



314SQNA AFC NEWSLETTER 7/17

### **Activities**

1. Cadets should check the Activity Calendar in CadetOne (C1) regularly for upcoming activities, and nominate early.
2. New cadets will be sent instructions for logging in to C1, by email, later tonight.

### **Consent Forms**

3. For any AAFC activity except Tuesday evening training parades, cadets are required to bring **TWO completed** Consent Forms. Cadets can print the consent form from C1, with many of the fields already filled in, after their nomination for the activity has been accepted.
4. Initials are required in up to nine places (labelled “Its” or “Initial”), and the form must be signed by the parent/guardian and a witness. AAFC staff will NOT sign the witness section of the form unless they have actually witnessed the parent/guardian signing the form.

### **Congratulations**

5. 314 Squadron congratulates **CWOFF James-Greening, CWOFF Fury, CCPL Booth, CCPL De Brito** and **CCPL Hopkins** who were promoted WEF 01 Aug 17.

### **Recruiting**

6. 314 Squadron’s second intake of new cadets for 2017 is now complete, and a warm welcome is extended to the new cadets who were enrolled tonight.

### **Orders, Instructions and Publications**

7. All members and their parents/guardians should familiarise themselves with the **Squadron Standard Operating Procedures (SQN SOP)**, which are available for download from the SQN web site (<http://314sqn.aafc.org.au/sop>) and for viewing on the SQN notice board.
8. **HQAAFC POR 06/17** was released on 01 Aug 17; it is available for download from the Information Circular page of the AAFC Intranet (<https://members.cadetnet.gov.au/aafc/Lists/Announcements/Current%20ICs.aspx>).

### **Administration**

9. **SQN contributions** for the 2017 training year are \$80.00. Payment should be made to the FINO ASAP.
  - a. Any member whose family is experiencing financial difficulty is encouraged to have their parent/guardian contact the undersigned.

10. **C-LOG** should be used by cadets to request uniform issue or exchange. A cadet who has entered an exchange request in C-LOG should bring the old item to parade so it can be exchanged for the new item, otherwise the Squadron Supply Officer may refuse to process the exchange.

11. **Reminder:** Cadets who arrive before the building is open should have their parent/guardian wait with them until an AAFC staff member has arrived and the building has been opened. This is to ensure their safety.

12. **Reminder:** Only those cadets who have provided written approval from their parent/guardian to drive to and from squadron activities, and had that approval accepted by the CO, may do so; and only those cadets who have provided written approval from their parent/guardian to travel to and from AAFC activities as a passenger in a car driven by a cadet, and had that approval accepted by the CO, may do so. Templates for recording parent/guardian approval can be downloaded from the Administration page of the SQN web site (<http://314sqn.aafc.org.au/administration>).



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