**How to request donations**

**for 12 RCACS**

This Serves as a quick guide to parents and members of 12 Royal Canadian Air Cadet Squadron, Squadron Sponsoring Committee (12 RCACS SSC). As a parent, you are automatically a general member of the SSC!

Air Cadets is a program that is funded partially by the department of national defense, however mostly through fundraising with our SSC. Without fundraising the program cannot function and our youth will not have the opportunities necessary as a part of the program. Although the program is FREE to join with no entrance fee, the cost of Admission is fundraising participation from the parents. This letter serves to outline one of the simpler and easier methods of fundraising, dropping off letters at businesses requesting sponsorships and donations on behalf of the SSC. You can have a couple letters on you, and drop them off at businesses you frequent, or in your local area!

**Step 1: Think of a business!**

If you know a business, either large cooperation, or local business that you believe would be able to support the Squadron through financial donations, or through donation of their goods and services, let the SSC know! If you can help, but don’t know any businesses, the SSC has a list of places to canvas! You can also read the letter, where it lists what kind of items we are looking for to help you make a decision!

**Step 2: Contact the SSC**

Let the SSC know what business you intend on dropping off donation letters to, or request some from the SSC. The SSC can then make sure there are not repeat requests, and then they can provide you with as many letters as you want in hard copy or digital form! You can email the SSC at volunteer.12air@outlook.com or president12air@outlook.com.

**Step 3: Drop off the letters!**

Visit the businesses and drop off the letter. Request to speak to a supervisor or manager. If one is available and you are comfortable you may engage in a discussion explaining what we are looking for, however if that is not an option, just leave the letter behind, and it has all the details to speak for itself. If any business requires a CRA number or tax receipt, direct them to contact the president, who has contact info on the letter. Do not freely offer a tax receipt or CRA number. As a point of reference, 12 RCACS (specifically the SSC) is a non-profit organization, not a registered charity.

**Step 4: Report Back!**

Report back to the SSC with what businesses you dropped off letters at, and what time! Also give details about the success or lack of so the SSC can track. For example, if the business does not do donations to local groups, we can record that, so we do not waste anyone’s time in the future. Also give positive information, such as any businesses interest or capability in supporting our Squadron in a larger or more permanent way.

12 City of Edmonton

Royal Canadian Air Cadet Squadron

6770 129 Ave NW, Edmonton AB, T5C 1V7

12air@cadets.gc.ca

**To our local community businesses and organizations:**

We are 12 Squadron Air Cadets, a youth program that invites all Canadian Youth ages 12-19 and has a rich 80 year history in supporting our local communities, and being apart of our Canadian Military history and traditions. We are asking for your assistance in running a successful program through donations. Our program invites youth of every economic status and does not charge entrance fee, and thus relies on volunteering and fundraising to run most of its operation. We are partially funded by the Department of National Defence; however, most of our program is funded by our civilian side Sponsoring Committee who runs our fundraising activities. Our Sponsoring Committee is a Non-Profit Organization that works to support our Cadets, so they in turn can support their communities.

We are asking local businesses and organizations for any assistance they can provide in ensuring our program stays alive. We understand the Covid-19 Pandemic has been hard on every corner of our community, and we are hoping your generosity can ensure that our youth still have access to rich and fulfilling communities like our program. Although financial donations and regular sponsorships are desired, we also would be willing to accept donations of items, such as sale items, open box goods, etc. Our program is mostly an educational program with some recreational components, and we would be happy to accept anything you would be able to give.

We would be happy to accept any items such as:

* School supplies or office equipment for cadet instruction and office usage for our staff.
* Electronic equipment, including Computers, printers, digital cameras, tablets, phones, etc
* Clothing management supplies such as hangers, tags, boot polishing equipment, garment bags, etc
* Sports equipment or marksmanship equipment like safety goggles,
* Gift cards or credit for food, transportation, etc
* Office and storage furniture such as desks, racks, bookcases, Storage Solutions (bins), etc
* Camping, picnic, and outdoor supplies
* Any and all other donations that could be used for auctions, fundraising, prizes for youth and adults, etc

Thank you for your consideration, and if you have any questions, would like to donate, have joint opportunities for fundraising programs, or would otherwise like to get involved with supporting out program, please contact our Sponsoring Committee Chairperson below.

Colette Ryland

Squadron Sponsoring Committee Chairperson

Email: President12air@outlook.com

Phone: 780 238 1676