

Regional Cadet Support Unit (Central)

Cadet Correspondent Workshop



Joining Instructions 2019-2020 Training Year

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INTRODUCTION

1. Cadets from across Central Region will participate in Cadet Correspondent Workshops to augment the cadre of cadets supporting Public Affairs at the Local Headquarters (LHQ) and Regional level. The workshop will develop foundational skills in public affairs in a structured environment under the supervision and instruction of highly qualified staff.
2. The purpose of these joining instructions is to provide the cadet and their parent(s)/guardian(s) with the information necessary for them to prepare for and participate in the training weekend.

GENERAL

3. Cadets will receive instruction in the following at the workshop:
 - a. The role of Public Affairs and the Cadet Correspondent;
 - b. Identifying types of public affairs products;
 - c. Interviewing techniques;
 - d. Written and verbal story telling;
 - e. Social media and publishing; and
 - f. Collecting still and video imagery.
4. A sample weekend training schedule is located at Annex A.

OBJECTIVES

5. Specific objectives of Cadet Correspondent training are to:
 - a. promote a feeling of fun and satisfaction while learning new skills;
 - b. increase development of self-confidence, sense of belonging and interest in Public Affairs activities at the Regional, National and Cadet Training Centre levels;
 - c. develop transferable skills that can be used outside of the Cadet Program;
 - d. promote an increased awareness for the role Public Affairs plays in the Cadet Program and the wider Canadian Armed Forces; and
 - e. develop a subject matter expert who can provide useful skills to the local unit.

ASSESSMENT OF PARTICIPANTS

6. All cadets will be assessed through completion of a hometowner that will be assigned during the workshop.

ACCOMODATIONS AND MEALS

7. All accommodations and meals during the training weekend will be pre-arranged by the respective Area Office.
8. Cadets may be sleeping overnight in either military or commercial accommodations. Bedding will be provided however cadets may choose to bring their own sleeping bag or pillow.
9. During the training weekend cadets will be provided meals accordingly. If staying overnight they will receive Saturday breakfast, lunch and dinner as well as Sunday for breakfast and lunch. Cadets who are attending as Own Means each training day will be provided lunch. Cadets arriving on Friday should eat before leaving home for the training location. Cadets are welcome to bring allergen-free snacks.
10. Cadets who are vegetarians, who have food allergies or who have special diet requirements should inform their corps CO who will then inform the J3 Zone Trg O in order to make alternate arrangements.

DRESS

11. Dress during training shall be service dress with tunic and tie (air / army) order (C3) for cadets. Dress for escort officers and instructors is DEU 3 (duty dress with tunic) or DEU 3C (duty dress with sweater) as appropriate. Dress during off-hours and travel to/from the venue is appropriate civilian attire.
12. Annex B of these JIs provides a complete list of clothing that should be brought to the Workshop.

CONSENT TO PARTICIPATE

13. A parental consent form must be signed by parents / guardians whenever an activity is held that includes a sleepover, a movement outside the geographic zone of the cadet corps, or in instances where there is a risk of injury. This form will be printed by the Corps Staff, and signed by the parents / guardian. This form should held locally at the cadet corps. The form can be generated directly from the print option under the technical training and activities by registration page in Fortress. A blank form has also been included at Annex D.
14. As with any activity there is a degree of inherent risk associated with the cadet's participation. All of our training activities are assessed from a risk management perspective and are not approved unless they are deemed to be safe. That being said, training injuries can and do occur. To further mitigate the hazards inherent in training, the Department of National Defence ensures that:
 - a. the supervisors and staff are fully trained and qualified;
 - b. the cadets who undertake the training are adequately supervised;
 - c. the location and / or facilities meet the applicable health and safety standards;
 - d. any equipment made available or used during training has been inspected and is deemed to be appropriate, safe and well maintained; and

- e. the location where the training will take place is appropriate for use and the training objectives as intended.

TRANSPORTATION / MOVEMENTS

15. Transportation for cadets and personnel will be co-ordinated by their respective Area. Corps/squadron COs will be contacted directly and informed of location and timings for pick-up and drop-off. It is the responsibility of the corps/squadron CO to ensure that all cadets and their parent / guardian are aware of transportation details – i.e. pick-up / drop off timings and locations.

16. The use of mini-vans or direct parental drop-off / pickup will be authorized when a small number of cadets are participating in the activities and when it is more economical and practical than using a bus. Use of the school bus will be the transportation of choice when there are a number of corps/squadrons from the same geographical area participating. A single assembly point will be established to minimize delays during personnel movements.

17. Cadets designated as Own Means are requested to arrive at their respective training location not early than 1900hrs and no later than (NLT) 1930hrs on the Friday evening. They will be ready to be picked up at the training on Sunday at 1330hrs.

18. All cadet transportation information will be sent to the corps CO NLT one week prior the training weekend.

MEDICAL / DENTAL / HEALTH

19. All cadets participating in the training weekend must have a current Basic Health Questionnaire and Detailed Health Questionnaire (DHQ), if required.

20. If a cadet has a temporary medical issue, such as a sprained wrist or knee, broken arm, etc. they must notify their corps/squadron CO. The corps/squadron CO must also get in touch with the J3 Zone Trg O to ensure they are capable of participating in training.

21. **Facilities / Services.** Medical and dental emergencies will be handled through a combination of on the spot first aid and the local 911 emergency systems. During training, medical incidents will be handled using first aid and evacuation to a designated medical facility. More serious incidents will involve the assistance of Emergency Services.

22. **Prescription Medication.** Cadets taking prescription medication for an existing medical condition must bring a sufficient supply for the duration of the training weekend. Medications must be in clearly labelled containers.

23. **Epi-Pens.** Individuals identified in Fortress as requiring an Epi-Pen **must** have at least one (preferably two) with them and carry it on their person at all times. If a cadet arrives on site without the required Epi-Pen, they will be returned to unit (RTU). If the cadet no longer requires the use of an Epi-Pen this must be identified through an updated DHQ and letter from a physician which must be submitted to the Regional Medical Liaison Officer (RMLO) who will, if

required, update the cadets' medical limitations in Fortress. Only once these limitations have been updated can a cadet attend training without being in possession of an Epi-Pen.

EMERGENCY CONTACT NUMBERS

24. The following is a list of emergency contact numbers:
- a. Capt Mark Giles, New Media and Production Officer:
 - (1) office: (705) 424-1200 extension 7758 and,
 - b. Capt Nicole McKay, Public Affairs Officer:
 - (1) office: (705) 424-1200 extension 7045;
 - (2) cell: 705-734-8146

SECURITY / RESTRICTIONS

25. It is recommended that personal belongings be marked with the cadet's name or initials for identification purposes.
26. No radios, MP3 players, video games or similar electronic devices will be permitted during training hours. Cellular phones, tablets and laptops may be used to support training however cadets bring these items at their own risk. DND assumes no responsibility for these items.
27. Cadets are forbidden from bringing any firearms or weapons of any sort.
28. **Inspections.** At different moments during the training or activity, the cadet may be subjected to an inspection of his/her sleeping accommodations, luggage, kit, or equipment. These will be conducted or supervised by a Canadian Armed Forces member, and will serve to verify that:
- a. the cadet's sleeping accommodations are clean and orderly;
 - b. the cadet is carrying the proper equipment and it is in good condition and properly maintained;
 - c. the cadet's health and safety is not at risk; and
 - d. the cadet does not have prohibited, restricted or unauthorized items in his/her possession, as listed in the joining instructions.
29. If found, prohibited and restricted items will be handed to the applicable police agency (military or civilian) with some exceptions, while unauthorized items shall be confiscated for the duration of the training or activity. Corrective measures could be taken against a cadet for failing any criteria or search or for refusing to submit to an inspection, in accordance with CATO 15-22 Conduct and Discipline – Cadets, up to and including being expelled from the training or activity.

DRUGS, ALCOHOL AND TOBACCO

30. **Cannabis and Drugs:** The use and/or possession of drugs including cannabis are strictly forbidden for all participants, cadets and staff. For more information reference CATO

13-23 and DAOD 9004-

42. **Alcohol:** The use and/or possession of alcohol is strictly forbidden during cadet activities as per CATO 13-23.

43. **Tobacco:** Smoking or vaping by cadets will not be permitted.

DISCIPLINE AND BEHAVIOUR

40. Cadets indulging in inappropriate behaviour, violation(s) of rules/regulations or disrupting the learning of others will be subject to disciplinary action including the possibility of RTU.

PUBLIC AFFAIRS

41. Cadets are also invited to “like” the Ontario Cadets page on Facebook. This page will provide cadets a web-based resource for pictures and information about related training in Central Region.

CONTACT INFORMATION

42. Communications regarding the workshop are to be directed to the UPAR, RCSU Central. Contact information is as follows:

a. email : anabelle.dallaire@cadets.gc.ca

43. Cadets may have access to Wi-Fi or cellular service during the training weekend. Use of these services are at their own cost if applicable.

Annex A – Sample Weekend Training Schedule

Annex B – Clothing and Equipment List

Annex C – Packing Checklist

Annex D – Parental Consent Form

Annex A
 Joining Instructions – Cadet Correspondent Workshop
 2019-2020 Training Year

SAMPLE WEEKEND TRAINING SCHEDULE

1. Below is a sample schedule for **the Cadet Correspondent Workshop**

Saturday

Timing	Part	Instructor(s)
0800hrs- 0830hrs	Arrival of candidates and introductions	ALL
08300hrs-0900hrs	EO 001.01 DESCRIBE PUBLIC AFFAIRS AND THE ROLE OF THE CADET CORRESPONDENT	Instructor A
0900hrs-0930hrs	EO 001.03 DETERMINE TASKS FROM A PUBLIC AFFAIRS DELIVERABLES MATRIX	Instructor A
0930hrs-1000hrs	EO 001.04 IDENTIFY TYPES OF PA PRODUCTS USED	Instructor B
1000hrs-1015hrs	Break	
1015hrs-1045hrs	EO 001.05 RECOGNIZE THE RESOURCES AVAILABLE WITHIN THE TECHNICAL NETWORK (TECHNET)	Instructor A
1045hrs-1115hrs	EO 002.01 DESCRIBE PROFESSIONALISM AND DEPORTMENT WHEN INTERACTING WITH OTHERS FOR THE PURPOSE OF COLLECTING INFORMATION FOR AN INTERVIEW	Instructor B
1115hrs-1215hrs	Lunch	
1215hrs-1315hrs	EO 002.02 TELL A STORY BASED ON AN INDIVIDUAL'S EXPERIENCE	Instructor A
1315hrs-1345hrs	EO 002.03 WRITE A STORY BASED ON AN INDIVIDUAL'S EXPERIENCE	Instructor B
1345hrs-1400hrs	Break	
1415hrs-1530hrs	EO 003.01 ACT AS A SPOKESPERSON FOR THE CCO	Instructor A
1530hrs-1630hrs	EO 003.02 IDENTIFY SOCIAL MEDIA GUIDELINES AND BEST PRACTICES	Instructor B
Homework	Cadets are to complete their written stories as well as their bios for submission the next morning.	

Annex A

Joining Instructions – Cadet Correspondent Workshop 2019-2020 Training Year

Sunday

Timing	Part	Instructor(s)
0800hrs- 0830hrs	Arrival of candidates and collection of homework	ALL
0830hrs-1000hrs	EO 004.01 USE IMAGERY EQUIPMENT AND RESOURCES TO CAPTURE AND PRODUCE CONTENT FOR PUBLIC AFFAIRS DELIVERABLES	Instructors A and B
1000hrs-1015hrs	Break	
1015hrs-1145hrs	EO 004.01 USE IMAGERY EQUIPMENT AND RESOURCES TO CAPTURE AND PRODUCE CONTENT FOR PUBLIC AFFAIRS DELIVERABLES	Instructors A and B
1145hrs-1230hrs	Lunch	
1230hrs-1330hrs	Close-up, take home assignment and course admin	Instructors A and B
1330hrs-end	Q & A	Instructors A and B

Annex B
Joining Instructions – Cadet Correspondent Workshop
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CLOTHING AND EQUIPMENT LIST

1. The provision of all personal clothing and equipment items listed below is the responsibility of each cadet.
2. Cadets are required to bring the items listed below.

TO BE BROUGHT	CHECKLIST
2 pairs uniform socks	
2 pairs of civilian socks	
2 pairs of underwear	
1 Personal Hygiene Kit (Soap, Shampoo, Toothbrush, Toothpaste etc)	
1 Water Bottle	
1 Backpack	
1 Cadet Parka	
1 pyjamas or sleepwear (suitable for shared sleeping)	
1 pair gloves	
1 pair shoes/sneakers (evening usage)	
1 pair gloves	
1 Uniform, complete (Tunic, pants, shirt, headdress, tie)	
1 pair boots	
1 boot polish kit	
1 wrist watch	
1 towel (small)	
1 Smartphone, tablet, laptop (etc) – at own risk / data use at own cost	
1 camera (optional)	
1 bag/suitcase for bringing/stowing gear	

Annex B
Joining Instructions – Cadet Correspondent Workshop
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3. The following items will be issued as needed at the training site (shared)
 - a. DND Camera Kit (Lenses, Nikon DSLR Camera)
 - b. Learner's Package
4. The following items will NOT be brought to the Cadet Correspondent training site by any participants:
 - a. inappropriate books or magazines (due to pornographic or violent content);
 - b. lighters;
 - c. non-prescription drugs, alcohol or other controlled substances; and
 - d. ammunition, firearms (or any other weapon) of any kind.

PACKING CHECKLIST

1. Before departure, double check all belongings and documents. Use this list to ensure that nothing has been forgotten.

INSTRUCTION	CHECK
Is your personal kit complete and marked?	
Do you have your prescription medication?	
Do you have your MEDIC ALERT bracelet or necklace, if applicable?	
Do you have your provincial health insurance card?	
Do you have your signed parental consent form?	
Do you know exactly how you are travelling? If not, contact your corps/squadron CO.	

PARENTAL CONSENT FORM

Form available from Fortress Summer Training and Activities by Selection – Print Option

SECTION 3 - CADET'S ACKNOWLEDGEMENT		SECTION 3 - ACQUIESCÈMENT DU CADET	
Do you accept the offer of participation described in Section 2? <div style="text-align: right;">Yes / Oui <input type="checkbox"/></div>	Acceptez-vous l'offre de participation décrite à la section 2? <div style="text-align: right;">No / Non <input type="checkbox"/></div>		
I, the undersigned, hereby acknowledge that: <ul style="list-style-type: none"> this offer could be withdrawn if I fail to conduct myself in a way expected of a cadet; I could be returned to unit (expelled) from the training or activity for misbehaviour, training failure, performance or medical reasons; and I will be subjected to inspections and, if applicable, searches, as described in the previous pages of this form. 	Je, le soussigné, reconnais par la présente : <ul style="list-style-type: none"> que l'on pourrait me retirer cette offre si je ne me conduis pas comme on s'attend d'un cadet; que l'on pourrait me retourner à l'unité (m'expulser) de l'instruction ou de l'activité pour des raisons d'inconduite, d'échec pédagogique, de rendement ou de santé; et que je ferai l'objet d'inspections et, s'il y a lieu, de fouilles, telles qu'on les décrit dans les pages précédentes du formulaire. 		
Cadet's Signature – Signature du cadet		Date	
SECTION 4 - PARENTAL CONSENT <i>This section is to be completed by the cadet if he/she has reached the age of majority in his/her province.</i>		SECTION 4 - CONSENTEMENT DES PARENTS <i>Si le cadet est majeur dans sa province, il doit remplir la présente section.</i>	
I, the undersigned, hereby: <ul style="list-style-type: none"> consent to my child participating in the training or activity described in Section 2 above; understand and accept the different aspects related to the training or activity, military familiarization, supervision during visits and outings, food allergies, medical care, inspections and searches, and travel arrangements described in the previous pages of this form. 	Je, le soussigné, atteste par la présente : <ul style="list-style-type: none"> consentir à ce que mon enfant participe à l'instruction ou l'activité décrite à la section 2 ci-dessus; comprendre et accepter les différents aspects relatifs à l'instruction ou l'activité, la familiarisation au milieu militaire, la supervision pendant les sorties et visites, les allergies alimentaires, les soins de santé, les inspections et fouilles et l'organisation des déplacements qu'on décrit dans les pages précédentes du formulaire. 		
Have there been any changes to the cadet's physical, medical or psychological condition, including his/her medication, since we last verified it on 2019-11-02? <div style="text-align: right;">Yes / Oui <input type="checkbox"/></div>	Y a-t-il eu des changements à la condition physique, médicale ou psychologique du cadet, y compris à sa médication, depuis notre précédente vérification le 2019-11-02? <div style="text-align: right;">No / Non <input type="checkbox"/></div>		
Name – Nom		Signature	
SECTION 5 - ADDITIONAL CONTACT INDIVIDUALS <i>Provide the particulars on individuals who can be contacted in case of emergency if parents can't be reached.</i>		SECTION 5 - PERSONNES-RESSOURCES ADDITIONNELLES <i>Inscrire les coordonnées des personnes que l'on peut contacter en cas d'urgence si les parents ne peuvent être rejoints.</i>	
Name – Nom	Relationship – Lien	Name – Nom	Relationship – Lien