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Regional Cadet Support Unit (Pacific)
PO Box 17000 Stn Forces
Victoria BC V9A 7N2

3937-1085-12 (OIC CAP Interior)

24 Jun 2022

Distribution List

JOINING INSTRUCTIONS – SUMMER CAP 2022 – INTERIOR REGION – VERNON
CAP SITE

1. **General.** The Regional Cadet Support Unit (Pacific) will be conducting in-person Cadet Activity Program (CAP) activities for all Corps/Squadrons during Summer 2022. CAP is a decentralized cadet engagement opportunity to augment the corps/squadron program for first year (CAP1) and second year (CAP2) cadets, offering experiential citizenship, fitness, and CAF/CCO familiarization activities with the following objectives:

- a. the objective of CAP1 is a 5-day day-camp activity designed for 12 to 13-year-old cadets, intended to build confidence and facilitate meeting other cadets through participation as a member of a peer-lead team in fun, safe, challenging, and well-organized activities;
- b. the objective of CAP2 is a 12-day day-camp activity that includes a 3-night overnight component for 13 to 14 year-old cadets, designed to build leadership and interpersonal skills, while fostering interest in future summer training opportunities;
- c. a general outline of activities can be found attached as Annex A. These are draft / sample outlines only, actual daily activities will vary and are subject to change.

2. **Timings.** The VERNON CAP SITE will operate as a day-only program for local cadets, and as an overnight program for out-of-town cadets. Cadets on CAP2 will also participate in a 4-day, 3-night Field Training Exercise (FTX) which will be overnight for all cadets regardless of where the cadet is from:

- a. CAP1: 4 – 8 Jul;
- b. CAP2: 11 – 22 Jul (FTX 15 - 18 Jul); and
- c. cadets from RCSCC 63, RCACC 1705 and RCACS 223 in Vernon are considered LOCAL PARTICIPANTS and will be day training only (with the exception of the FTX for CAP2); Parents are to drop-off and pick up the cadets daily:
 - (1) **drop-off time** shall be between 0845 to 0855 hrs (8:45 – 8:55 am) daily,

CAN UNCLASSIFIED

- (2) **pick-up time** shall be between 1630 to 1645 hrs (4:40 to 4:45 pm) daily, and
 - (3) cadets on CAP2 will be overnight on the FTX on 15, 16 and 17 Jul so do not require parent pick-up those dates;
 - d. cadets from RCSCC 93 Kelowna / RCACS 903 Kelowna / RCACS 243 Kelowna / RCACS 909 West Kelowna / RCACS 232 Oliver / RCACS 902 Summerland / RCACC 1787 Salmon Arm / RCACC 2458 Revelstoke / RCACC 3063 Enderby / RCACS 222 Salmon Arm / RCSCC 137 Kamloops / RCSCC 347 Ashcroft / RCACC 950 Merritt / RCACC 2305 Kamloops / RCACC 2887 100 Mile House / RCACC 3067 Lillooet / RCACS 204 Kamloops are considered OUT OF TOWN PARTICIPANTS and will be housed overnight at the CAP Site; and
 - e. out of town participants will receive movement information closer to the CAP date with bus times and pickup/drop off locations.
3. **Dates/Serials.** Refer to your participation selection email. Attendance for all days of training is expected unless the cadet becomes sick and cannot attend.
4. **Address.** VERNON CADET TRAINING CENTRE - D LINES - 2950 15 Ave, Vernon, BC <https://goo.gl/maps/UrbVdheVtgBgCias6>
5. **Transportation.**
- a. LOCAL PARTICIPANTS - Parental drop-off and pick-up daily except as noted in para 2;
 - b. OUT OF TOWN PARTICIPANTS - Cadets will be bussed to and from their Local Headquarters (LHQ) location at the beginning and end of their CAP session; and
 - c. OUT OF TOWN PARTICIPANTS – PARENT DROP-OFF OR PICK-UP – If parents of out-of-town cadets wish to drop-off their child in person at the beginning of the CAP serial or pick them up in person at the end, they must complete the form CDT 118 - REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS. A copy of the form has been enclosed at the end of the joining instructions annexes. This form must be submitted via your local cadet unit Commanding Officer or Summer Contact Officer.
6. **Meals.**
- a. **DAY-TRAINING ONLY PARTICIPANTS:** cadets doing day-training only will receive lunch daily. Cadets are to provide their own daily snacks and a refillable water bottle for activities;

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- b. **OVERNIGHT PARTICIPANTS:** will have all meals and daily snacks provided. Cadets are to bring a refillable water bottle for activities;
- c. **CAP2 cadets on FTX** will have military rations (Meal Ready-To-Eat (MRE)) provided for meals in the field, and canteens for water;
- d. **Dietary concerns.** CAP Sites will have food catered by an outside caterer. We will do our best to accommodate special dietary requirements. It can not be guaranteed that cross contamination has not occurred. Additionally, the Canadian Armed Forces does not have the mandate nor are equipped or staffed to offer allergen-free foods. Only cadets who are mature enough to avoid food items which can cause them an allergic reaction should participate in CAP activities; and
- e. Cadets with dietary concerns must complete this online form prior to attending training: <https://forms.office.com/r/JNJDMVUraN> or scan this QR code to complete the form on a mobile phone:



7. **Dress.** The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organizations as a whole. Cadets are expected to ensure a standard of grooming consistent with cadet standards while participating in training. Authorized dress for summer CAP is as follows:
- a. Cadets will not be required to wear uniforms for travel. Cadets who will be bussed to and from the CAP site and staying overnight will wear appropriate civilian clothing while travelling;
 - b. CAP1 Cadets: Appropriate civilian clothing for day activities. Dress for expected weather daily and bring coat or spare items in a day-backpack;
 - c. CAP2 Cadets: Appropriate civilian clothing for day activities. Dress for expected weather daily and bring coat or spare items in a day-backpack. CAP2 cadets will also require additional FTU/STU uniform, hiking boots, and appropriate camping clothing for the FTX;
 - d. Staff Cadets: shall wear cadet issued Field Training Uniform (FTU) / Sea Training Uniform (STU) during training hours except as authorized by the

CAN UNCLASSIFIED

CAP Site Commander. Appropriate civilian clothing will be worn for sports activities and after-training wear;

- e. Dress – Officers: CADPAT / NCDs. Appropriate civilian clothing for sports activities and after-training wear; and
- f. **Full requirements for all participants are in the Kit List attached as Annex B.**

8. **Prohibited Items.** The following items are prohibited, and members shall not have them in their possession during training: alcohol, tobacco in any form, electronic cigarettes / vapes, cannabis products in any form, controlled substances (i.e. illicit drug or prescription medication not in the cadet's name), pornographic material, weapons (including toy replicas), knives (except as authorized for the FTX), lighters or other fire-starting items (except as authorized for the FTX).

9. **Medical / COVID Safety.** All activities must abide by current COVID training posture in accordance with Public Health Measures mandated by Canadian Armed Forces / CJCR policy and by federal/provincial/local health authorities. The following reminders apply to in-person activities:

- a. Medical Status. All participating cadets must have a valid medical status in FORTRESS and staff must ensure that the participation limitations are within tolerance for each activity;
- b. Cadets must be medically fit to attend summer training courses. It is extremely important that parents/guardians provide complete information on all medical conditions to the local corps/squadron staff prior to departure. If a new medical condition occurs prior to CAP training, that was not reported on the Detailed Health Questionnaire (DHQ) submitted in the fall at the Corps/Squadron, parents/guardians must notify the Corps/Squadron Commanding Officer who will liaise with the Regional Medical Liaison Officer (RMLO). Examples of a new medical condition include a recent injury that affects their ability to partake in physical activities, a new cast, recent surgery, admission to hospital, or a diagnosis requiring treatment. If your cadet has a cast on or is on crutches (even if your family doctor states they are OK to attend), they are not allowed at CAP training, and they should not be sent as they will be returned home shortly after arrival;
- c. Medications:
 - (1) Medications - Day-Training Only. Cadets on day-training only who require medications will be responsible to bring their medication daily and hold it themselves in their day pack. All medication must be in original packaging (DO NOT MIX MEDICATIONS FOR ANY REASON) with the cadet's name, dosing information and expiry date and must be accompanied with the completed Over the

CAN UNCLASSIFIED

Counter (OTC) / Prescribed Medication and Administration form found at Annex C,

- (2) Medications – Overnight Training. All cadets on overnight training requiring medications will have medications held by the CAP Staff, and the cadet is responsible to coordinate with CAP Staff to take the medication as prescribed by their physician. All medication must be in original packaging (DO NOT MIX MEDICATIONS FOR ANY REASON) with the cadet's name, dosing information and expiry date and must be accompanied with the completed Over the Counter (OTC) / Prescribed Medication and Administration form found at Annex C. Pharmacy-provided "blister packs" may be used to aid in ensuring proper dosages and timings,
 - (3) In the event of an injury or illness, cadets will be taken to a local medical facility. **Cadets are required to have their Provincial Health Plan card (or a legible copy) in their possession,** and
 - (4) COVID-19 Vaccination. As of 22 Jun 2022, cadets no longer require COVID-19 vaccination to participate in CAP activities whether day-only or overnight. However, Staff Cadets and Adult Staff are still required to be fully vaccinated. Staff Cadets and Adult Staff must bring proof of vaccination status (wallet card or QR code) with them;
- d. Masks. The following information applies to Non-Medical Mask (NMM) wearing:
- (1) ALL CAP CADETS MUST BRING A NMM WITH THEM TO CAP TRAINING. CAP activities may include visits to local activity facilities or buildings of interest which may require wearing of a mask as a condition of entry. CAP Staff will make every effort to know in advance if masks are required at a facility or building, but cadets must have a mask in a pocket or backpack in case required,
 - (2) During training at the CAP Site, cadets may choose whether to wear a mask or not, indoors or outdoors, based on their personal comfort level. cadets and who choose to wear a NMM will be respectfully supported in their choice to do so,
 - (3) Charter bus companies or other civilian transportation may require cadets to wear masks while onboard,
 - (4) Any person in a DND vehicle is required to wear a mask if there is more than one occupant in the vehicle. CAP Sites may have DND vehicles on hand for emergency or logistical purposes and cadets may be required to travel in them,

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- (5) CAP Staff cadets and officers are required to wear a NMM at all times while indoors in common and/or public areas, except while eating and drinking. NMMs are not required indoors when alone in an office, or in a personal sleeping area. When outdoors, masks are not required to be worn but may be worn at the individual's personal choice, and
- (6) Public Health Measures (PHMs) from provincial or regional health authorities, or policies from the Canadian Armed Forces (CAF) / Cadets & Junior Canadian Rangers (CJCR) may change during the CAP session, which could require changes to the above guidance;
- e. Illness / COVID Symptoms. If a cadet is not feeling well with any COVID symptoms, they must immediately notify CAP staff and they are NOT to attend further in-person training;
- f. Any CAP Site COVID-19 procedures as detailed during onboarding are to be followed at all times; and
- g. Cadets requiring medical attention shall report to adult CAP staff for first aid and shall be taken to the appropriate medical facility if required. Incidents shall be reported to the appropriate Area CAP OIC and followed up with accompanying DND2299.

10. **Discipline.** Cadets are to follow the regulations and standards set out for the Canadian Cadet Organization in order to ensure the safety, efficiency and well-being of everyone. All cadets and staff will sign a code of conduct upon arrival to acknowledge the standards of conduct and behaviour expected of them while participating in training. Any conduct issues will be dealt with in accordance with established policy and may result in the cadet being removed from training and/or referral to the appropriate authorities. CAP staff shall notify the applicable Area OIC of any significant incidents.

11. **Return to Unit (RTU.)** An RTU is a process of sending a cadet home early and is considered a measure of last recourse. As per CATO 13-26, cadets and staff cadets may be returned to unit under the following circumstances:

- a. medical reasons;
- b. does not meet age prerequisites;
- c. unable to meet the course prerequisites or standard;
- d. compassionate reasons;
- e. parents/guardians or the cadet request an RTU;
- f. misbehaviour;
- g. unsatisfactory performance; or

CAN UNCLASSIFIED

h. any other action violating the Course/Staff cadet Code of Conduct.

12. **Contact Info.** During the CAP training, parents/guardians needing information or to contact their child in case of emergency may contact the following Regional staff members:

- a. OIC CAP Interior, Major Faye Toms: 250-212-7672 / faye.toms@cadets.gc.ca ;
- b. OC Interior Area, Major Miroslav Novak: 250-351-4926 / Miroslav.Novak@forces.gc.ca;

//original signed by//

Maj Faye Toms, CD

Officer In Charge, Interior Area Cadet Activity Plan (CAP)
Canadian Armed Forces
faye.toms@cadets.gc.ca / Phone 250-212-7672 Mobile

Officier responsable, Plan d'activités des élèves du secteur intérieur
Forces armées canadiennes
faye.toms@cadets.gc.ca / Téléphone 250-212-7672 Mobile

Distribution List

Action

All RCSU (Pac) Corps/Squadron COs / Registered cadets

Information

RCSU HQ//CO/DCO/COS/COXN/PAO/RMLO/ROCC

Annexes:

Annex A SAMPLE CAP SCHEDULE
Annex B KIT LIST
Annex C OVER THE COUNTER AND PRESCRIBED MEDICATION FORM

Enclosures:

CDT 118 - REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS

CAN UNCLASSIFIED

ANNEX A

3937-1085-12 (OIC CAP Interior)

Jun 2022

SAMPLE CAP SCHEDULE – INTERIOR REGION – CAP 2022

1. Below are draft / sample schedules for Interior Area CAP 1 and CAP 2 for 2022. These are general outlines only; actual daily activities will vary by location and are subject to change.
2. Cadets who are Local Participants only (day activities only, not staying overnight except while on FTX) will have daily parent or bus drop off / pickup depending on cadet's location.

CAP 1					
Timings	Day 1	Day 2	Day 3	Day 4	Day 5
	Monday	Tuesday	Wednesday	Thursday	Friday
	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site
0830-0900	Parent/Transport Drop Off	Morning Routine/Breakfast	Morning Routine/Breakfast	Morning Routine/Breakfast	Morning Routine/Breakfast
0900-0920	Intake / Admin / COVID & Safety Briefings / Overview of Week One	Daily Meeting (IceBreakers, Announcements, Goals)			
0925-1005	Ice Breakers	Guest Experience	Outdoor Based Activity (Orienteering, Hiking etc)	Elemental Day (Round Robin)	Local Community Outreach Experience
1010-1050					
1050-1110	Break	Break	Break	Break	Break
1115-1155	Team Building	Marksmanship	Outdoor Based Activity (Orienteering, Hiking etc)	Elemental Day (Round Robin)	Local Community Outreach Experience
1200-1240	TBD				
1240-1330	Fresh Lunch	Fresh Lunch	Fresh Lunch	Fresh Lunch	Fresh Lunch
1330-1410	Recreation/Sports Activities	Marksmanship	Outdoor Based Activity (Orienteering, Hiking etc)	Guest Experience	Amazing Race (fun learning confirmation) or Sports Tabloid
1415-1455					
1500-1540					
1540-1620	Discretionary Topics	Recreation/Sports Activities	Outdoor Based Activity (Orienteering, Hiking etc)	Recreation/Sports Activities	
1620-1645	End of Day Routine	End of Day Routine	End of Day Routine	End of Day Routine	End of Day Routine
1645-1800	Dinner	Dinner	Dinner	Dinner	Parent/Transport Pick Up
1800-2200	Evening activities	Evening activities	Evening activities	Evening activities	
Notes:					

CAP 2						
Timings	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site
0830-0900	Parent/Transport Drop Off	Morning Routine/Breakfast	Morning Routine/Breakfast	Morning Routine/Breakfast	Morning Routine/Breakfast	MRE Breakfast
0900-0920	Intake / Admin / COVID & Safety Briefings / Overview of Week One	Daily Meeting (IceBreakers, Announcements, Goals)				
0925-1005		Guest Experience	Leadership 3	Local Community Outreach Experience	Interpersonal Skills 3	Round Robin Skills: stoves, lanterns, fires, radios, knife/axe use, semaphore
1010-1050	Ice Breakers		Leadership 4		Leadership 6	
1050-1110	Break	Break	Break	Break	Break	
1115-1155	Team Building	Guest Experience Cont	Summer Biathlon Prep (Range)	Local Community Outreach Experience	Discretionary Topics	Round Robin Skills Cont.
1200-1240	Leadership 1	Leadership 2	Summer Biathlon Prep (Biathlon Skills)			Shelter Demo and Construction
1240-1330	Fresh Lunch	Fresh Lunch	Fresh Lunch	Fresh Lunch	Fresh Lunch	MRE Lunch
1330-1410	Interpersonal Skills 1	Interpersonal Skills 2	Summer Biathlon	FTX Personal and Group Kit Packing and Prep	Transport to FTX Site	Shelter Demo and Construction
1415-1455	FTX Early Discussion (Scope, Kit List, Notice to Parents etc)	Recreation/Sports Activities		Leadership 5	Transport to FTX Site	
1500-1540	Recreation/Sports Activities			Recreation/Sports Activities	Site Safety Briefing, Site Prep: tents, tarps, setup	Outdoor Based Activity (Orienteering, Hiking etc)
1540-1620						
1620-1645	End of Day Routine				MRE Supper (how to eat an MRE)	MRE Supper
1645-1700	Dinner					
1700-1800					Night Ops	Knots and Lashings, Team Building
Evening	Evening Activities					
Notes:	FTX Notice to Parents (explained and sent home)			Personal Gear brought, packed and left at trg location		

CAN UNCLASSIFIED

CAP 2					
Day 7	Day 8	Day 9	Day 10	Day 11	Day 12
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Dates Vary By Site	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site	Dates Vary By Site
MRE Breakfast	Biv Site Tear Down	Parent/Transport Drop Off			
		Daily Meeting (IceBreakers, Announcements, Goals)			
Team Building	MRE Breakfast	Elemental Day (Round Robin)	Outdoor Based Activity (Orienteering, Hiking etc)	Guest Experience	Amazing Race (fun learning confirmation) or Sports Tabloid
Leadership 7	Group Site Tear Down				
Break	Break	Break	Break	Break	
Camp Craft: Chairs, beds, hammocks, tripods (IGs: BSurv, SurvInstr)	Outdoor Based Activity (Orienteering, Hiking etc)	Elemental Day (Round Robin)	Outdoor Based Activity (Orienteering, Hiking etc)	Discretionary Topics	
MRE Lunch	MRE Lunch	Fresh Lunch	Fresh Lunch	Fresh Lunch	Fresh Lunch
Practical Leadership Tasks	Transport to CAP Site	Guest Experience	Outdoor Based Activity (Orienteering, Hiking etc)	TBD	Recreation/Sports Activities
	Transport to CAP Site			Recreation/Sports Activities	
	Cleanup/DeKit	Recreation/Sports Activities	Outdoor Based Activity (Orienteering, Hiking etc)	Close Out (Army Expedition Thingy) / Celebration	
	DeBrief			Cleanup	
	End of Day Routine				
	Dinner				Parent/Transport Pick Up
MRE Supper					
Night Ops	Evening Activities				
Practical Leadership Tasks: focus on experiential learning task process/completion with reduced onus on stringent pre-documentation					

CAN UNCLASSIFIED

ANNEX B
3937-1085-12 (OIC CAP Interior)
Jun 2022

KIT LIST – SUMMER CAP 2022 – INTERIOR REGION

1. **Daily Clothing.** Cadets are required to wear comfortable civilian clothing appropriate to the activities for the day. Many activities will be outdoors and include physical activity, including sports, day hikes, orienteering and similar outdoor adventure activities. Community Outreach tours / field trips within the local area will also be conducted, e.g., to museums or exhibits, etc. cadets will be both indoors and outdoors, so weather appropriate clothing will be required. cadets should always bring a coat, hat, etc. in a day pack in case of wet weather.
2. **Clothing Standards.** Civilian clothing should be appropriate for being in public view and have no offensive images or writing.
3. **Uniforms.** Per main Joining Instruction document, CAP Cadets will not be required to wear their Cadet uniform during daily training, with the exception of Field Training Uniform (FTU) / Sea Training Uniform (STU) for the Field Training Exercise (FTX) for CAP2 participants only. Corps / squadron clothing such as t-shirts, ball caps, etc. may be worn during daily training if desired. Staff Cadets to wear FTU/STU except as required for physical activities.
4. **Electronics.** Cell phones and earphones may be brought but are not to be used during training without staff approval. E.G., cadets may be authorized to listen use phones or listen to music during bus travel to/from activities away from the CAP site, or to take pictures when appropriate. All electronics are brought at the cadet's own risk. The CJCR accepts no responsibility for lost, stolen or damaged devices. Cell phones may not be used to take photos or video recordings in washrooms and sleeping quarters.
5. **Anakits / EpiPens.** Cadets who are allergic to insect stings or who may be prone to severe allergic reactions/ anaphylaxis must bring their prescribed Anakit/auto injector with them. Parents must also ensure that the Anakit/auto injector has not passed its expiry date and will not expire while the cadet is at the CAP session.
6. **Prohibited Items.** As detailed in the main Joining Instructions.
7. **Spending Money.** Cadets may wish to purchase items from gift shops at museums or other sites on community outreach tours. It is strongly recommended that cadets not bring cash as there may not be secure storage at the CAP site. Debit cards are the recommended method for cadets to have access to funds for purchases.
8. **Overnight Participants:**
 - a. cadets staying overnight will require sufficient quantities of clothing for the length of their stay;
 - b. laundry facilities may not be available on-location on some sites; and
 - c. cadets staying overnight will be issued a sleeping bag and foam pad for sleeping. Depending on the CAP site, cadets may be sleeping in cabins with bunks, in military

CAN UNCLASSIFIED

tents with cots, or in classrooms with cots or on floors with foam pad. Cadets may wish to bring their own pillow for comfort.

REQUIRED KIT – FOR CADETS DOING DAY TRAINING ONLY (NOT OVERNIGHT)

Checklist – Day Training Only Participants		
<u>ITEM</u>	<u>QUANTITY TO BRING</u>	<u>PACKED BY CADET? ✓</u>
Day backpack to carry and store Cadet's personal items	1	
Civilian clothing appropriate for the activities and weather for the day – shorts or track pants, t-shirt, etc.	As Required	
Ball cap or cadet tilley hat	1	
Light jacket / hoodie	1	
Coat suitable for wet weather	1	
Hiking boots or similar for outdoor adventure training activities (do not use cadet-issued parade boots)	1 pair	
Running shoes suitable for sports activities	1 pair	
Non-Medical Mask (NMM)	1 - 2	
Refillable Water Bottle	1	
Snacks	As Required	
Prescription medications as required	As Required	
Sunscreen & SPF lip balm	1	
Provincial Health Plan card (or a legible copy)	1	
**STAFF CADETS – FTU/STU PANTS, SHIRTS AND UNDERSHIRTS	1	

REQUIRED KIT – OVERNIGHT PARTICIPANTS

Checklist – OVERNIGHT PARTICIPANTS		
<u>ITEM</u>	<u>QUANTITY TO BRING</u>	<u>PACKED BY CADET? ✓</u>
Day backpack to carry and store Cadet's personal items during day activities away from CAP site	1	
Civilian clothing appropriate for the activities and weather for the day – shorts or track pants, t-shirt, etc.	As Required	
Ball cap or cadet tilley hat	1	
Light jacket / hoodie	1	
Coat suitable for wet weather	1	
Hiking boots or similar for outdoor adventure training activities (do not use cadet-issued parade boots)	1 pair	
Running shoes suitable for sports activities	1 pair	
Non-Medical Mask (NMM)	2 -3	
Refillable Water Bottle	1	
Prescription medications as required (complete the medication form provided)	As Required	
Sunscreen & SPF lip balm	1	
Sleepwear	As Required	
Socks and undergarments as required	Minimum 6 each / pair	
Bathing suit & towel	1	
Shower towel, facecloth. (Shower shoes optional.)	CAP1: 1 each CAP2: 2 each	
Personal hygiene items as required: toothbrush, toothpaste, soap, shampoo, deodorant, brush/comb, razor / shaving cream.	As Required	
Feminine hygiene products as required	As Required	
Laundry soap – small amount of powdered detergent in Ziploc, or individual travel packets. (Do not bring liquid detergent or pods.)	As Required	
Cell Phone & Charger (optional)	1	
Small flashlight (optional)	1	
Lock to secure belongings – note – not all CAP sites will have lockers. A lockable suitcase / duffel bag is recommended.	1	
Provincial Health Plan card (or a legible copy)	1	
**STAFF CADETS – FTU/STU PANTS, SHIRTS AND UNDERSHIRTS	2 each	
**STAFF CADETS – proof of COVID-19 vaccination status (wallet card or QR code)	1	

ADDITIONAL KIT – CAP2 CADETS FOR FIELD TRAINING EXERCISE (FTX)

Checklist – CAP2 CADETS FOR FIELD TRAINING EXERCISE (FTX)		
<u>ITEM</u>	<u>QUANTITY TO BRING</u>	<u>PACKED BY CADET? ✓</u>
Cadet issued Field Training Uniform (FTU) / Sea Training Uniform (STU) with rank slip-ons, issued ball cap / beret / cadet tilley hat	1	
Suitable civilian hiking boots / combat boots (do not use cadet-issued parade boots)	1	
Civilian change of clothing: suitable camping clothes, e.g. long pants, shirts, light jacket, sweater / hoody, etc. **If FTU/STU is not available / does not fit, cadets are to wear civilian clothing as above, pack extra quantities as required	As Required	

ANNEX C
3937-1085-12 (OIC CAP Interior)
Jun 2022

**OVER THE COUNTER (OTC) / PRESCRIBED MEDICATION ADMINISTRATION
(MUST BE COMPLETED PRIOR TO ARRIVAL AT CAP SITE)**

**OTC (OVER THE COUNTER) / PRESCRIBED
MEDICATION ADMINISTRATION
(MUST BE COMPLETED PRIOR TO ARRIVAL)**

**ADMINISTRATION DE MÉDICAMENTS EN
VENTE LIBRE /PRESCRIPTION
(REEMPLIR AVANT LE CIEC)**

Identification of cadet:

Identification du cadet :

(Full name and initials, unit and date of birth)

(Nom complet, initiales, unité et date de naissance)

I, (parent/guardian/physician) give consent for this cadet to use over-the-counter (OTC) or prescription medications for known conditions.

Je, (père/mère/tuteur/médecin), consent à la consommation par ce cadet, de médicaments en vente libre ou prescription visant des états connus.

I am aware that supervisor and/or medical staff will secure medication and make it available to the cadet at the prescribed time and they are available should the cadet have questions or concerns regarding medication.

Je comprends que le superviseur ainsi que le personnel médical va sécuriser et distribuer les médicaments au cadet au temps prescrit et sera disponible pour répondre aux questions ou aux préoccupations du cadet quant à ses médicaments.

Medication and quantity brought by the cadet:

Médicaments et quantités conservés par le cadet:

a. Name of drug_____

a. Nom du médicament _____

Dosage_____

Dosage _____

Administration time_____

Heure d'administration_____

Total quantity_____

Quantité totale_____

b. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____

c. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____

d. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____

e. Name of drug _____
Dosage _____
Administration time _____
Total quantity _____

b. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____

c. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____

d. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____

e. Nom du médicament _____
Dosage _____
Heure d'administration _____
Quantité totale _____

(Parent/guardian/physician - signature and date)

Note: The medication needs to be in the original package or (if possible) blister packed.

(Père/mère/tuteur/médecin – signature et date)

Nota: Les médicaments doivent être dans leur emballage original et de préférence sous plaquettes thermoformées si possible.



**REQUEST FOR PARENTAL/GUARDIAN PICK UP/DROP OFF OF CADETS
DEMANDE D'EMBARQUEMENT/DÉBARQUEMENT DE CADETS PAR UN PARENT OU TUTEUR**

SECTION "A" - CADET PERSONAL DATA - RENSEIGNEMENTS PERSONNELS DU CADET					
CADET CORP/SQUADRON NO & NAME NO ET NOM DU CORPS/ESCADRON DE CADETS			LOCALITY (CITY) - LOCALITÉ (VILLE)		
RANK - GRADE	SURNAME - NOM	FIRST NAME - PRÉNOMS	SEX - SEXE	TELEPHONE - TÉLÉPHONE ()	
ADDRESS - ADRESSE		CITY - VILLE	PROV.	POSTAL CODE POSTAL	
SECTION "B" - CADET ACTIVITY - OCCUPATION DU CADET					
EMPLOYMENT - COURSE - EXCHANGE - OTHERS EMPLOI - COURS - ÉCHANGE - AUTRES			CSTC - COUNTRY OF EXCHANGE - OTHERS CIEC - PAYS D'ÉCHANGE - AUTRES		
SECTION "C" PICK UP/DROP OFF POINT - LIEU DE DÉBARQUEMENT/EMBARQUEMENT					
DROP OFF POINT - LIEU DE DÉBARQUEMENT			TIME AND DATE - HEURE ET DATE		
PICK UP POINT - LIEU D'EMBARQUEMENT			TIME AND DATE - HEURE ET DATE		
SECTION "D" AUTHORIZED PERSON - PERSONNE AUTORISÉE					
NAME OF PERSON AUTHORIZED TO PICK-UP THE CADET NOM DE LA PERSONNE AUTORISÉE À RAMASSER LE CADET			TELEPHONE - TÉLÉPHONE		
(PRINT/LETTRES MOUILLÉES)			HOME-DOMICILE:()		
			WORK-TRAVAIL:()		
NAME OF ALTERNATE PERSON AUTHORIZED TO PICK-UP THE CADET NOM D'UNE DEUXIEME PERSONNE AUTORISÉE À RAMASSER LE CADET			TELEPHONE - TÉLÉPHONE		
(PRINT/LETTRES MOUILLÉES)			HOME-DOMICILE:()		
			WORK-TRAVAIL:()		
SECTION "E" PARENT/GUARDIAN SIGNATURE - SIGNATURE DU PARENT/TUTEUR					
AUTHORIZING SIGNATURE - SIGNATURE D'AUTORITÉ			TELEPHONE NUMBERS - NUMERO DE TÉLÉPHONE		
(SIGNATURE)			HOME-DOMICILE:()		
(PRINT/LETTRES MOUILLÉES)			WORK-TRAVAIL:()		
SECTION "F" SIGNATURE OF COMMANDING OFFICER/DESIGNATE SIGNATURE DU COMMANDANT/DÉSIGNÉ					
CORP/SQUADRON COMMANDING OFFICER/DESIGNATE COMMANDANT DU CORPS/ESCADRON DE CADETS/DÉSIGNÉ			TELEPHONE NUMBER - NUMERO DE TÉLÉPHONE		
(SIGNATURE)			HOME-DOMICILE:()		
(PRINT/LETTRES MOUILLÉES)			WORK-TRAVAIL:()		
SECTION "G" SIGNATURE OF PERSON PICKING UP CADET SIGNATURE DE LA PERSONNE QUI RAMASSERA LE CADET					
<i>To be signed at time of pick up/signature requise lorsqu'on ramasse le cadet</i>					
(SIGNATURE)			(DATE - TIME)		(DATE - HEURE)
(PRINT/LETTRES MOUILLÉES)					

***** NOTES*****

- DND is responsible for transporting the cadet from LHA (Local Headquarter Area) to authorized activity only. Any deviation from pre-authorized transport arrangements are the financial and administrative responsibility of the authorizing parent/guardian.
 - The completion of this form does not automatically guarantee that the movement staff will be able to accommodate the request.
 - Parent/Guardian authorizing signature (Section E) must be the same as the parent/guardian in Fortress.
 - Person picking up the cadet must be the person(s) authorized in Section D, be at least 18 years old and must provide picture ID.
 - This form must only be completed if the pick up or drop off point differs from the pick up of drop off point assigned in the movement orders and/or if the person picking up the cadet differs from the person who is the legal parent/ guardian posted in Fortress .
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- Le MDN est uniquement responsable du transport des cdts entre l'unité locale et le site d'activité autorisé. Toute dérogation du plan de transport pré-autorisé est sous la responsabilité financière et administrative du parent/tuteur.
 - Le fait de compléter ce formulaire ne garantit en rien que le personnel du mouvement sera en mesure de se conformer à la demande.
 - La signature du parent/tuteur exerçant l'autorité (inscrit à la Section D) doit être la même que celle apparaissant dans Forteresse.
 - La personne qui ramassera le cadet (inscrits à la section E) doit être âgée d'au moins 18 ans et devra présenter une carte d'identité avec photo.
 - Ce formulaire doit seulement être complété si le point d'embarquement ou le point de débarquement est différent du point établi dans les ordres de déplacement et/ou la personne qui ramassera le cadet est différent de la personne indiqué dans Forteresse.