

**THE NAVY LEAGUE OF CANADA
ONTARIO DIVISION.**

**SUBMISSION GUIDELINES
NAVY LEAGUE CADET OF THE YEAR.**

1. PURPOSE

- 1.1 The purpose of this order is to give guidance and direction to Navy League Cadet Corps within Ontario Division when making submissions for Navy League Cadet of the Year.

2. ELIGIBILITY

- 2.1 All Navy League Cadets, who are enrolled in a Navy League Cadet Corps within Ontario Division and who meet the age requirements as laid down in the Navy League Cadet Regulations, NL(8)E, may be entered into the competition for Navy League Cadet of the Year.
- 2.2 Only one (1) applicant per Navy League Cadet Corps may be entered in this competition annually.

3. SELECTION

- 3.1 The Commanding Officer of each Navy League Cadet Corps will chose a candidate for this award.
- 3.2 It is recommended that the Commanding Officer consult with the corps officers regarding the intended selection. The final decision is that of the Commanding Officer.
- 3.3 It is desirable that the selected candidate be presented to the Reviewing Officer and Inspecting Officer at the annual inspection.
- 3.4 The winner of the Cadet of the Year category will be selected by the Vice-President, Navy League Cadets, Ontario Division and their Committee following the closing deadline. Winners will be announced at the Ontario Division Annual General Meeting. A Plaque will be presented to the winning cadet.

4. PROCEDURE

- 4.1 It is normal practice for the competition for these awards to close off as of 31st December each year. ***Please check dates each year as dates are subject to change!*** Therefore, it is recommended that work be started during the month of September to prepare and accumulate appropriate

supporting materials for the candidate.

- 4.2 The parents of the selected candidate should be notified of their son's/daughter's nomination.

5. MATERIALS

- 5.1 The accumulation and extent of supporting material is the responsibility of the Commanding Officer; however, the Commanding Officer may elect to have other Corps officers assist with compiling the needed documentation.
- 5.2 The following is a suggestion of the type and order of presentation of supporting materials:
 - 5.2.1 Photograph(s) of the cadet in uniform
 - 5.2.2 Letter of recommendation from the Commanding Officer.
 - 5.2.3 Letter of recommendation from the Cadet's school teacher.
 - 5.2.4 Information on enclosed Candidate Resume regarding the cadet's involvement in outside the corps activities and interests.
 - 5.2.5 Other letters of recommendation from such parties as; community, church, etc.

6. SUBMISSIONS

- 6.1 The materials as outlined in 5.2 should be inserted in a suitable folder or binding device along with an index.
- 6.2 These accumulated materials should be mailed to Ontario Division in sufficient time for the application to be received prior to the 15th of January. Corps are advised to keep a duplicate copy on file should the copy sent to Division go astray. The winning cadet will be announced at the following Annual General Meeting.
- 6.3 Photographs and other like materials cannot be returned, therefore, send only the items for which their return is not required.
- 6.4 Photographs which do not represent correct dress compliance do not help your candidate's case. Presentation is something that helps sell your nomination.

CANDIDATE RESUME

Name:

Age/Birth date:

Address:

Education:

Activities involved in:

(LIST ITEMS UNDER CATEGORIES; i.e. NAVY LEAGUE CADETS, SCHOOL, MINOR SPORTS, ETC.)