



**2516 (Droitwich) Squadron
Air Training Corps**

The Cadet Centre,
Heritage Way,
Droitwich,
Worcestershire
WR9 8RF

Telephone: 01905 794436
Email: 2516@aircadets.org
Website: 2516droitwichsquadron.co.uk

Dear Parent/Guardian,

You have received this pack because your son/daughter/ward has expressed an interest in joining the Royal Air Force Air Cadets.

There are some forms included which need to be completed and returned to the Squadron as soon as possible.

Cadets will need to pay a joining fee of £5 and a subscription of £10 a month.

The Subscription is payable every month whether the cadet attends the Squadron or not. **Failure to pay the subscription may result in the cadet being expelled from the Squadron.** If there are any difficulties in making these payments, this can be discussed with me confidentially.

Please ensure you complete the below checklist promptly in order for your son/daughter/ward to join the Squadron without delay.

Parent/Guardian Checklist:

- £5 joining fee
- £10 a month Standing Order setup
- Consent form completed
- Gift Aid form completed
- Uniform size form completed

TICK AND RETURN THIS PAGE WHEN COMPLETE

There are many fantastic opportunities available to our cadets and I welcome you to the Squadron family.

If you have any further questions or matters you wish to discuss please contact me or one of my staff.

Yours Faithfully,

Flight Lieutenant Paul Wilde RAFVR(T)
Officer Commanding
2516 (Droitwich) Sqn



MONTHLY SUBSCRIPTION

Dear Parent/Guardian,

Welcome to 2516 (Droitwich) Squadron, we hope your child will enjoy their time with us, taking part in many of the exciting activities we have to offer.

To enable the Squadron to run we do require some money (£10 per month to be exact).

I would request that you pay subs monthly this can either be done by standing order with the following details:

Droitwich ATC Squadron

Sort Code: 30-99-90

Account No: 2176322

Some accounts may request you to place a 0 in front of the account above.

You will need to set the reference to your cadet's name.

Please set payments up at £10 per month.

If you wish to pay by cheque, please make payable to:

2516 (Droitwich) Squadron

If you have any further queries please do not hesitate to contact me at the squadron.

Yours Faithfully,

L Bratt

Mr. Les Bratt
Chairman
2516 (Droitwich) Squadron



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GIFT AID DECLARATION

To: The Treasurer, 2516 (Droitwich) Squadron

Please treat all donations since 6th April 2013 and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid Donations.

Title: _____ Forename(s): _____ Surname: _____

Address: _____

Postcode _____

Signature: _____ Date: _____

Cadets Full Name: _____ Date of Birth: _____

Notes:

1. You must pay an amount of Income Tax and /or Capital Gains Tax at least equal to the tax reclaimed on this donation and all your other charitable donations for which you have made a Gift Aid declaration.
2. Other taxes you pay such as Council Tax and VAT do not qualify under the Gift Aid scheme.
3. You can cancel this declaration at any time by notifying the Treasurer in writing, should your circumstances change, or for any other reason.
4. If you tax at a higher rate, you can claim further tax relief on your self-assessment tax return.

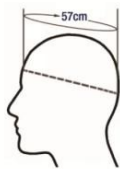
UNIFORM SIZE FORM

Please complete this form as accurately as possible to enable us to issue you the correct uniform size.

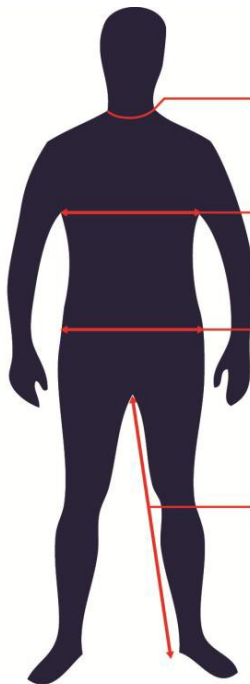
Name

Measurements in CM

Height		Waist	
Head		Waist to Knee	
Neck		Seat	
Chest		Hips	
		Inside Leg	



Head
Measure around the head for full diameter

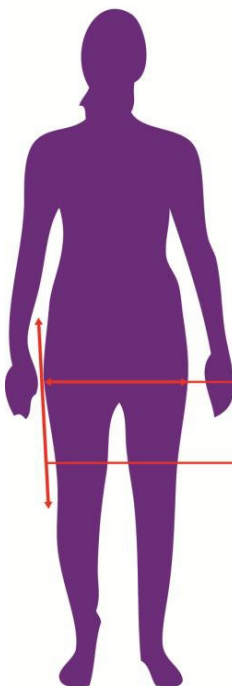


Neck/Collar
Measure around the neck at the base where your shirt would normally fit

Chest
Measure around the fullest part of the chest from just under the arms

Waist
Measure around the natural waistline where the trouser waistband would normally fit

Inside Leg
With your leg straight, measure from the crotch to the ankle bone



Seat/Hip
Measure around the widest part, with feet together (roughly 8" below natural waistline)

Waist to Knee
Measure from the natural waistline the centre of the knee cap

KEEP THIS PAGE FOR YOUR REFERENCE



KEY INFORMATION FOR PARENTS / GUARDIANS



PARADE NIGHTS	Tuesday 7.00 pm – 9.30 pm Thursday 7.00 pm – 9.30 pm (Cadets are expected to attend both nights) Want to know what is happening and what uniform is required? Check out the calendar on the Sqn website: Go to 2516droitwichsquadron.co.uk and click on 'Cadets'
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JOINING FEE	The joining fee is £5
SUBSCRIPTION	'Subs' are £10 per month (by standing order) They are payable every month whether you attend or not from the first month of attendance. Failure to pay the subscription may result in the cadet being expelled from the Squadron. You may wish to pay in cash until the standing order is completed.

CONTACT INFORMATION	
TELEPHONE	Landline: 01905 794436 Mobile: 07912 341757
EMAIL	2516@aircadets.org
WEBSITE	2516droitwichsquadron.co.uk
TWITTER	twitter.com/2516Sqn
FACEBOOK	facebook.com/2516DroitwichSqn
INSTAGRAM	instagram.com2516_droitwich_air_cadets

STAFF	
COMMANDING OFFICER	Flight Lieutenant Paul Wilde RAFVR(T) Mobile: 07912 341757
OFFICERS	Flight Lieutenant Simon Smith RAFVR(T) Mobile: 07977 783496 Pilot Officer Chris Handley RAFVR(T) Mobile: 07980 381290
SENIOR NON COMMISSIONED OFFICERS (SNCO)	Flight Sergeant Kate Title ATC
CIVILIAN COMMITTEE CHAIRMAN	Mr. Les Bratt

Frequently Asked Questions (FAQs)

What clothing should cadets wear before they get their uniform?

On starting with the Squadron, cadets will be expected to wear a shirt, tie and smart trousers/skirt with polished shoes. School uniform is acceptable.

When are cadets issued with uniform?

Uniform is issued after a probationary period once the cadet has completed initial training.

What will cadets do for the first few weeks?

Cadets will join a recruit flight where they will receive basic training in drill, uniform preparation and military knowledge. Once they have completed their basic training they will receive a certificate and a Record of Service book.

Several times throughout the year, enrolment ceremonies are held where recruits attest the cadet promise. Family members are usually invited to attend. We will send a formal invitation to you if an event is due to take place.

What kit do cadets need to buy?

Recruits will be issued with a uniform but some items need to be provided by the cadet.

Cadets often accrue a large amount of equipment as they engage in more activities and we do not expect cadets to purchase absolutely everything they might need right from the start.

However they must purchase the following ASAP:

- Parade Shoes
- Assault Boots (Black)
- Working Dress Belt (Olive Green)

If you have any questions regarding uniform or kit please get in touch with us.



How do cadets get involved in activities/events?

Cadets will get the opportunity to take part in various camps, training, sports and visits.

In order to attend these activities the cadet needs to:

1. Sign-up for the activities advertised on the notice-board
2. Submit consent forms & money before the deadline

Consent forms can be downloaded from our website:
2516droitwichsquadron.co.uk

How can I stay in touch with what the Squadron is up to?

You can 'like' us on Facebook, 'follow' us on Twitter and Instagram. Details on listed on the "Information for Parents / Guardians" sheet.

How can I contact Squadron staff?

Landline: 01905 794436 Mobile: 07912 341757 Email: 2516@aircadets.org

Individual contact numbers for our staff are available in '*Information for Parents/ Guardians*'.

Can I get involved in the Squadron?

Yes, we always welcome any help you can provide:

- Civilian Committee: Organise fundraising and monitor cadet welfare
- Squadron Staff: RAF Reserve VR(T) Officers
 Senior Non Commissioned Officers (SNCOs)
 Civilian Instructors

If you are interested in helping the Squadron in any way please get in touch with us at 2516@aircadets.org

Do cadets have to attend both Tuesday and Thursday nights?

Yes, it is important to cadets training that they attend every night.

If a cadet is unable to attend they must inform us prior and give a reason for their absence so it can be authorised.



ADULT VOLUNTEERS



Over 20? Seeking a new challenge? Would you like to develop skills, leadership qualities and gain qualifications too?

If you're aged over 20 you can volunteer. That's it. No need for military experience or any form of previous training - we'll take care of that. We're just looking for suitable, enthusiastic individuals to help our cadets get the most from their time with us.

The benefits of being a part of the Air Cadet Organisation are the same for volunteers as for cadets - the opportunity to do lots of exciting activities and develop personal skills and talents. As a volunteer this is free to you!

If you are interested in helping the Squadron in any way please get in touch with us at 2516@aircadets.org