



# No 1 (City of Wellington) Squadron

## Air Training Corps, New Zealand Cadet Forces

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### Unit Support Committee

393 Evans Bay Parade, Hataitai, Wellington 6021, New Zealand

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21FEB18

### WELLINGTON BRANCH OF AIR TRAINING CORPS ASSOCIATION OF NEW ZEALAND, UNIT SUPPORT COMMITTEE: ANNUAL SQUADRON FEES

#### GENERAL

1. Each year the Squadron requires annual fees to assist with the running of the Unit.
2. These fees are set by the Wellington Branch of ATCANZ, commonly referred to as the Unit Support Committee.

#### USAGE

3. This money is used to subsidise training activities, purchase equipment and supplies to assist in better quality training of Cadets, fund the basic administration costs of the Unit, and cover 1SQN's portion of the building maintenance costs.
4. The budgeting is based on available funds and annual fees, with additional fundraising activities being conducted during the year to finance capital purchases and to increase training subsidies. Fees include an annual building levy to cover costs associated with maintaining the Wellington Cadet Centre building.

#### NZCF OFFICER RESPONSIBILITY

5. NZCF is unique in that the volunteer officers take care of all aspects of the Unit, including delivery of training, administration and organisation of activities. The Officers do not have any responsibility over any funds or money of any sort.

#### USC RESPONSIBILITY

6. The Unit Support Committee is made up of key appointment holders, as well as all parents / caregivers of any current Cadets in the Unit.
7. The primary function of the Unit Support Committee is management and raising of funds, and therefore setting of fees for each Cadet.

#### FEES

8. 2018 fees are:
  - a. \$210 per Cadet – this is made up of \$150 fee and \$60 building levy.

#### PAYMENT

9. All payments can be made by:
  - a. **Internet banking:** 03 1537 0001067 00 (ATCANZ Wellington Branch). Reference: Cadet Surname, and "18FEE".

We encourage use of internet banking over other ways of payment.

- b. **Cheque** made payable to “ATCANZ, Wellington Branch” delivered to the “forms box”, in envelope clearly marked with Cadet Name and “2018 Annual Fee”. Please also write the Cadets name on the back of the cheque.
- c. **Cash** delivered to the ‘forms box”, in envelope clearly marked with Cadet Name and “2018 Annual Fee”.

### **BASIC FLIGHT CADETS**

- 10. Basic Flight Cadets incur several costs due early in the first year.
  - a. Firstly, as outlined above, annual fees, payable by 1 April 2018.
  - b. A Uniform Bond of \$120 is payable (also due by 1 April 2018) before your cadet can be issued with a uniform.
  - c. The bond is refunded in full when the Cadet leaves ATC, when the uniform is returned in good clean condition. Details of uniform will be explained by officers at the time of issue. We need to cover risk of damage or loss as the replacement cost of a full uniform is around \$600.

### **ACTIVITY FEES**

- 11. In 2017, the USC struggled to get the level of help required from parents necessary to raise the funds needed to fully subsidise Squadron Activities.
- 12. Therefore, we will be using the following approach this year:
  - a. Scaling back the unit wide fundraising
    - i. There will be just one or two fundraising events plus the raffle.
    - ii. These must be well supported as they will be essential for the equipment purchases required this year and to make up in shortfall in operating costs.
    - iii. This is will mean that activities are less subsidised, causing costs to parents / caregivers to increase per activity.
  - b. Activities such as shooting and sports days with minor expenses will continue to be covered where possible.

### **PARENTAL SUPPORT**

- 13. The USC requires support from parents for the fundraising activities.
- 14. The other way parents can help is to become an active supporter of the Unit and participate in meetings in which decision about funds etc are made. A small amount time is required, and the result is a much lighter burden on parents’ wallet, and increased flexibility in the training opportunities the Squadron can offer.

### **OTHER DETAILS**

- 15. If you wish to discuss payment of the Annual Fees, or if circumstances require you to make other arrangements, please do not hesitate to speak to the Unit Commander, Flying Officer Sophie Webber, who will put you in touch with the Chairperson of the USC, Mr Bede Crestani.

**BEDE CRESTANI**  
**Chairperson**  
Unit Support Committee  
Wellington ATCANZ Branch

**FLYING OFFICER SOPHIE WEBBER**  
**Cadet Unit Commander**  
No 1 (City of Wellington) Squadron  
Air Training Corps