

ACF 13A (ADULT STAFF)**PERSONAL DETAILS AND CERTIFICATE OF HEALTH**

Surname		Forenames
Rank	Service Number	ATC Sqn/ CCF Unit
Nat Health Service No:		

NEXT OF KIN/PERSON TO CONTACT

Name	Relationship
Address	Telephone No
Post Code	
Contact address and telephone no during camp period(if different from above)	

I have volunteered to attend camp at

RAF _____ from _____ to _____

I certify that I am fit to participate in supervisory duties at camp and to take part in what may be strenuous pursuits. I will advise my Wing Administrative Officer if I have contact with any infectious diseases in the 3 weeks prior to camp.

The information contained in this document is classified as sensitive personal information and is subject to the provisions of the Data protection Act 1998. It is necessary for such information to be retained for legal reasons. Only such data as is relevant to your attendance at the camp will be used/retained. Signing below indicates your consent for us to use and retain such data. You have the right under the Data Protection Act 1998 to request access to any personal information we hold about you.

Date _____ Signed _____

REGARDLESS OF YOUR MEDICAL CONDITION YOU ARE REQUIRED TO COMPLETE AND SIGN THE CERTIFICATE ON PAGE 4-D-11

CERTIFICATE OF HEALTH

Do you suffer from the following? (circle "YES" or "NO"). Amplify any problem on a separate sheet of paper sealed in an envelope marked for the attention of the SMO.

Chest and Heart Conditions: Other than mild chest infections, a chest or heart condition may be significant: this includes any history of asthma, bronchitis or wheezing. Note: Asthma sufferers are to complete Asthmatic Medical and Consent Forms (ACP 237 Chap 4 Annex E) available from Wg HQ.	YES	NO
Epilepsy:	YES	NO
Any Loss of Consciousness or Blackouts: This includes any history of fainting episodes	YES	NO
Ear or Sinus Problems:	YES	NO
Diabetes:	YES	NO
Severe Headaches:	YES	NO
Any Other Major Illness or Injury:	YES	NO
Any Condition Requiring Regular Prescribed Medication:	YES	NO
Any Condition Requiring Regular Care, Doctor or Hospital Specialist:	YES	NO
Any Other Disability or pre-existing condition: (if YES give details)	YES	NO
Are you taking tablets or medicines?: If YES, specify:	YES	NO
Do you have any known Allergies?: If YES, specify:	YES	NO
Do you have any Diet Restrictions or Special Food needs?: If YES, specify:	YES	NO

DETAILS OF DOCTOR

NAME: _____ ADDRESS: _____

POSTCODE: _____ TEL NO: _____

Date: _____ Signed: _____

(NAME IN BLOCK CAPITALS) _____

ACF 13C (CADET) - CONSENT FORM AND CERTIFICATE OF HEALTH

To be completed and signed by the person having parental responsibility or personally by a cadet over 18 years of age.

Cadet's Surname:		Forenames:
Rank:	Male/Female:	ATC Sqn/ CCF Unit:
Date of Birth:		Religion:
Next of Kin/ Person to Contact:	Nat Health Service No:	Relationship:
Home Address:		Telephone No:
Post Code:		
Contact address and telephone number during camp period (if different from above)		
Post Code:		
Summer*/Easter*/Overseas Camp*/Other Activity* (please specify)_____		
Dates:		* Please indicate camp or activity

Cadet Below the Age of 18	Cadet Over the Age of 18
I give full consent to the above named cadet to attend the camp or activity indicated above. I understand that he/she will be subject to RAF care and discipline and must conform to appearance standards required, especially hair length. Permission is given to participate in full training activities, including flying, swimming, shooting, using live ammunition, subject to medical conditions*. I give permission to the Camp Commandant or his appointed representative to act as the person in loco parentis should he/she have to undergo medical treatment including any emergency operation to which I am unable physically to give consent.	I understand that I will be subject to RAF care and discipline, during the camp or activity indicated above, and must conform to appearance standards required, especially hair length. I wish to participate in full training activities, including flying, swimming, shooting using live ammunition, subject to medical condition*
The information contained in this document is classified as sensitive personal information and is subject to the provisions of the Data Protection Act 1998. It is necessary for such information to be retained for legal reasons. Only such data as is relevant to the cadet's attendance at the camp will be retained. Signing below indicates your consent for us to use and retain such data. You have the right under the Data Protection Act 1998 to request access to any personal information we hold on the cadet.	
Date _____ Signed _____	Date _____ Signed _____
Name in BLOCK Capitals _____ (Person having Parental Responsibility)	Name in BLOCK Capitals _____ (Cadet over the Age of 18)

* If there is any doubt, a report from the cadet's doctor is required for consideration by the RAF medical authorities before a certificate to fly can be authorised.

REGARDLESS OF THE CADET'S MEDICAL CONDITION YOU ARE REQUESTED TO COMPLETE FULLY AND SIGN THE CERTIFICATE OF HEALTH ON PAGE 4-D-13 AND TO ATTACH ANY NECESSARY DOCUMENTATION TO EXPLAIN IN DETAIL A CONDITION FROM WHICH A CADET MAY SUFFER OR HAVE SUFFERED

If you are in receipt of Income Support, Contribution-based Job Seekers Allowance or Family Credit you do not have to pay the food charge at Annual Camp. If you wish to claim exemption, please quote your Benefit Number in the box provided and sign below.

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Signed: _____

ACF 13C - NOTES FOR PARENTS/CADETS

1. Each cadet is to be in possession of one suitcase or holdall and a small flight case that must be properly and securely labelled. Uniform as issued (including light and dark blue shirts, Jeltex jacket, black tie, and pullover) thick socks, stout shoes or boots (and a spare pair if possible) and the following additional items should be taken to camp. All clothing should be clearly marked with the owner's name:

- Female cadets should take uniform trousers (if issued)
- Coveralls (flying, marksmanship and outdoor exercises)
- Overcoat or raincoat
- Smart civilian casual clothes
- Exercise Shorts, vest or sports shirt and training shoes (non-marking soles)
- Shirts, pyjamas, vests, socks, handkerchiefs
- Towels, swimming costume
- Toothbrush, soap, hairbrush, comb
- Cleaning materials, boot polish
- Needle and thread, buttons
- Small padlock and key

- * Note 1: Overseas Camps - KD is no longer issued.
- 2: Combats or Greens are **NOT** to be taken to overseas camps unless authorized by HQ AC.

Cadets may wish to take writing materials, shaving mirror, plus electric torch for tented camps.

2. Cadets are to wear sensible civilian clothes - no garish T-shirts or ripped jeans - when off duty and when travelling to and from the host station.

3. The following details are to be inserted by the cadet himself/herself when notified by his/her CO:

- a. Date/Time for assembly for travel to camp is _____
- b. Assembly point for travel to camp is _____
- c. The adult staff member he/she reports to is _____

d. Adventurous type exercises **are/*are* not planned for this camp and the following specialist clothing equipment in addition to coveralls is **recommended/*essential* for participation in the planned exercise.

e. The sum of money required for camp **OTHER THAN** pocket money is to provide:

- (1) Cadet daily messing charge
- (2) Camp photograph
- (3) Programme items not supported by public funds as follows:

Total Sum: £_____

* Delete as applicable

4. **Points Stressed by Unit CO** (Wing and Squadron COs for ATC) are as follows: