

**ALBERTA-NWT COMMAND
THE ROYAL CANADIAN LEGION**

BRANCH ASSISTANCE LOAN APPLICATION

DATE: _____

BRANCH NAME & NO.: _____

ADDRESS: _____

PHONE: () _____

Brief description of the reason the loan is required:

AMOUNT REQUESTED (MAXIMUM \$30,000.00) _____

**SIGNATURES OF AT LEAST SIX (6) MEMBERS IN GOOD STANDING OF THE BRANCH
WHO AGREE WITH THE ABOVE STATEMENT.**

Print Name	Signature	Membership #	Telephone #

DISTRICT COMMANDER APPROVAL _____

Branch Assistance Loan Process

The purpose of this Fund is to assist Branches in financial distress, with interest free loans for amounts up to \$30,000 which are repayable in 5 years or less. Funds will not be loaned to simply cover new building construction or to expand existing facilities.

Applications for assistance shall be in writing, accompanied by:

- The minutes of a Special General Meeting authorizing the loan request
- Current Balance Sheet and Income Statement; and
- Last year-end Balance Sheet and Income Statement.

The application must be reviewed and approved by the District Commander who then forwards it to the Command office with his/her recommendation. All applications shall be considered by the Finance and Operations Committee and submitted with recommendations to Command Council for final decision and approval.

Approved applicants may be required to submit monthly financial reports or further financial information at the discretion of the Operations and Finance Committee.

All new Branch Assistance Loans bear a one-time administration and accounting fee of \$400.00 which shall be added to the loan balance.

All Branches having or obtaining Branch Assistance Loans shall provide twelve (12) postdated Loan payment cheques per year.

Branches having Branch Assistance Loans shall provide security for their loan by way of a promissory note and caveat, or other encumbrance registered against their real and other property in the full amount of the loan. All legal costs incurred to register a caveat against the property shall be directly billed to the Branch by command's legal representative.

Where loans are in default 1.5% interest will be charged per month on overdue installments. Delinquent loans could cause the entire indebtedness to become due and payable forthwith. Any expenses incurred during the collections of delinquent Branch Assistance loan will be charged back to the Branch.

Once the loan has been repaid a letter stating it has been repaid in full with the original promissory note will be sent to the Branch. It is the Branch's responsibility to ensure the caveat is removed.

BRANCH EXECUTIVE CONTACTS

Please complete this form and return it via fax 403-284-9899
or email to jmindach@abnwtlegion.com.

***Personal information provided is for Command use only
and will not be distributed ***

PRINT CLEARLY

Branch Name: _____ No. _____ Dist. _____

Branch Mailing Address (Box and Civic) _____

_____ Postal Code: _____

Telephone: _____ Fax: _____

If the Branch does not have a phone or fax, please provide a main phone & fax #

Office: Days and Time of Operation:

Lounge: Days and Time of Operation:

Branch Email Address: _____

***If the Branch does not have an email address, please provide a main email for
mail-outs***

Branch Web Site: www. _____

President's Name _____

Ph: _____ / Cell: _____

Email: _____

Immediate Past President's Name: _____

Ph: _____ / Cell: _____

Email: _____

1st Vice President's Name: _____

Ph: _____ / Cell: _____

Email: _____

Vice President's Name: _____

Ph: _____ / Cell: _____

Email: _____

Vice President's Name: _____

Ph: _____ / Cell: _____

Email: _____

Vice President's Name: _____

Ph: _____ / Cell: _____

Email: _____

Secretary's Name: _____

Ph: _____ / Cell: _____

Email: _____

Treasurer's Name: _____

Ph: _____ / Cell: _____

Email: _____

Service Officer's Name: _____

Ph: _____ / Cell: _____

Email: _____

Membership Chair's Name: _____

Ph: _____ / Cell: _____

Email: _____

Manager's Name: _____

Ph: _____ / Cell: _____

Email: _____

**BRANCH POPPY FUND
DISTRIBUTION REQUEST**

BRANCH NAME & NUMBER: _____

ADDRESS: _____

_____ POSTAL CODE: _____

PHONE: _____ FAX: _____

E-MAIL: _____ DISTRICT NO: _____

BALANCE IN POPPY FUND: \$ _____ (as of _____)

AMOUNT REQUESTED: \$ _____

HAVE YOU GIVEN TO THIS INDIVIDUAL/GROUP IN THE PAST YEAR? YES or NO (circle)

IF YES, HOW MUCH? \$ _____

DATE OF GENERAL / EXECUTIVE MEETING THAT THE REQUEST WAS APPROVED

MONTH: _____ DAY: _____ YEAR: _____ ******ATTACH A COPY OF THE MINUTES******

RECIPIENT: NAME/ SERVICE No./CADET UNIT _____

ADDRESS: _____

WHAT WILL THE FUNDS BE USED FOR? _____

What section does the request fall within the Terms of Reference of the Poppy Manual?

SECTION # _____

PAGE # _____

BRANCH PRESIDENT'S SIGNATURE

BRANCH POPPY CHAIRMAN'S SIGNATURE

PRINT NAME

PRINT NAME

DISTRICT COMMANDER'S SIGNATURE

Date: _____

COMMAND APPROVAL

Date: _____

FORWARD THIS REQUEST, WITH ALL DOCUMENTATION TO YOUR DISTRICT COMMANDER

BURSARIES TERMS OF REFERENCE

The award of bursaries is based on financial need and includes any person who is serving or has honourably served and their dependants. This also includes children, grandchildren and great grandchildren of the Veteran.

A bursary may be awarded at any stage of a College or University program. Please refer to the current Poppy Manual.

Selection of the bursary recipient is performed solely by the institution using the guidelines provided by Alberta-NWT Provincial Command.

The following is a complete list of bursaries and the institutions involved:

3 - \$1000.00	University of Alberta in Edmonton	Any course
3 - \$1000.00	University of Calgary	Any course
1 - \$1000.00	University of Lethbridge	Any course
1 - \$1000.00	Olds College	Any course
1 - \$1000.00	Lakeland College in Vermilion	Any course
1 - \$1000.00	Grande Prairie College	Any course
1 - \$1000.00	Grande Prairie College in Fairview	Any course
1 - \$1000.00	Red Deer College	Any course
3 - \$1000.00	NAIT (Northern Alberta Institute of Technology)	Any course
3 - \$1000.00	SAIT (Southern Alberta Institute of Technology)	Any course
1 - \$1000.00	Mount Royal University in Calgary	Any course
1 - \$1000.00	Medicine Hat College	Any course
1 - \$1000.00	Lethbridge Community College	Any course
1 - \$1000.00	Alberta College of Art in Calgary	Any course
1 - \$1000.00	MacEwan University in Edmonton	Any course

Please contact the Student Financial Aid Office at the respective Institution

for the application and further information

INSTRUCTIONS FOR CENOTAPH GRANTS

On a one-time basis, the Command Lotteries and Gaming Committee have made funds available for the construction or renovation of Cenotaphs.

These grants or matching grants, up to a maximum of \$3,000.00, are administered by the Committee and each application will be considered on its own merits.

The application is to be sent directly to the District Commander for review and execution then forwarded to Provincial Command by the District Commander.

All items on the report must be filled in with careful consideration given to the Description of Expense area as this is what will justify the request.

NOTE – An alternative to this program is Veteran Affairs Canada (VAC) program of Government funds available for restoration. For further information or to apply for funding, contact VAC at 1-866-522-2122 or visit their web site at www.veterans.gc.ca/eng/memorials/cenotaph

Alberta-NWT Command
The Royal Canadian Legion

CENOTAPH GRANT APPLICATION
(One Time Only to a Maximum of \$3,000.00)

BRANCH NAME: _____

BRANCH NO.: _____ / DISTRICT NO: _____

CENOTAPH LOCATION:

AMOUNT: \$ _____

DESCRIPTION OF EXPENSE:

DISTRICT COMMANDER'S RECOMMENDATION:

**** Receipts must be submitted upon the completion of the construction
or renovation of the Cenotaph before payment is processed ****

District Commander's Signature

MAJOR AWARD APPLICATION CHECK-LIST MSM, MSA or PALM LEAF

The Ritual and Awards Committee regularly reviews applications for these awards. These are the highest awards that the Legion bestows on its deserving members and the Committee has an obligation to maintain high standards for these awards. The Committee's ability to adjudicate these awards fairly depends entirely on the information provided in the applications submitted on behalf of the nominees.

The same holds true for the Honours and Awards Committee at the Provincial Command level and where applicable the District level. To facilitate the nomination process, the Ritual and Awards Committee provides thorough information in Chapter Two of the Honours and Awards Manual. Anyone involved in the nomination of a Legion or Ladies' Auxiliary Member for a major award or the review of applications for these awards, should be thoroughly familiar with the information contained in the manual.

In an effort to assist in insuring that applications are thorough and complete, following is a checklist to use when completing or reviewing an application. *This list is by no means a substitute for reading the information in Chapter Two of the Honours and Awards Manual, but rather a tool to assist in insuring that all of the criteria outlined in the manual are present in the application.*

The Form

1. Is the correct form (latest version of form #800281) being used?
2. Is it clearly checked which award is being applied for?
3. Is it clearly checked at what level of the Legion the application originated?
4. Is the information about the Branch and Command complete and accurate?
5. Are all previous awards listed with dates?
6. Is the date and type of meeting at which the application was approved provided?
7. Is the information about the nominee complete and accurate?
8. Is the information about the individuals who prepared the application complete?
9. Is the form signed?

The Citation

1. Does the citation include the name and membership status of the individual being nominated?
2. Does the citation list in chronological order, all Legion Offices and positions held since the previous award(s) received? This should also include ALL Legion activities the member has been involved in since the previous award(s).
3. Does the citation contain all information about outstanding Legion service, including dates?
4. Is it clear what service has occurred since the last award?
5. Is there information provided regarding service to the community, especially service provided as a representative of the Legion?

Supporting Documents

1. For an MSM or MSA, is a copy of the Life Membership application, with citation, attached?
2. For a Palm Leaf, are copies of the Life Membership application and MSM or MSA application, with citations, attached?
3. Are the minutes from a current General or Executive meeting attached that includes the approved motion for this award?

LITERARY AND POSTER CONTEST STATISTICAL REPORTING FORM

SUBMITTED BY (Please Check one ONLY)

	Branch Name/No: _____	District #: _____
	District Commander: _____	District #: _____
	Alberta-NWT Legion Command	

POETRY

	JUNIOR	INTERMEDIATE	SENIOR
# Entries			

ESSAYS

	JUNIOR	INTERMEDIATE	SENIOR
# Entries			

POSTER (Colour)

	PRIMARY	JUNIOR	INTERMEDIATE	SENIOR
# Entries				

POSTER (Black/White)

	PRIMARY	JUNIOR	INTERMEDIATE	SENIOR
# Entries				

Prepared By: _____

Date: _____

Please see attached information sheet for directions.

ROYAL CANADIAN LEGION POPPY FUND ASSISTANCE APPLICATION

Full Name _____

Address _____

Phone _____

Email _____

Service # _____

D.O.B. _____

Marital Status _____

of Dependants _____

Assistance Required _____

MONTHLY INCOME:	\$	MONTHLY EXPENSES:	\$
Gross Wages of Applicant	_____	Rent or Mortgage	_____
Gross Wages of Spouse	_____	Property Taxes	_____
Family/Youth Allowance	_____	Food	_____
All Pensions	_____	Clothing	_____
Tenants/Borders	_____	Telephone/Cell/Internet	_____
Other (specify)	_____	Insurance (all types)	_____
_____	_____	Pension Plans (all types)	_____
_____	_____	Utilities (all types)	_____
TOTAL MONTHLY INCOME	=====	Income Taxes	_____
LESS TOTAL EXPENSES	_____	Transportation	_____
MONTHLY SURPLUS/DEFICIT	=====	Vehicle Payments	_____
		Vehicle Fuel	_____
		Entertainment/Recreation, etc.	_____
		Other Expenses (specify)	_____
		_____	_____
		_____	_____
		TOTAL MONTHLY EXPENSES	=====

**ROYAL CANADIAN LEGION
POPPY FUND ASSISTANCE APPLICATION**

ASSETS:	\$	LIABILITIES:	\$
Cash on Hand & in Bank	_____	_____	_____
Bonds, Certificates, Terms, etc.	_____	_____	_____
Property/Furniture, etc.	_____	_____	_____
Automobile & Other Vehicles	_____	_____	_____
Life Insurance (Surrender Value)	_____	_____	_____
Other (specify)	_____	TOTAL LIABILITIES	_____
_____	_____		=====
TOTAL ASSETS	=====		

Do you receive financial assistance from other sources?

Please specify: _____

Previous assistance from local Legion Branch or Poppy Fund:

Amount \$ _____ **Dates:** _____

STATUTORY DECLARATION

I solemnly declare that the above information is true and complete.

Signature of Applicant _____

Witness Name and Signature _____

Dated _____

Interviewer's Remarks _____

POPPY TRUST FUND STATEMENT

PLEASE MAIL OR FAX THIS STATEMENT TO ALBERTA-NWT COMMAND

October 1st, _____ to September 30th, _____

Your attention is directed to the Poppy Manual of The Royal Canadian Legion and in particular, to Section 615 c. which states "**The completed form is due at your Provincial Command office by October 31st of the reporting year**" and to the Alberta-NWT Command By-Laws - Reports and Forms sections 601 & 602 which indicates "**Branches must submit this completed form to Provincial Command as directed**". By not submitting this statement on time will deem the Branch Not In Good Standing.

Branch Name: _____ No: _____ District No. _____

- | | | |
|--|----------|-----------------|
| 1. Balance in Poppy Fund at October 1 st | \$ _____ | |
| 2. Add: Donations & Receipts (all sources)
(including interest income) | \$ _____ | |
| 3. Repayment from General Fund
(if applicable) | \$ _____ | |
| TOTAL of 1+2+3 = "A" | | \$ _____ |
| 4. Cost of: | | |
| a) Poppies and Wreaths | \$ _____ | |
| b) Promotional Material | \$ _____ | |
| c) Campaign Expenses
Attach a detailed list on separate sheet | \$ _____ | |
| TOTAL of 4 a+b+c = "B" | | \$ _____ |
| d) Assistance to Ex-Service or Serving
Personnel / Dependants | \$ _____ | |
| e) Poster and Literary Contest | \$ _____ | |
| f) Support of Cadet Units | \$ _____ | |
| g) Special Use Expenditures under section 402 of the Poppy Manual
Attach a detailed list on a separate sheet | \$ _____ | |
| h) Bursary Donations in the Community | \$ _____ | |
| TOTAL of 4 d+e+f+g+h = "C" | | \$ _____ |
| 5. Balance at September 30 th (this is your reconciled bank balance) | | |
| (Total = "A" minus "B" minus "C" | | \$ _____ |

We certify that the above amount is the reconciled bank balance at September 30th _____

Signature - Branch President

Signature – Poppy Chairperson

KEEP A COPY FOR YOUR RECORDS AND SEND A COPY TO YOUR DISTRICT COMMANDER

*** See reverse side for description of expenses. ***

Updated 2014

POPPY TRUST FUND STATEMENT

DESCRIPTION OF EXPENSES

This information is provided to assist in completion of the annual Poppy Trust Fund Statement as at September 30th.

1. The starting balance, October 1st should be the same as your ending balance on your last statement.
2. Add the donations and interest received during the year.
3. Add in any repayment from the General Fund that was required as a result of any identified improper expenditures applied to the Poppy Fund during the previous year.

The above figures should be totaled and entered on line “A” provided.

4. Cost of:

- (a) Poppies and Wreaths: This is what you bought for the November 11th Campaign. The paid invoices from Command will help you determine this figure.
- (b) Promotional Material: Again, this is what you bought for the November 11th Campaign. The paid invoices from Command will help you determine this figure.
- (c) Campaign Expenses: Costs such as advertising, telephone charges, bank charges, coin wrapping material, postage, stationery, refreshments such as coffee and juice and light lunches such as sandwiches or donuts for canvassers/volunteers, bank charges and other costs of a similar nature. **Storage costs, within the Branch, for poppies, wreaths and related supplies are limited to \$350.00 per year. For exterior warehouse space, the limit is \$175.0 per year. Attach a detailed list of campaign expenses on a separate sheet.**

The above figures should be totaled and entered on line “B” provided.

- (d) Assistance to Ex-Service or Serving Personnel: This is the figure that shows the total amount of money you have given Ex-Service or Serving personnel or their dependants, who are in financial need. (i.e. purchase a wheelchair, grocery voucher, gas voucher, etc).
- (e) Poster and Literary contest: This figure represents your expenses; i.e. prizes for the contest.
- (f) Funding to support Cadet Units that have assisted with the Poppy Campaign.
- (g) Special Use Expenditures: ALL such expenditures require PRIOR Command approval and are described in Section 402 of the Poppy Manual. **Attach a detailed list of Special Use Expenditures on a separate sheet.**
- (h) Bursary Donations: Provide the amount your Branch spent in provision of direct bursaries within your community.

The above figures should be totaled and entered on line “C” provided.

5. The overall TOTAL = “A” minus “B” minus “C”. This figure should agree with your Reconciled Bank Statement as at September 30th.

**THE ROYAL CANADIAN LEGION
REGISTRATION FORM
FOR THE ELECTION OF DISTRICT COMMANDERS**

*The completed document is to be received by the District Commander **prior** to the Rally*

DISTRICT NO. _____

BRANCH NAME AND NO. _____

BRANCH ADDRESS _____

FOR ELECTION OF _____

VOTING DELEGATES:

ONLY TWO VOTING DELEGATES PER BRANCH (Reference: Alberta-NWT Command By-Laws)

NAME: _____

MEMBERSHIP CARD NUMBER _____

NAME: _____

MEMBERSHIP CARD NUMBER _____

If for some unforeseen reason, one or both of the above-named Delegates cannot attend the election, the quota of two can be drawn from the list of Alternate Delegates listed below.

Please name three **Alternate Delegates:**

1. NAME _____ MEMBERSHIP # _____

2. NAME _____ MEMBERSHIP # _____

3. NAME _____ MEMBERSHIP # _____

SIGNATURE OF BRANCH PRESIDENT

SIGNATURE OF BRANCH SECRETARY

**REQUEST FOR VISIT
BY AN ALBERTA-NWT COMMAND OFFICER
OF THE ROYAL CANADIAN LEGION**

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

Branch Name _____ No. ____ District # ____
(please print)

Today's Date _____

1. District Commander & Guest (name)

2. Alternative & Guest (name)

3. Event/Function

4. Location

5. Date

6. Time officer should arrive

7. Whom to contact on arrival

8. Other Guests in Attendance

9. Please Attach Agenda

Branch President's Name & Daytime Phone Number

Branch Secretary's Name & Daytime Phone Number

This form to be forwarded a minimum of thirty (30) days prior to the event/function to Judy Mindach, Executive Assistant of the Alberta-NWT Command Office via fax 403-284-9899 or email to jmindach@abnwtlegion.com or mailed to 2020-15th Street NW, Calgary, AB T2M 3N8.

APPROVED BY COMMAND PRESIDENT

Command Budget _____ District Budget _____

WRITING A RESOLUTION

A Resolution must not be negative because the principle of discussion is that an affirmative proposition is being put to the meeting.

A Resolution must express an option and the basic idea is that it be in plain simple form and easily understood.

Amendment to a Resolution must be relevant and must not contradict.

* **WHEREAS** means “because”.

Each paragraph should close with a comma (,) or semi colon (;) followed by the word “and”.

** **THEREFORE BE IT RESOLVED**

Each paragraph should close with a comma (,) or semi colon (;) followed by the word “and”.

Ensure you state how you feel the resolution should be dealt with. You must know and clearly indicate the action you want taken.

RESOLUTION FORM FOR SUBMISSION TO PROVINCIAL CONVENTION

_____ (YEAR)

COMMAND	BRANCH NAME AND NO.
ALBERTA-NWT - 02	

SUBJECT:

WHEREAS

WHEREAS

WHEREAS

THEREFORE BE IT RESOLVED, That