



**Squadron Sponsor & Sponsoring Committee
Annual Commitment Form – MPC 4900 (Rev 2014)**

PART ONE – To be completed by one Authorized Officer of each official Squadron Sponsor

1. We confirm ourselves as the **Sponsor(s)**, as defined in Para 2, for the purpose of supporting No. _____ Squadron, Royal Canadian Air Cadets, for the current Training Year in accordance and in agreement with The Air Cadet League (ACL) and Manitoba Provincial Committee (MPC) Bylaws, Handbooks, and applicable and appropriate rules and procedures (National and Provincial).
2. Squadron **Sponsor(s)**: An organization, Service Club, Corporation or other group that pledges to support a particular Air Cadet Squadron with one or more of personnel, money, facilities/accommodation, and other resources/supplies.

First Sponsor:

_____ (e.g.: RCL Branch, Rotary or Lions Club, Group of Individuals, etc)

Authorized Officer:

_____	_____	_____
Print name	Signature	Date

Second Sponsor:

(If Applicable)

_____ (e.g.: RCL Branch, Rotary or Lions Club, Group of Individuals, etc)

Authorized Officer:

_____	_____	_____
Print Name	Signature	Date

Third Sponsor:

(If applicable)

_____ (e.g.: RCL Branch, Rotary or Lions Club, Group of Individuals, etc)

Authorized Officer:

_____	_____	_____
Print name	Signature	Date

PART TWO – Including Annex A, to be completed by the Chair of the Squadron Sponsoring Committee (SSC)

Due by 30 November. A minimum of five SSC members is required.

1. Full/formal name of Committee:

2. SSC Mailing Address:

3. SSC Email Address:

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4. As the Executive members, we agree to be responsible as an element of The Air Cadet League of Canada (MPC) and in partnership and cooperation with the Squadron Commanding Officer (CO) and Staff, in that:
- a. The SSC and the Squadron will comply with and be a credit to all applicable aims and regulations as extant and issued by The Air Cadet League of Canada, including the MPC, and be in concert with those of the Canadian Forces.
 - b. Squadron finances will be segregated from those of the Sponsor(s) and handled solely In Trust for the Squadron and its Cadets in the manner prescribed by the ACL and MPC Handbooks. Standard bookkeeping practices and supporting documents will be kept throughout the year in order to prepare the end of Fiscal Year ACC9 and support later review. By 31 October each year a certified ACC9 – SSC Financial Report (Statement of Receipts and Disbursements and Statement of Assets and Liabilities) – for the SSC shall be sent to the MPC Compliance Officer for the year ending 31 August. Bank Signatories document(s) and Statements will be attached to the ACC9 for each bank account.
 - c. The SSC (and Squadron) will be self-supporting and shall at no time pledge or attempt to pledge the credit of the National or Provincial elements of The Air Cadet League of Canada. The SSC agrees to fund the Squadron needs and activities, including with Sponsor(s)' funds, for all SSC and League approved expenses not paid by the Department of National Defence. A sensible plan of Squadron activities will form the basis of the budget. Prudence will be used when drawing on the reserves.
 - d. The SSC and the Squadron, when requested by the MPC's Executive Committee, will make its financial and administrative records available for review and/or audit.
 - e. All funds, monies and investment/safekeeping instruments and assets raised by, on behalf of and kept in the name of the Squadron, it's SSC, and their Cadets remain solely their property, In Trust for the Cadets. Sponsors or individuals have no claims to those monies and instruments. Further, financial management is the responsibility of the SSC.
 - f. It is understood that the Squadron, through the SSC, should be a Registered Charity. If the SSC is a Registered Charity, the SSC will submit the required annual return(s) to Canada Revenue Agency and keep a copy on records. If not a Registered Charity, the Squadron and the SSC cannot expect equivalent privileges and services from the MPC as would be available to them as a Registered Charity.
 - g. The SSC will comply with The Air Cadet League of Canada and MPC Member Registration & Screening policies and procedures. SSC Chairs and all other members are honour bound to immediately report relevant changes in status of Members / selves from that in effect at the time of their Registration & Screening and which could affect acceptability. Further, by signing in Annex A you solemnly verify and reconfirm that to the best of your knowledge, and since the last declaration, there have been no charges, files or actions taken against you or other members that would adversely affect your/their approved status with the ACL/MPC.
 - h. If at any time, The Air Cadet League of Canada and/or the Canadian Forces should loan firearms, accoutrements or equipment to the Squadron, they will be used only for approved and proper drill and training of the Squadron. When not in such use, they shall be kept secured and in good order. Duly authorized officials of the League or of the Canadian Forces shall at all reasonable times be given access to examine them; and they shall be delivered back to The Air Cadet League of Canada and/or the Canadian Forces whenever required or requested.
 - i. SSC Slate Approval through this MPC 4900 remains valid until a subsequent form or amending correspondence is received by the MPC.
5. The current Chair, Co-Chair (if applicable), Vice-Chair and Treasurer of the Sponsoring Committee must complete Annex A to the MPC 4900. Their signature on Annex A signifies that they and all members of the Sponsoring Committee will comply with and abide by the foregoing responsibilities and obligations.

<input type="checkbox"/> Annex A must be completed and attached.	Information Correct as of: _____ <div style="text-align: center; color: gray;">dd/mm/yy</div>	
SSC Chair:	_____ <div style="text-align: center;">Print Name</div>	_____ <div style="text-align: center;">Signature</div>

PLEASE PRINT CLEARLY

Chair Name:			
Address:			
Phone:	Home:	Cell/Bus:	
E-mail:		<input type="checkbox"/> Bank Signing Officer	
Signature:		<input type="checkbox"/> Registered & Screened	
Co-Chair Name: (if applicable)			
Address:			
Phone:	Home:	Cell/Bus:	
E-mail:		<input type="checkbox"/> Bank Signing Officer	
Signature:		<input type="checkbox"/> Registered & Screened	
Vice-Chair Name:			
Address:			
Phone:	Home:	Cell/Bus:	
E-mail:		<input type="checkbox"/> Bank Signing Officer	
Signature:		<input type="checkbox"/> Registered & Screened	
Treasurer Name:			
Address:			
Phone:	Home:	Cell/Bus:	
E-mail:		<input type="checkbox"/> Bank Signing Officer	
Signature:		<input type="checkbox"/> Registered & Screened	
Member Name:			
Member Name:			
Member Name:			
TOTAL NUMBER OF MEMBERS ON SQUADRON SPONSORING COMMITTEE SCREENED AND REGISTERED:			