*Date*

*Sent via email*

**HM LORD-LIEUTENANT’S CADET 2022/23**

Congratulations on being nominated by your Area/County/Wing/CCF HQ to become HM Lord-Lieutenant’s Cadet for 2022/23.

Please see below some points which you will need to be aware of before committing to this role. You are required to sign and return the section at the bottom of this letter before your nomination will be put forward to the Lieutenancy Office for approval:

1. You will be required to attend the live ceremony in Autumn 2022 *(date to be confirmed)* in your county *(location to be confirmed)* where you will meet HM Lord-Lieutenant and receive your certificate and badges. You will also be expected to attend a rehearsal for this event which will usually take place in the month leading up to the event. Filming for a social media video will take place at the rehearsal.
2. As part of the ceremony, you are expected to make a 5 minute presentation using PowerPoint to inform the audience about your time in Cadets. A suggested slide pack to use as a base for this will be sent to you in due course. The videos of last year’s winners are available on YouTube and a link will also be sent to you to give you a feel for how the speeches usually run.
3. RFCA YH will ask you to send this presentation (both the slide pack and the written speech) to them a minimum of two weeks before the rehearsal date, as your entire speech will be filmed at the rehearsal. Please be sure to have your ceremonial uniform ready for the filming.
4. You must be committed to this role for the full year after your appointment, meaning that you have no plans to move out of the county before August 31st 2023 and that you are dedicated to assisting HM Lord-Lieutenant at events within the county. It is not expected that you will be able to attend all events which you are contacted about but it would be realistic to expect to attend at least 75% of these.
5. In agreeing to the appointment, you consent to information being used for publicity purposes such as on social media and local press.

Please fill in the below form and post back to:

Ellie Jones
RFCA YH
20 St George’s Place
York
YO24 1DS

Or scan a copy and email to: yh-offclk1@rfca.mod.uk

 *I (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, confirm that I plan to attend the ceremony and rehearsal and that I intend to commit to the role of HM Lord-Lieutenant’s Cadet for 2022/23 and will do my utmost to attend as many as events as possible to assist the Lord-Lieutenant until my successor is appointed in Autumn 2023.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: / /2022

Yours Sincerely

Ellie Jones
Youth & Cadets AO
RFCA for Yorkshire and the Humber