Memorandum of Understanding

Between

The Canadian Armed Forces
(As Represented by the Commander National Cadet and Junior Canadian Rangers Support Group)

and

The Duke of Edinburgh’s International Award - Canada
(As Represented by the National President of the Duke of Edinburgh’s International Award - Canada)

Concerning

Receipt of The Duke of Edinburgh’s International Award - Canada

1. Introduction:

1.1 The Duke of Edinburgh’s International Award Program is a long-standing international award program for youth from age 14-24. It aims at encouraging community service and self-improvement by providing an award framework that recognizes certain activities. The award includes three levels of recognition; bronze, silver and gold. The bronze and silver levels require the recipient to have completed four components of the program, namely volunteer community service, developing a hobby or skill, participation in physical fitness activities and outdoor overnight expeditions or adventurous journey. For the gold level, the recipient also has to complete a fifth component; a gold project that requires the youth to undertake a shared activity away from home, over a period of no less than five days/four nights.

1.2 The Canadian Cadet Organizations (including the Cadet and the Junior Canadian Rangers Programs) are federally sponsored programs for young Canadians ages 12 to 18 who are interested in participating in a variety of challenging and rewarding activities, and learning more about the Canadian Armed Forces. Cadets and Junior Canadian Rangers (JCRs) are encouraged to become active and responsible members of their communities. They learn valuable life and work skills like teamwork, leadership, and citizenship. Cadets and JCRs also reap the personal benefits of increased self-confidence and physical fitness, learning how to take initiative, and how to make decisions. Cadets and JCRs make valuable contributions to Canadian society on a daily basis in terms of environmental, citizenship and community activities.

1.3 The three aims of the Cadet Program are to:

a. develop in youth the attributes of good citizenship and leadership;

b. promote physical fitness; and

c. stimulate the interest of youth in the sea, land and air activities of the Canadian Armed Forces.
1.4 The objectives of the JCR Programme are to:

a. impart traditional community skills;

b. impart life skills; and

c. impart Ranger skills.

2. Objectives and Scope:

2.1 The Duke of Edinburgh's International Award is widely recognized and regarded by employers and those involved in education. Some of the benefits of the Award include developing or discovering a sense of achievement in recipients; new skills and interests; self-confidence and self-reliance; leadership skills and abilities; exciting opportunities; friendship; experience of teamwork, problem-solving and decision-making; increased motivation; enhanced self-esteem; development of communication skills; a network of local, national and international connections; enjoyment. Given that the goals and principles of The Duke of Edinburgh's International Award Program complement those of the Canadian Cadet Organizations (CCO) a National Arrangement will be introduced to enhance cooperation between The Duke of Edinburgh’s Award International Award – Canada and the National Cadet and Junior Canadian Rangers Support Group.

2.2 Liaison between the CCO and The Duke of Edinburgh’s International Award – Canada will be established as follows:

a. the National Cadet and Junior Canadian Rangers Support Group will appoint the National Headquarters Chief of Staff to interface directly with the Executive Director of the Duke of Edinburgh’s International Award – Canada;

b. each Regional Cadet Support Unit / Canadian Ranger Patrol Group will appoint award coordinators to liaise with Duke of Edinburgh’s Award Program representatives at the Provincial / Territorial level. Normally, this appointee will be the applicable J3 Area OIC / JCR Trg O. The Duke of Edinburgh’s Award Program intends to provide required training to CCO award coordinators; and

c. each participating Corps / Squadron / Patrol is encouraged to appoint a Unit Award Leader. Where none is available, the J3 Area OIC / CRPG may choose to appoint a Zone Trg O / CRPG staff member. Unit Award Leaders will assist participants and ensure all requirements of the award have been met. The Duke of Edinburgh’s Award Program intends to provide required training to CCO award leaders.

Note: Zone Trg Os / CRPG staff will work with corps / squadrons / patrols to coordinate multi-unit adventurous journeys where possible in order to streamline resources and reduce barriers to participants.

2.3 National Cadet and Junior Canadian Rangers Support Group will fully respect the Duke of Edinburgh’s International Award requirements as outlined in Annex A.

2.4 The Duke of Edinburgh’s International Award – Canada concurs with the equivalencies outlined in Annex B. Furthermore, where The Award is a leisure time activity program, equivalencies obtained through cadet training, where the
participant/cadet is employed and paid by DND, will not qualify (eg, a cadet who is employed as a staff cadet, will not be given credit for "service" where they received payment for that service nor for an "expedition" where they received payment for that expedition). This would not include course cadets who receive a training bonus.

2.5 National Cadet and Junior Canadian Rangers Support Group will use the official Duke of Edinburgh’s International Award - Canada paper record book / online record book (ORB) for Cadet and JCR participants, as applicable, by Division. Divisions will be responsible for assessing and approving Awards.

2.6 With respect to the use of intellectual property, both the CCO and the Duke of Edinburgh’s International Award – Canada intends to seek concurrence before using Name, Logo and Materials for the purposes of running the Award Programme in any particular location.

2.7 Participation in approved CCO activities results in the extension of existing insurance policies available through the Department of National Defence and / or the Navy League of Canada, Army Cadet League of Canada and Air Cadet League of Canada where applicable.

2.8 The participants acknowledge that all CCO personnel who supervise Cadets and JCRs (whether members of the CAF or civilian volunteers) are required to undergo and maintain current Police Record Checks (PRC) and Vulnerable Sector Screening (VSS), as required by the Cadet Administrative Training Order 23-07, DAOD 5002-1, and the National Defence Security Policy.

2.9 The Participants acknowledge that notwithstanding the wording used in this MOU, neither the MOU as a whole nor any of its parts taken separately are, or ever have been, intended to be a contract and no contractual obligations are incurred by the Participants as a result of the existence of this MOU.

2.10 This MOU is in no way intended to be a procurement instrument. Any material procurement resulting from, or required by, the implementation of the MOU must be accomplished in accordance with the applicable procurement laws, regulations and financial authorities.

3. Financial Arrangements:

3.1 This MoU will not impose any financial responsibilities on its participants, except that each participant will be responsible for the funding cost it incurs in its own interest, related to the support of the MoU.

3.2 Notwithstanding sentence 3.1, there will be a participant registration fee required of individuals for each level of the award. The Duke of Edinburgh’s International Award – Canada will set this registration fee.

4. Settlement of Disputes:

4.1 Any disputes arising as a result of the interpretation or implementation of this MOU will be resolved only by consultation by the Participants and will not be referred to a national or international tribunal or any other third party for resolution.
5. **Amendment:**

5.1 The National Cadet and Junior Canadian Rangers Support Group and the Duke of Edinburgh’s International Award – Canada will review and update this MOU when considered necessary.

5.2 This MOU may be amended only with the Participants mutual, written consent.

6. **Duration, Withdrawal and Termination:**

6.1 This MOU will remain in effect until 31 March 2023.

6.2 Either Participant may withdraw from this MOU with 90 days prior written notice to the other.

6.3 This MOU may be terminated, effective immediately, by mutual written consent of the Participants.

7. **Effective Date and Signature:**

7.1 This MoU becomes effective on the date of the later signature.

FOR THE CANADIAN ARMED FORCES:

\[Signature\]

K.L. Woiden, OMM, CD
Brigadier-General
Commander National Cadet and Junior Canadian Rangers Support Group
Date: Sept 11, 2017

FOR THE DUKE OF EDINBURGH’S INTERNATIONAL AWARD – CANADA

\[Signature\]

Lou Gizzarelli
National President
Duke of Edinburgh’s International Award - Canada
Date: Sept 11, 2017
### Annex A

**The Duke of Edinburgh's International Award – Canada Award Requirements**

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<tr>
<th>Award Level &amp; Age Requirements</th>
<th>Service</th>
<th>Skills</th>
<th>Physical Recreation</th>
<th>Adventurous Journey</th>
<th>Residential Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRONZE</td>
<td>13 weeks</td>
<td>13 weeks</td>
<td>13 weeks</td>
<td>To encourage a spirit of adventure and discovery while undertaking a journey in a group</td>
<td>Additional requirement completed at Gold level to broaden participants' experience through involvement with others unknown to them in a residential setting</td>
</tr>
<tr>
<td>Minimum start age 14.</td>
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<tr>
<td>Complete 4 sections as indicated.</td>
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<tr>
<td>SILVER</td>
<td>26 weeks</td>
<td>26 weeks</td>
<td>26 weeks</td>
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<tr>
<td>Minimum start age 15.</td>
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<tr>
<td>Complete 4 sections as indicated.</td>
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<tr>
<td>GOLD</td>
<td>52 weeks</td>
<td>52 weeks</td>
<td>52 weeks</td>
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<tr>
<td>Minimum start age 16.</td>
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<tr>
<td>Complete 5 sections as indicated.</td>
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</tr>
</tbody>
</table>

### Examples

- **Voluntary work with seniors, challenged youth, homeless groups, etc.**
- **School activities with peers, student council, year book, etc.**
- **Music, computer programming, crafts, graphic arts, life skills, collections, etc.**
- **Individual or team activities such as soccer, karate, fencing, swimming, hockey, basketball, ballet, dance, skiing, yoga, cycling, badminton, etc.**
- **If you break a sweat it counts!**
- **Training courses, student exchanges, cultural or service projects, conferences, etc.**

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Participants must be registered with their Division before starting their Award. Participants to complete all sections at one level before progressing on to the next level. 

***Participants must be at least 16 years of age to embark on their Residential Project.***

Revised August 24th, 2016

dukeofed.org
Annex B

Royal Canadian Air Cadets – D of E Program Equivalencies

Expeditions

M190.01 – Pack Personal Equipment for a Field Exercise
M190.02 – Maintain Personal Equipment and Hygiene in the Field
M190.07 – Erect, Tear Down and Pack Tents
C190.05 – Identify Environmental injuries
M290.02 – Constructed a Lean-to-Shelter
M290.05 – Identify Hiking Techniques
M390.03 – Determine Grid References
M390.04 – Determine Distance on a Map ad on the Ground
C390.01 – Identify Types of Maps
C390.04 – Orient a Map Using a Compass
M390.01 – Identify Parts of the Compass
M390.05 – Determine Bearings on a Map and on the Ground
C390.05 – Calculate Magnetic Declination
M490.01 Assemble an Emergency Survival Kit
M490.02 – Operate a Stove and a Lantern
C390.12 – Perform Minor First Aid in a Field Setting

Service

M102.01 – Perform Community Service
C102.01 – Participate in a Ceremonial Parade
C102.02 – Perform Community Service
C120.03 – Contact a Canadian Forces Member on Deployment
M202.01 – Perform Community Service
M302.01 – Perform Community Service
M309.07 – Instruct a 15-Minute Lesson
C309.03 – Instruct a 15-Minute Lesson
C309.06 – Instruct a 15-Minute Drill Lesson
M402.01 – Perform Community Service
M409.05 – Instruct a 30-Minute Lesson
C409.02 – Instruct a 30-Minute Lesson
C409.03 – Act as an Assistant Instructor
C409.05 – Act as an Assistant Drill instructor
C409.06 – Instruct a 30-Minute Lesson
502PC – Perform Community Service
503PC – Lead Cadet Activities
509 PC – Instruct Cadets

Physical Fitness

M105.01 – Participate in Physical Activities
C105.01 – Participate in Physical Activities
C105.02 – Participate in an Organized Intramural Sports Event
C105.03 – Participate in an Orienteering Event
M108.01 – Adopt the Position of Attention, Stand at Ease, and Stand Easy
M108.02 – Execute a Salute at the Halt without Arms
M108.03 – Execute Turns at the Halt
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M108.04 – Close to the Right and Left
M108.05 – Execute Paces Forward and to the Rear
M108.06 – Execute the Movements Required for Right Dress
M108.07 – Execute an Open Order and Close Order March
M108.08 – March and Halt in Quick Time
M108.09 – Execute Marking Time, Forward, and Halting in Quick Time
M108.10 – Execute a Salute on the March
M108.11 – Pay Compliments with a Squad on the March
C108.01 – Execute Supplementary Drill Movements
C108.02 – Participate in a Drill Completion
M204.01 – Perform the Pacer (Beginning Year)
M204.05 – Perform the Pacer (End Year)
C204.01 – Perform the Pacer (Mid Year)
M205.01 – Participate in Organized Recreational Team Sports
M208.01 – Execute Left and Right Turns on the March
M208.02 – Form Single File from the Halt
C208.01 – Practice Ceremonial Drill as a Review
C208.02 – Execute Drill with Arms
C211.02 – Run on Alternate Terrain
C211.03 – Fire the Cadet Air Rifle using a Sling Following Physical Activity
C211.04 – Participate in a Competitive Summer Biathlon Activity
C290.05 – Participate in a Hike
M304.02 – Participate in the Cadet Fitness Assessment
C304.01 – Participate in the Cadet Fitness Assessment
M305.01 – Participate in Organized Recreational Team Sports
M308.01 – Prepare a Squad for Parade
M308.02 – Deliver Words of Command
C308.01 – Execute Flag Drill
C308.02 – Deliver Words of Command
C311.01 – Practice Aiming and Firing the Cadet Air Rifle Following Physical Activity
C311.02 – Participate in a Recreational Summer Biathlon Activity
M404.01 – Participate in the Cadet Fitness Assessment
M405.01 – Participate in Organized Recreational Team Sports
M408.03 – Command a Squad
M504.01 – Participate in the Cadet Fitness Assessment

Skills

<table>
<thead>
<tr>
<th>Aircraft maintenance</th>
<th>Designing drill sequence</th>
<th>Instructional techniques</th>
</tr>
</thead>
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<tr>
<td>Aircrew survival</td>
<td>Effective speaking</td>
<td>Marksmanship</td>
</tr>
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<td>Aviation studies</td>
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<td>Model building</td>
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<td>Biathlon</td>
<td>First aid</td>
<td>Music training</td>
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<tr>
<td>Chess</td>
<td>Flag party</td>
<td>Orienteering</td>
</tr>
<tr>
<td>Camp craft</td>
<td>Gliding</td>
<td>Officiating and refereeing</td>
</tr>
<tr>
<td>Coaching a sports team</td>
<td>Ground school</td>
<td></td>
</tr>
</tbody>
</table>

Note: This is meant to be a guide and not an exhaustive list of potential skills offered in the Air Cadet Program
Annex B

**Royal Canadian Army Cadets – D of E Program Equivalencies**

**Expeditions**

M224.04 – Identify Emergency Shelters  
M324.01 – Construct an Improvised Shelter  
M121.05 – Recognize Environmental Hazards  
M121.06 – Identify Environmental Injuries  
M221.04 – Perform Basic First Aid  
M122.01 – Identify Types of Maps  
M122.05 – Determine a Grid Reference  
M222.04 – Determine Distance Along a Route  
M322.02 – Calculate Magnetic Declination  
M222.02 – Describe Bearings  
M222.03 – Identify Compass Parts  
M222.06 – Follow a Magnetic Breaking Point to Point  
M121.08 – Apply “Leave No Trace” Camping  
C224.01 – Cook in the Field  
M121.01 – Select Personal Equipment  
M121.02 – Transport Personal Equipment  
M221.02 – Identify Section (group) Equipment  
M425.03 – Develop an Expedition Equipment List

**Service**

M102.01 – Perform Community Service  
C102.01 – Participate in a Ceremonial Parade  
C102.02 – Perform Community Service  
M202.01 – Perform Community Service  
M302.01 – Perform Community Service  
M309.07 – Instruct a 15-Minute Lesson  
C309.03 – Instruct a 15-Minute Lesson  
C309.06 – Instruct a 15-Minute Drill Lesson  
M402.01 – Perform Community Service  
M409.05 – Instruct a 30-Minute Lesson  
C409.02 – Instruct a 30-Minute Lesson  
C409.03 – Act as an Assistant Instructor  
C409.05 – Act as an Assistant Drill instructor  
C409.06 – Instruct a 30-Minute Lesson  
502PC – Perform Community Service  
503PC – Conduct an Activity

**Physical Fitness**

C104.01 – Participate in the Cadet Fitness Assessment  
M105.01 – Participate in Physical Activities  
C105.01 – Participate in Organized Sports Tabloids  
C105.02 – Participate in an Organized Intramural Sports Event  
C105.03 – Participate in an Orienteering Event  
M108.01 – Adopt the Position of Attention, Stand at Ease, and Stand Easy  
M108.02 – Execute a Salute at the Halt Without Arms  
M108.03 – Execute Turns at the Halt
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M108.04 – Close to the Right and Left  
M108.05 – Execute Paces Forward and to the Rear  
M108.06 – Execute the Movements Required for Right Dress  
M108.07 – Execute an Open Order and Close Order March  
M108.08 – March and Halt in Quick Time  
M108.09 – Execute Marking Time, Forward, and Halting in Quick Time  
M108.10 – Execute a Salute on the March  
M108.11 – Pay Compliments with a Squad on the March  
C108.01 – Execute Supplementary Drill Movements  
C108.02 – Participate in a Drill Completion  
M123.02 – Participate in a Day Hike  
C111.04 – Participate in a Recreational Summer Biathlon Activity  
C123.03 – Participate in Snowshoeing  
M204.01 – Perform the Pacer (Beginning Year)  
M204.05 – Perform the Pacer (End Year)  
C204.01 – Perform the Pacer (Mid Year)  
M205.01 – Participate in Organized Recreational Team Sports  
M208.01 – Execute Left and Right Turns on the March  
M208.02 – Form Single File from the Halt  
C208.01 – Practice Ceremonial Drill as a Review  
C208.02 – Execute Drill with Arms  
C211.02 – Run on Alternate Terrain  
C211.03 – Fire the Cadet Air Rifle using a Sling Following Physical Activity  
C211.04 – Participate in a Competitive Summer Biathlon Activity  
M304.02 – Participate in the Cadet Fitness Assessment  
C304.01 – Participate in the Cadet Fitness Assessment  
M305.01 – Participate in Organized Recreational Team Sports  
M308.01 – Prepare a Squad for Parade  
M308.02 – Deliver Words of Command  
C308.01 – Execute Flag Drill  
C308.02 – Deliver Words of Command  
C311.01 – Practice Aiming and Firing the Cadet Air Rifle Following Physical Activity  
C311.02 – Participate in a Recreational Summer Biathlon Activity  
M326.02 a-c – Paddle a Canoe, Ride a Mountain Bike, Hike Along a Route  
M404.01 – Participate in the Cadet Fitness Assessment  
M405.01 – Participate in Organized Recreational Team Sports  
M408.03 – Command a Squad  
M426.02 a-e – Paddle a Canoe, Ride a Mountain Bike, hike Along a Route, Snowshoe Along a Route.  
M504.01 – Participate in the Cadet Fitness Assessment  

Skills  

<table>
<thead>
<tr>
<th>Biathlon</th>
<th>Effective speaking</th>
<th>Music training</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp craft</td>
<td>First aid</td>
<td>Orienteering</td>
<td></td>
</tr>
<tr>
<td>Coaching a sports team</td>
<td>Flag party</td>
<td>Officiating and refereeing</td>
<td></td>
</tr>
<tr>
<td>Designing drill sequence</td>
<td>Knot tying</td>
<td>Survival training</td>
<td></td>
</tr>
<tr>
<td>Expedition skills</td>
<td>Instructional techniques</td>
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<td></td>
</tr>
<tr>
<td>Geocaching</td>
<td>Marksmanship</td>
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<td></td>
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</tbody>
</table>

Note: This is meant to be a guide and not an exhaustive list of potential skills offered in the Army Cadet Program
Annex B

Royal Canadian Sea Cadets – D of E Program Equivalencies

Expeditions

M423.01 – Identify Aspects of a Chart
M423.03 – Describe Latitude and Longitude
M423.04 – Plot a Fix
C423.01 – Plot a Position Using a Three-Bearing Fix
M423.02 – Use Navigation Instruments

Service

M102.01 – Perform Community Service
C102.01 – Participate in a Ceremonial Parade
C102.02 – Perform Community Service
M202.01 – Perform Community Service
M302.01 – Perform Community Service
M309.07 – Instruct a 15-Minute Lesson
C309.03 – Instruct a 15-Minute Lesson
C309.06 – Instruct a 15-Minute Drill Lesson
M402.01 – Perform Community Service
M409.05 – Instruct a 30-Minute Lesson
C409.02 – Instruct a 30-Minute Lesson
C409.03 – Act as an Assistant Instructor
C409.05 – Act as an Assistant Drill instructor
C409.06 – Instruct a 30-Minute Lesson
502PC – Perform Community Service
503PC – Conduct an Activity

Physical Fitness

M105.01 – Participate in Organized Recreational Team Sports
C105.01 – Participate in Organized Sports Tabloids
C105.02 – Participate in an Organized Intramural Sports Event
C105.03 – Participate in an Orienteering Event
M108.01 – Adopt the Position of Attention, Stand at Ease, and Stand Easy
M108.02 – Execute a Salute at the Halt without Arms
M108.03 – Execute Turns at the Halt
M108.04 – Close to the Right and Left
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M108.09 – Execute Marking Time, Forward, and Halting in Quick Time
M108.10 – Execute a Salute on the March
M108.11 – Pay Compliments with a Squad on the March
C108.01 – Execute Supplementary Drill Movements
C108.CA – Participate in a Drill Completion
C111.04 – Participate in Summer Biathlon Activity
M204.01 – Perform the Pacer (Beginning Year)
M204.05 – Perform the Pacer (End Year)
C204.01 – Perform the Pacer (Mid Year)
M205.01 – Participate in Organized Recreational Team Sports
M208.01 – Execute Left and Right Turns on the March
M208.02 – Form Single File from the Halt
C208.01 – Practice Ceremonial Drill as a Review
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C211.02 – Run on Alternate Terrain
C211.03 – Fire the Cadet Air Rifle using a Sling Following Physical Activity
C211.04 – Participate in a Competitive Summer Biathlon Activity
M304.02 – Participate in the Cadet Fitness Assessment
C304.01 – Participate in the Cadet Fitness Assessment
M305.01 – Participate in Organized Recreational Team Sports
M308.01 – Prepare a Squad for Parade
M308.02 – Deliver Words of Command
C308.01 – Execute Flag Drill
C308.02 – Deliver Words of Command
C311.01 – Practice Aiming and Firing the Cadet Air Rifle Following Physical Activity
C311.02 – Participate in a Recreational Summer Biathlon Activity
M405.01 – Participate in Organized Recreational Team Sports
M408.03 – Command a Squad
M504.01 – Participate in the Cadet Fitness Assessment

Skills

<table>
<thead>
<tr>
<th>Biathlon</th>
<th>Colour party</th>
<th>Officiating and refereeing</th>
</tr>
</thead>
<tbody>
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<td>Power boating (SCOP)</td>
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</tr>
</tbody>
</table>

Note: This is meant to be a guide and not an exhaustive list of potential skills offered in the Sea Cadet Program
Junior Canadian Rangers – D of E Program Equivalencies

Expeditions

Actions when lost or in an emergency
Personal bivouac site
Improvised shelters, sleds or harnesses
Orient and set up a tent
Emergency search
Staying safe in storms/weather – Risk associated with weather and temperature
Select and pack individual clothing and equipment (kit list)
Water/ice safety
Navigate by map / GPS
Safety equipment and procedures (for hand tools)
Personal first aid/survival kit
Local emergency services
Radio communications
Knots & Lashing

Service

Examine the attributes of being a good citizen
Volunteerism and community service
First Aid course
Elder care
Participating in a conservative project
Participating in a clean-up campaign
Teaching a traditional skill
Preparing for community activity
Refereeing of a game
Coaching a game
Support the JCRs as they work on assigned tasks

Physical Fitness

Participate in Physical Activities / Organized Sports (individual or team)
Participate in an Orienteering Event
Warm up/cool down for a sports event
Practice and perform ceremonial drill
Snowshoeing
Canoeing
Kayaking
Traditional sports (ex.: Inuit and Dene Games)

Skills

<table>
<thead>
<tr>
<th>Tanning</th>
<th>Animal Calls</th>
<th>Knife Making</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Hide Tanning</td>
<td>Knitting</td>
<td>Carving</td>
</tr>
<tr>
<td>Medicinal Plant Identification</td>
<td>Fish Net Repair</td>
<td>Cooking Traditional Foods</td>
</tr>
<tr>
<td>Drumming / Cultural Music</td>
<td>Cultural Arts &amp; Crafts</td>
<td>Traditional Food Gathering</td>
</tr>
</tbody>
</table>

Note: This is meant to be a guide and not an exhaustive list of potential skills offered in the JCR Program