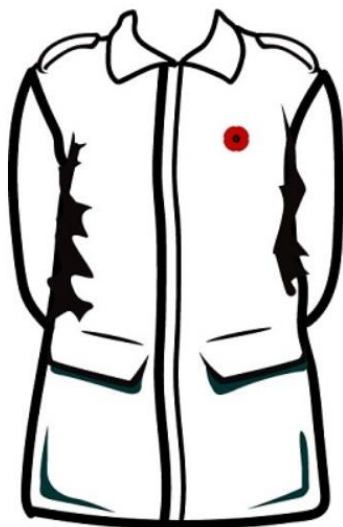
C1 Jacket or C3 Dress Shirt

The poppy is to be worn on the left pocket flap of the shirt, centered over the button.



C5 Field training uniform

The poppy is to be worn on the top centre of the rank tab of the field training uniform.



All-season coat

The poppy is to be worn on the left chest of the all-season coat.

ANNEX B - TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion		Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	HALLOWE'EN NO ACTIVITIES	Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	Poppy Campaign Timings/Locations: TBA Dress: C1A Virtual Band Clinic B Timings: TBA Dress: TBA Location: Virtual
3	4	5	6	7	8	9
Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion Poppy Campaign Timings/Locations: TBA Dress: C1A		Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	CO's Parade Timings: 1800-2015 Dress: C1A Location: Armouries	Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ	
10	11	12	13	14	15	16
24 Hour Vigil (Day 1/2) Timings: 0930-2359 Dress: C1 Location: St. Paul's Anglican Church / Nanaimo Cenotaph	24 Hour Vigil (Day 2/2) Timings: 0000-1200 Remembrance Day Services Timings: 1000-1200 Locations: TBA Dress: C1	Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	Regular Training Timings: 1800-2115 Dress: C5 Location: Armouries	Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ Effective Speaking Timings: 1830-2000 Dress: Civilian Location: LHQ	
17	18	19	20	21	22	23
Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion RCL 256 General Meet Timings: 1200-1400 Dress: C1A		Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl <i>SSC Meeting: 1830-2030 Location: 808 Wing</i>	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	Regular Training Timings: 1800-2115 Dress: C5 Location: Armouries	Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ	SSC Burger & Beverage Timings: 1730-Close Location: RCL #10
24	25	26	27	28	29	30
Marksmanship Timings: 1300-1600 Dress: Civilian Location: Amphion		Biathlon Practice Timings: 1830-2000 Dress: Civilian Location: Rotary Bowl	Band & Drill Practice Timings: 1830-2030 Dress: Civilian Location: LHQ	Skating Night Timings: TBA Dress: Civilian Location: TBA	Ground School Timings: 1800-2030 Dress: Civilian Location: LHQ	