*Date*

*Sent via email*

**HM LORD-LIEUTENANT’S CADET 2024/25**

Congratulations on being nominated by your Area/County/Wing/CCF HQ to become HM Lord-Lieutenant’s Cadet for 2024/25.

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 official awards ceremony in Autumn 2024 *(date to be confirmed)* in your county *(location to be confirmed)* where you will meet HM Lord-Lieutenant and be awarded your certificate and badges. You will also be expected to meet the RFCA team at the awards venue a few weeks before the ceremony. This is so the RFCA comms team can do some promotional interviews with you for social media. It will also be a chance for you to meet your fellow LL cadets prior to the ceremony.
2. As part of the ceremony, you are expected to make a five minute presentation using Microsoft 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. Videos of the 2021 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 PowerPoint slides and the written speech) to them a minimum of one week before the meet up event at the venue. Please be sure to have your ceremonial uniform ready as you are required to wear it for the photos and videos that will be taken at the meet-up.
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 2025 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. Correspondence for such events should be co-ordinated by the relevant **Cadet Force HQ** and **Lieutenancy Office**.

Recognised safeguarding protocols are to be adhered to at all times with suitable arrangements agreed by the **relevant Cadet Force HQ** and **Parents/Guardians** for all events.
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 2024/25 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 2025.*

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

Date: / /2024

Yours Sincerely

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