

REQUEST FOR A VISIT FOR AN ALBERTA-N.W.T. COMMAND OFFICER

All requests for officer attendance at Branch functions are to be directed to the Command Office on this form (one copy). Following approval by the Command President, confirmation of attendance will be forwarded from the Command officer to the Branch concerned, with copies to the applicable District and Zone Commanders.

- 1 The Branch Name and Number is filled in at the top of the form
- 2 Your selection of preference of attendance follows. Place a Number (ie. 1) beside your first preference and a 2 beside the next etc. If others (not listed) are requested they can be inserted on the lines 1,2 and 3.
- 3 The rest of the information is fairly direct but it is very important that all of the information requested be filled in so that the attendee can properly prepare for the function.
- 4 Remember that if an Officer is requested to perform a specific duty and then they are not used for that purpose, the Branch will be directly billed for the cost of the visit.

**REQUEST FOR VISIT BY A
ALBERTA – N.W.T. COMMAND OFFICER
THE ROYAL CANADIAN LEGION**

In order to avoid duplication of visits and travel expenses, this form is to be used when requesting a Command Representative to attend Branch function.

Branch _____ # _____ wishes to invite the following Command Officer and their Guest:

Command President _____ First Vice President _____

Vice President _____ Immediate Past Pres _____

Chairman _____ Treasurer _____

District Commander _____ Other _____

If the above officer is not available, list alternate in order of preference:

1. _____

2. _____

3. _____

To attend a: _____ to be held at _____

Date: _____

Time: _____

Time Officer should arrive: _____

Whom to contact on arrival: _____

Program Agenda: _____

Duties you wish officer to perform: _____

Will the officer be the main speaker? _____

Approximate length of time to speak: _____

Other Legion officers who will be in attendance: _____

Will there be other speakers? _____

Branch President

Branch Secretary

Date: _____

This form is to be forwarded at least sixty (60) days prior to the event to:
Alberta-N.W.T. Command
2020 15th Street NW
Calgary, Alberta T2M 3N8 _____

Form I

August 2008