

THE ARMY CADET LEAGUE OF CANADA (BRITISH COLUMBIA)



Army Cadet Medal of Merit- Howard Bar ACLC BC Branch Policy

Purpose:

To recognize and honour outstanding achievements and contributions of Army Cadets in BC, according to the National Policy.

Eligibility Criteria

1. National Policy determines eligibility criteria, and nominees should be selected and forwarded with a package as described in that Policy.
2. **Nomination Package:**
 - A complete Nomination Package must be submitted to the BC Branch by the nominee's corps' Support Committee Chairperson, in accordance with National Policy.
 - Where the nominee is a relative of their corps Commanding Officer, the Support Committee Chairperson, or the most senior army cadet in the corps, that relative should be replaced with an appropriate designate.
 - The Commanding Officer must redact the Cadet Training Record.
 - The nomination letter should include the names (and ranks, if applicable) of the three individuals who participated in the nomination process.
 - No other submission materials will be considered and should not be submitted.

British Columbia Nomination Process

1. **Nomination Period:**
 - Nominations will be accepted from May 1 to August 31 each year, except in 2025, when nominations will close on **September 23, 2025**. Cadet Nominations Packages are not time-limited to the prior Gold Star year and may include new information and achievements of their nominee up until the submission deadline.

2. Submission:

- All nomination packages must be submitted to the BC Branch Awards Committee via the Executive Director before the end of the nomination period.
- Nomination packages should be submitted to the following link: <https://form.jotform.com/251826023066250>. Please provide the cadet fortress card and nomination recommendation letters in one PDF document.
- Include current contact information for the Support Committee Chairperson in the online nomination application.
- Please be mindful of the privacy policy regarding cadet information used in the nomination process. Please only retain a copy of your Nomination Package – all other documents and digital files should be erased/destroyed.
- Please consider sharing a copy of the nomination letter with your corps' nominee AFTER successful Howard Candidates are announced.

Preliminary Screening Process

1. Preliminary Screening Panel (Rodger):

- Where the number of nominations received is more than two times the number of Howard Bars to be presented, two members of the BC Branch Awards Committee, along with the Executive Director, will be designated to evaluate and vet the nominations as a “Preliminary Screening Panel (Howard)” aka “Howard Panel”.
- Where there are sufficient nominations, the Howard Panel will forward the maximum number of nominations possible to the Howard Selection Jury, but not more than two times the number of bars available in a given year (the “Howard Candidates”).
- Members of the Howard Panel will not vote on the Howard Selection Jury, though they may attend.

2. Selection for Review:

- Each year that a Howard Panel is constituted, its members may determine what process they wish to use to evaluate nominations.
- The preliminary evaluation should consider geographical distribution based on cadet population, ensuring a fair representation of nominees is forwarded from different areas.

- Before delivery to the Howard Jury, the Executive Director will forward the Howard Candidates' Nomination Packages to the relevant Area OIC (RCSU) for additional screening and to validate the Cadet Training Records. If the RCSU representative determines a nominee is not appropriate to proceed, that nomination package will be removed from the Howard Candidates by the Executive Director. If RCSU identifies a publication/media concern regarding a candidate, the Executive Director will note the Nomination Package to ensure these requirements are met.

Rodger Selection Jury

1. Composition:

- The Howard Selection Jury, aka "Howard Jury," shall consist of:
- A minimum of two directors from the Army Cadet League of Canada (BC Branch);
- Two members of the Army Cadet League of Canada (BC Branch); and
- A representative from the Regional Cadet Support Unit (RCSU) as recommended by the CWO.
- *Members of the Howard Jury must commit to follow strict confidentiality and privacy conditions in handling the Howard Candidate Nomination Packages and agree to delete the nomination packages at the end of their selection process.*

2. Selection Process:

- The Executive Director will forward the Howard Candidates' nomination packages to the Howard Jury as soon as practicable after vetting by the RCSU.
- The Howard Jury will review the nominations received from the Howard Panel and meet to name recommended candidates before October 1 each year.
- The Howard Jury will ensure that the recommended candidates are dispersed geographically, where appropriate.
- Each year, the Howard Jury shall determine what process it wishes to use to determine the list of recommended candidates, and this will be recorded in the Minutes of the Howard Jury.
- The Minutes of the Howard Jury will be provided to the Executive Director and put on a BC Branch Board Agenda for consideration and approval.

- The Board must receive the recommendations of the Howard Jury no later than October 10, 2025, and no later than September 20 in subsequent years.
- The decision of the Board of the BC Branch is final.

Award Presentation

1. Number of Awards:

- The number of awards to be presented in British Columbia is determined by National policy from the Army Cadet League of Canada.

2. Award Ceremonies:

- The BC Branch will present the ACMM with a Howard bar at a Commanding Officer parade or another suitable occasion before December 31st each year.

3. Notification:

- The BC Branch will publicly announce the successful Howard Candidates, subject to any privacy concerns relayed by RCSU.
- The BC Branch will notify the ACLC National office of the successful Howard Candidates and confirm that the presentations have taken place.

Record Keeping

- The minutes of the Preliminary Screening Panel and the Howard Selection Jury will record the names of the participants and the names of the recommended candidates.
- At the end of the Howard Selection Jury, all Jury members agree to ensure all nomination packages are successfully deleted from all their devices and any digital print records of any kind are destroyed to protect cadet privacy.
- Once the successful Howard Candidates are announced, all remaining nomination package files will be deleted by all members of the BC Branch.

Review and Amendments

- This policy will be reviewed annually, and amendments will be made as necessary to ensure it remains relevant and practical.

Implementation Steps

1. Communicate the Policy:

- Ensure that all corps and cadets are informed about the award criteria and nomination process.

2. Training for Support Committee Members:

- Provide training for Support Committee Chairs on writing nominations, the selection process, and the criteria.

3. Monitor Compliance:

- Regularly check that the nomination and selection processes are being followed as outlined in the policy.
- Create a letter outlining privacy policy requirements for Awards Committee, Panel, and Jury members.

4. Recruit the Panel and Jury:

- Determine the Panel and the Jury members and set meeting dates.

