303 Squadron Website and Submitting Leave Sheet/Sick

303 Sqn Website,

The 303SQN Website is accessible for all cadets to take advantage of the wealth of information relevant to them as cadets.
It is run by the Squadron Webmasters (one staff and one cadet) and is updated weekly for you benefit.
Using the menu on the left side of the page, you can navigate the website and to view and download various resources concerning training, administration, recruitment and photo galleries.

Latest News,
This section of the website shows a brief summary of information for the next week. This includes what uniform to wear, the flight that has clean-up duty and any resources added as well as any side notes if relevant.

Training,
This section of the website allows you to view future activities within the squadron, the uniform for the rest of the term, appointments within the squadron and contacts for them and, most importantly, resources.
The resources show any notices, joining instructions and other relevant information available for download. These are updated regularly.

Administration,
The Administration section mainly allows, among other things, cadets to submit leave forms online for a period of time. This is especially important if, for some reason, you are unable attend the next parade night. Remember, two weeks notice is the minimum required.

Submitting Leave,
Known Leave should be submitted a minimum of 14 days in advance. Go to the Sqn website home page at http://303sqn.aafc.org.au/ and near the bottom of that page you will see

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Submit a Leave Form
To submit a leave form click Fill out the Official Leave form!.

Click on that link and follow the instructions and submit.
If your Leave is approved you will receive an email confirming your Leave within 7 days.
If your Leave is NOT approved you will receive an email stating why Leave request not accepted.
If that Leave Form does not work, send an email directly to the SQN on 303sqnleave@gmail.com

IF YOU ARE SICK ON A FRIDAY,
The only acceptable form of contact is by telephone – voice not text. Ring the ADMINO on 0437 375 701 and state that you are ill. If you are unable to leave a message on that telephone, ring the Squadron on 02 4655 2947 and leave a message. To change your attendance for that night from Absent to Sick you will need to provide a Doctor's certificate to Admin when you next attend the Squadron.

The rest,
Feel free to explore the website in your own time and enjoy the resources available to you.
It can be found by having internet access at: http://303sqn.aafc.org.au/