



457 (Farnborough) Squadron

Air Training Corps

Your Ref:

Our Ref

Date: April 2008

JOINING NOTICE

The following are detailed notes on the running and organisation of the Squadron.

Aims and ethos of the Air Cadet Organisation

The aims of the Air Cadet Organisation are as follows

To promote and encourage among young people a practical interest in aviation and the Royal Air Force.

To provide training that will be useful in the Services and civilian life.

To foster the spirit of adventure and develop qualities of leadership and good citizenship

The ethos of the Air Cadet Organisation is defined in four words, Reliance, Integrity, Service, and Excellence.

For more information on the Air Cadet Organisation please visit their web site (www.aircadets.org).

The ethos of 457 (Farnborough) Squadron

The Squadron's ethos is to develop within each Cadet the qualities of Smartness, Obedience, Loyalty, Judicious and Reliability. We therefore require each Cadet to show improvement in these qualities during their time with the Squadron.

The administration of 457 (Farnborough) Squadron

Parade Times

The Squadron is open from 1915 hours to 2145 hours on Monday and Thursday each week. If you arrive early please wait in an orderly fashion outside the gate without blocking the pavement or road if you are waiting in a car. For safety reasons only staff cars are allowed on to the Squadron premises. The Farnborough Social Club car park opposite the Squadron is NOT to be used for parking.

Activities

The Squadron offers the following activities, some of which are not directly organised by the Squadron. 11 a side football and rugby for male Cadets only, hockey and netball for female Cadets only, athletics, swimming, cross country, 5 a side football, rock climbing, hill walking, D of E, leadership, flying, gliding, shooting, navigation, camping, expeditions, low level field craft, and trips to RAF Stations.

Before Cadets can partake in Adventure Training (AT) and or Fieldcraft and Military Skills Training (F&MST) they must be enrolled and have passed the Initial Expedition Training part of the ATC training syllabus, this includes Parade evening activities.

Cadets must also have a minimum amount of personal safety equipment before they can participate in AT or F&MST activities this includes the following; torch, whistle, survival bag, pen, pencil, note book, personal medication (as required) and boots. The Squadron has a small stock of the above items and will loan this equipment to Cadets as required, but this cannot be guaranteed.

Also Cadets cannot fly in powered aircraft until they have passed the Map Reading, Airmanship and Communications parts of the ATC's 1st Class Cadet training syllabus and have been enrolled.

Consent Forms

During your first Parade you will be given a consent form, this must be returned the next time that you attend. Without your consent form duly completed you cannot attend the Squadron. There is also a return slip attached to the end of this Joining Notice please sign the slip and return it to the Squadron on your next visit.

Enrolment

Cadets who are 13 years 3 months will normally be enrolled after they have attended 8 parades with satisfactory conduct.

If after 8 parades their conduct is not up to standard, the Cadet will be advised verbally and be given another 8 parades probation.

If their conduct is not up to standard, after 16 parades then their parents will be advised that if the Cadet's conduct does not reach the required standard after another 8 parades they will have to leave the Squadron.

Uniform will only be issued to cadet whose conduct is at the required standard.

Cadets who are not enrolled will not be able to attend all Squadron activities.

On or before enrolment Cadets can obtain a Squadron T-shirt and a Squadron CD containing all the ATC training manuals, blank adventure training forms and Squadron specific information

Subscriptions

When a Cadet is enrolled they must start paying subscriptions. The current cost is £8.00 per month.

There are two payment methods either by standing order or yearly in advance.

If you decide to pay by standing order please set this up via your internet banking service and complete the attached Subscriptions Form that also contains our bank details.

If you are paying yearly you must have paid in full by the end of January that year or within one month of enrolment.



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If subscriptions are not paid then the Cadet will be excluded from non-parade night activities until the subscriptions are paid.

Should any one have difficulty in meeting these payments for any reason what so ever, or wish to use another form of payment, please contact the Officer Commanding.

Uniform

When you are about to be enrolled you will be given your No. 2 Blue Uniform. You will need to supply a black pair of socks (barley black tights for girls) and black pair of shoes or boots to go with your No. 2 Blue Uniform. The Squadron only has funding for your Blue Uniform, however we do endeavour to supply you with a No. 2 Green Uniform but this cannot be guaranteed and you may have to purchase your own if you wish to participate in our F&MST activities. We have a limited supply of second hand boots for sale at a cost of £5.00 a pair. When on ATC activities only the following jewellery can be worn wedding rings (male and female Cadets) and one small ear stud per ear (female Cadets only). Finger nail extensions are not allowed.

If not attending

Please call the Squadron on 01252 524755 or fill in a non-attendance form or e-mail the Squadron web site if you cannot attend on a Parade night or attend any other activity. If you let us know that you are not coming before Parade or the activity starts you will not be counted as absent.

Leaving the Squadron

If you decide to leave the Squadron you must return all the uniform and equipment that you have out on loan.

All Cadets must leave the ATC at the age of 18 unless they have reached the rank of Cadet Sergeant. Cadets who have reached the rank of Cadet Sergeant can remain in the Corp until their 20th birthday.

Trophies

Each year the Squadron has a Dinner, in December, at which the following trophies are awarded; Best Cadet, Best First Year Cadet, Smartest Cadet, Most Reliable Cadet, Best Shot, Best Sports Cadet, Flight Competitions, For Endeavour and Squadron Commanders Awards as appropriate.

Fund Raising

The RAF only sponsors some of the Squadron's activities, for the rest we have to raise our own funds. We have a few on going schemes; collecting printer cartridges, attending the Donkey Derby at King George's Fields, Farnborough, attending the Army Show, and a sponsored walk normally in August.

Gift Aid

If you are a taxpayer the Squadron can claim back some of the tax on any contribution you make to the Squadron. If you wish to allow the Squadron to take advantage of this please sign and return the Gift Aid form attached.

Civilian Committee

The Squadron has a Committee to oversee the running of the Squadron. The main activity of the Committee is to provide the Squadron Staff with the resources to train the Cadets where they are not provided by the RAF i.e. fund raising. Any parent who wishes to join the Civilian Committee should contact the Officer Commanding.

Adult Helpers / Instructors

If you would like to help or know anyone who would like to help the Squadron then please contact the Officer Commanding. You only need to be over 20 years old and want to help with the running of the Squadron; you could run the Cadets canteen, help with the paperwork or do some instructing.

Compulsory Attendance

To take part in any non-parade night activities Cadets must attend the following Parades, ATC Sunday (February), Wing Activity Day (July), Battle of Britain Day (September), Remembrance Day (November). If you do not attend one parade you will miss all non-parade night activities until the next parade. If you cannot make these Parades and you have a good reason you must let us know in advance.

Discipline

The Squadron believes that the best way to achieve discipline is through mutual respect. Every Cadet has the right to be treated fairly and without prejudice or ridicule. Bulling and harassment of any kind is not tolerated within the Squadron and if you come into contact with any either directly or indirectly you have a duty to report it to a member of Staff.

All Staff are called 'Sir or Ma'am' and Cadets are to be called by their surname and rank.

Web Site

The Squadron has its own web site where you will find more information on the Squadron (www.airtrainingcorps.org).

Equipment

Once you have been enrolled then you must acquire within 2 months the safety equipment shown below if you wish to take part in AT and F&MST activities away from the Squadron. You will need to bring this equipment to the Squadron every time you wear your No. 2 Green Uniform. This equipment is for your own safety and if you do not bring it all with you when required then you may not go on the outside activity.

Beret, 3822, Jacket, T-shirt, Shirt, Jumper, Trousers, Socks, Boots black, Notebook, Waterproof jacket, Waterproof trousers, Gloves, Survival bag, Pen, Pencil, Hat, Whistle, Emergency rations 500 kcal minimum (to be left in tact at the end of the exercise), Water bottle 1 litre (to be full at the start of the exercise), Torch (with spare bulb and batteries or 2 working torches), First aid kit (your painkillers, one triangular bandage, six assorted plasters, 2 pairs of surgical gloves, CPR mask, your medication).

Before you purchase any equipment please talk to the Squadron Staff who can give advice on the appropriate equipment. If required the Squadron can arrange for the purchase of this equipment, you just pay what we pay.



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Please complete and return to 457 (Farnborough) Squadron ATC

Joining Notice Return Slip

Cadets Name _____

I _____ confirm that I have read and understood the above Joining Notice and that I give my permission for my son/daughter/ward to attend 457 (Farnborough) Squadron ATC and that I will ensure that my son/daughter/ward will abide by the ethos and administration requirements of the Squadron and or the ATC. Should I require any further explanation of the above Joining Notice I will contact the Officer Commanding.

Signed _____ Date _____

Please complete and return to 457 (Farnborough) Squadron ATC

GIFT AID DECLARATION

To Parents or Guardians of Cadets at 457 Farnborough Squadron ATC.

Please can you complete this Gift Aid Declaration form and return it to our HQ office. Our Treasurer can then claim tax back from the subscriptions you pay to us. This is an important part of our fund raising.

I am the parent/guardian of the cadet named below. I want this charity group to treat all subscription payments made from 6th April 2000 and all subsequent subscription payments until I notify you otherwise as Gift Aid donations.

Mr./Mrs./Ms. Forename _____ Surname _____

Address _____

_____ Post Code _____

Signed _____ Date _____

Notes –

1. You may cancel this declaration at any time by writing to the Treasurer of the Squadron Committee.
2. The person who completes this form must be a person who pays income tax and/or capital gains tax equal to the tax we reclaim on your subscription donation each year. This is currently 28p for every £1 you pay.
3. If your circumstances change please let our Treasurer know.

Please notify us if your name or address changes.

Please complete and return to 457 (Farnborough) Squadron ATC

Subscriptions Form

Please can you arrange with your bank by letter or via online banking a standing order of £8 on the first of each month.

Our banking details are as follows,

Account Name: –	Farnborough Squadron ATC
Account Sort Code: –	16-19-26
Account No. : –	12445415

For a reference please use the Cadets **Full Name**.

I _____ confirm that I have set up a standing order to pay £8.00 a month into the above

noted account on the first day of each calendar month for Cadet _____

The first payment will be made on the _____

Signed _____ Date _____

