



**Policy 3.9**  
**ANNEX A**

**CLOSURE / AMALGAMATION OF A CADET CORPS**

January 2013

Révisé : JANVIER 2013

**CHECK LIST – CLOSURE AMALGAMATION OF AN ARMY CADET CORPS**

**LEAGUE & NON-DND ACTIONS / ASSET SECURITY**

**Cadet Corps** \_\_\_\_\_

**Sponsor Rep :** \_\_\_\_\_ **Tel :** \_\_\_\_\_

**Commanding Officer** \_\_\_\_\_

- RCSU/League decision to close/amalgamate – Date: \_\_\_\_\_
- Contacted Sponsor(s) – Name/Date \_\_\_\_\_
- Contacted Commanding Officer of Affiliated Unit
- Sponsor Charter returned to Branch
- Financial: (Branch Treasurer) - Bank Account secured, all outstanding payables / invoices settled, Petty Cash secured
- No outstanding insurance claims (If yes, report this to National Office)
- Corps records secured/stored
- Corps Flag retired/deposited in community or delivered to Branch
- Office Equipment properly disposed
- Affiliated Unit accoutrements, uniform items and property secured and returned
- Any band Instruments (Including Mace and Drum-Major Sash (Baldric) secured
- Trophies secure – Branch records storage location
- Sports Equipment