



**COMMON TRAINING  
PROFICIENCY LEVEL FOUR  
INSTRUCTIONAL GUIDE**



**SECTION 1**

**EO M402.01 – PERFORM COMMUNITY SERVICE**

Total Time:

270 min

**PREPARATION**

**PRE-LESSON INSTRUCTIONS**

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-804/PG-001, *Proficiency Level Four Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to briefing the guest speaker.

The choice of activity is to be left to the discretion of the Commanding Officer (CO). Cadets will participate in a community service activity with a service group.

This activity may be conducted over a day (nine periods) or in three sessions of three periods each, based on local needs.

A guest speaker should introduce this lesson. The guest speaker should be made aware of the requirements of this lesson. Ensure that any information not covered is provided to the cadets through a question and answer session following the community service activity. If a guest speaker is unavailable, the instructor should procure as much information as possible on the selected activity from the community service group.

It is recommended that the guest speaker debrief the cadets following the community service activity.

**PRE-LESSON ASSIGNMENT**

Nil.

**APPROACH**

The experiential learning approach was chosen for this lesson as it allows the cadets to acquire new knowledge through a direct experience. By reflecting on what they have seen, felt and thought they are better able to connect this learning to past situations and use this learning to plan how this knowledge can be applied in future experiences.

**INTRODUCTION**

**REVIEW**

Nil.

**OBJECTIVES**

By the end of this lesson the cadet shall have performed community service.

**IMPORTANCE**

It is important for cadets to participate in community service activities as it contributes directly to supporting one of the aims of the cadet program—to develop attributes of good citizenship. It also allows the cadet to experience the benefits of volunteering and the positive impact it has on the community.

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**Teaching Point 1****Have the cadets perform a community service activity.**

Time: 270 min

Method: Experiential Learning

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**BACKGROUND KNOWLEDGE**

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Community service is defined as activities that help cadets develop attributes of good citizenship. Through active involvement in these activities, cadets will have a positive impact on local communities, contributing to community strength and vibrancy.

One way cadets perform community service is through the service groups in the community. Service groups or clubs aim to promote community welfare and goodwill.

The following is a description of the service groups that may be found in the community.

**THE ROYAL CANADIAN LEGION**

By the end of World War One (WW I) there were a total of 15 veterans' groups and a number of regimental associations representing former service members in Canada. Despite their common goal of helping returned servicemen in need, their efforts were fragmented and largely unsuccessful. In 1925, an appeal for unity led to the formation of the Dominion Veterans Alliance, out of which evolved The Canadian Legion of the British Empire Services League the following year.

World War Two (WW II) brought an influx of new demands. The Legion provided canteens, entertainment and reading material for those serving abroad and at home, as well as correspondence courses to help them return to civilian life. Most importantly, from the onset of war, the Legion began to prepare for the returning troops. Financial compensation, clothing allowances, pensions, medical treatment, preference in the civil service, vocational training and land settlements were all routinely arranged and provided. To this day the Legion maintains a nationwide network of professionals helping veterans, ex-service members and their families to secure the pensions and benefits to which they are entitled.

Although the Legion was founded to advance the cause of veterans, its grassroots structure led to community service. Almost every Legion branch in Canada is involved in one or more youth programs. It may be sponsoring a local hockey team, a cadet squadron or a scout troop. It may be sponsoring youth leadership training or other programs that meet the needs of youth in the community. The Legion wants Canadian youth to know that the freedoms they enjoy did not come without a price. The Legion supports the CCM to promote leadership, fitness and the spirit of patriotism. It also supports the Legion Medal of Excellence to honour outstanding cadets.

Today, with more than 450 000 members, The Royal Canadian Legion is the largest veterans-based community service organization in the country, contributing millions of dollars and voluntary hours to help Canadians, particularly veterans, seniors and youth. Most Canadians associate the Legion with remembrance ceremonies and activities perpetuating the memory of those who died in the two world wars and the Korean War. Probably the most widely known activity is The Poppy and Remembrance Campaign in which Legion members, friends and cadets distribute poppy emblems for donations to raise money for veterans, ex-service members and their families.

**LIONS CLUB**

Since 1917, Lions have served the world's population through hard work and commitment to make a difference in the lives of people everywhere. With 1 436 487 members serving in more than 44 500 clubs in more than 180 countries and geographic areas, Lions Club International is the world's largest service club organization. Canada alone has more than 1 900 clubs and more than 49 000 members. Lions are recognized worldwide for their service to the blind and visually impaired. The club motto is "We Serve."

The following are the Lions Club International objectives:

- Create and foster a spirit of understanding among the peoples of the world.
- Promote the principles of good government and good citizenship.
- Take an active interest in the civic, cultural, social and moral welfare of the community.
- Unite the clubs in the bonds of friendship, good fellowship and mutual understanding.
- Provide a forum for the open discussion of all matters of public interest; provided, however, that club members should not debate partisan politics and sectarian religion.
- Encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

## **ROTARY CLUB**

Founded in 1905, by Chicago lawyer Paul Harris and three business acquaintances, Rotary International is a worldwide organization of more than 1.2 million members, in more than 29 400 clubs in 160 countries.

The objective of the Rotary Club is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

1. the development of acquaintances as an opportunity for service;
2. high ethical standards of business and profession, the recognition of the worthiness of all useful occupations, and the dignifying by each Rotarian of their occupation as an opportunity to serve society;
3. the application of the ideal of service by every Rotarian to their personal business and community life; and
4. the advancement of international understanding, goodwill and peace, through a world fellowship of business and professional persons united in the ideal of service.

A good example of Rotary's work is their partnership with the World Health Organization (WHO) and the United Nations (UN) to immunize all the children of the world against Poliomyelitis—the Wild Polio Virus (WPV). To date, a million volunteers mobilized by Rotary have immunized a billion children throughout the developing world. The goal of the Polio Plus campaign was to certify the eradication of WPV by the year 2005—Rotary's 100th anniversary. In 2005, Rotarians and partners celebrated the tremendous progress made towards WPV eradication.

## **KIWANIS CLUB**

The first Kiwanis club was organized in Detroit, Michigan on January 21, 1915. A year later the Kiwanis Club of Hamilton, Ontario, was chartered, and Kiwanis International grew rapidly into a leading service club in these two founding nations. In 1962, worldwide expansion was approved, and today Kiwanis and its Service Leadership Programs boast a membership of more than 600 000 men, women, and youth in nearly 16 000 clubs in more than 70 countries and geographic areas.

Members of Kiwanis and its Service Leadership Programs volunteer more than 21 million hours and invest more than \$113 million in their communities around the world. Kiwanis is taking itself from a good organization to a truly great organization that defines excellence for service and leadership and builds leaders through service opportunities.

Kiwanis continues its service emphasis of "Young Children: Priority One," which focuses on the special needs of children from prenatal development to age five. In a typical year, "Young Children: Priority One" service projects involve more than US \$14 million and 1 million volunteer hours.

In 1994, Kiwanis launched its first Worldwide Service Project, a \$75 million campaign in partnership with UNICEF to eliminate iodine deficiency disorder (IDD) by the year 2000. IDD is rare in areas where iodized salt is used, but in other parts of the world, IDD is the leading cause of preventable mental and physical retardation. As many as 1.5 billion people are at risk, especially young children. In 2000, \$62 million was raised, and the goal of \$75 million was surpassed in 2001.

### **THE UNITED WAY**

The United Way is a non-profit organization that works in partnership with community agencies and organizations. By bringing groups together to share experience and expertise, the United Way is working with others to improve community life. Each year the United Way collects millions of dollars needed for essential health and social services and programs. The money is carefully distributed to meet the greatest need in the community and a rigorous review process ensures that the money is spent effectively.

### **BOYS AND GIRLS CLUB**

The Boys and Girls Club enhances the quality of life for children and youth by providing a safe and welcoming environment. It offers supervised activities, support and counselling for young people aged 6 to 18 years. They also provide a social service for “at risk youth” and youth with special needs.

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## **ACTIVITY**

### **OBJECTIVE**

The objective of this activity is to have the cadets assist a service group in the performance of community service.

### **RESOURCES**

Nil.

### **ACTIVITY LAYOUT**

Nil.

### **ACTIVITY INSTRUCTIONS**

1. Brief the cadets on safety guidelines or any other guidelines pertaining to the activity.
2. Have the guest speaker from the service group being assisted explain the following:
  - a. the objectives and importance of the activity,
  - b. resources required,
  - c. the set-up of the activity, and
  - d. safety guidelines while performing the activity.
3. Have the cadets participate in the activity and where possible, perform the duties of a team leader.
4. Have the guest speaker debrief the cadets.
5. If the cadets are assigned as team leaders, they will be debriefed on their performance as part of PO 403 (Act as a Team Leader).



Observation of the activity is important so additional questions can be developed for the reflection stage. Make observations of the cadets, to include:

- a. how the cadets reacted to the activity; and
- b. what area they appeared to enjoy most / least.

## SAFETY

Identify boundaries in place.

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## REFLECTION

Time: 30 min

## GROUP DISCUSSION



### TIPS FOR ANSWERING / FACILITATING DISCUSSION:

- Establish ground rules for discussion, eg, everyone should listen respectfully; don't interrupt; only one person speaks at a time; no one's ideas should be made fun of; you can disagree with ideas but not with the person; try to understand others as much as you hope they understand you; etc.
- Sit the group in a circle, making sure all cadets can be seen by everyone else.
- Ask questions that will provoke thought; in other words avoid questions with yes or no answers.
- Manage time by ensuring the cadets stay on topic.
- Listen and respond in a way that indicates you have heard and understood the cadet. This can be done by paraphrasing their ideas.
- Give the cadets time to respond to your questions.
- Ensure every cadet has an opportunity to participate. One option is to go around the group and have each cadet answer the question with a short answer. Cadets must also have the option to pass if they wish.
- Additional questions should be prepared ahead of time.

## SUGGESTED QUESTIONS:

- Q1. How did you feel about the activity?
- Q2. What did you feel you accomplished?
- Q3. What benefit did the community receive from your participation?
- Q4. In what other ways can you be a more active citizen based on this experience?
- Q5. When performing a leadership assignment during the day, how did you motivate the team to complete the activity?

- Q6. When performing a leadership assignment during the day, did you have to solve any problems? What did you do?
- Q7. If given the chance to lead cadets while performing community service again, would you do anything differently?



Other questions and answers will develop throughout the group discussion. The discussion should not be limited to only those suggested.



Reinforce those answers given and comments made during the group discussion, ensuring the teaching points have been covered.

### TEACHING POINTS

- TP1. Provide a direct benefit to the community (eg, support of a non-profit group's fundraising event, community cleanup, and trail maintenance project).
- TP2. Promote citizenship attributes.

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### CONCLUSION

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### REVIEW

Upon completion of the group discussion the instructor will conclude by summarizing the discussion to ensure that all teaching points have been covered. Take this opportunity to explain how the cadet will apply this knowledge and / or skill in the future.

### HOMEWORK / READING / PRACTICE

Nil.

### METHOD OF EVALUATION

Nil.

### CLOSING STATEMENT

The Canadian Cadet Movement (CCM) strives to develop in youth the attributes of good citizenship. Actively participating in the community provides opportunities to assist members of the community and demonstrate those attributes. Seek out additional ways to assist in the community when possible.

### INSTRUCTOR NOTES / REMARKS

A sample listing of community-based / oriented groups includes:

1. The Trans Canada Trail,
2. Local environmental groups,
3. The Children's Wish Foundation of Canada,

4. Hospital committees,
5. Alzheimer Society of Canada,
6. Canadian Cancer Society,
7. Arthritis Society of Canada,
8. Big Brothers Big Sisters of Canada,
9. The Royal Canadian Legion,
10. The Rotary Club,
11. The Kinsmen Club,
12. The Kiwanis Club,
13. Lions Club International,
14. Local food bank,
15. Canadian Red Cross,
16. United Way of Canada, and
17. The United Nations Educational, Scientific and Cultural Organization (UNESCO).

Additional information should be obtained from the chosen group to assist the instructor in the development of the initial briefing, and to provide information, as required, for specific activities.

This activity may be conducted over a day (nine periods), or in three sessions of three periods each, based on local needs.

The community service activity selected shall not have any partisan political association, or be seen to promote or support any single religious denomination or belief system.

The community service activity selected shall not directly benefit the cadet squadron or the cadet squadrons' sponsor.

When developing the squadron training plan, training staff are to review the similar instructional periods found in all levels of the training program, and are encouraged to pool resources between proficiency levels when possible.

This activity provides opportunities for cadets to complete a leadership assignment as outlined in PO 403 (Act as a Team Leader).

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## REFERENCES

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