

CADET MEDALS – PROCEDURES ALBERTA-NWT COMMAND

FOR NEW

- The Cadet Corp nominates the cadet through their regional office.
- The regional office then sends the requests to the Provincial Command Office
- Provincial Command orders medals, engraving, certificates and letters.
- Completed packages are then mailed to the Branch associated with the Unit.

REPLACEMENTS

- Branches will verify a cadet medal of excellence by either;
A) an old medal or B) a certificate
- After verification the Branch then contacts Provincial Command with the Name, Unit, and Rank** (copied from the medal or certificate) to order a replacement.
- Provincial Command will order replacement and send the medal to the Branch.
The Branch will be invoiced for the replacement medal.
- It is the Branch's responsibility to collect payment from the person requesting the medal.
- Medals replaced are BLANK and it is the person's responsibility to arrange for their own engraving and or court mounting.

**This is for verification ONLY