

MAJOR AWARD APPLICATION CHECKLIST

The Ritual and Awards Committee regularly reviews applications for Meritorious Service Medal (MSM), Meritorious Service Award (MSA) and the Palm Leaf to these awards. As these are the highest awards that the Legion bestows on its deserving members, 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 Committees at the Provincial Command level, and, where applicable, the Zone and District level. To facilitate the nomination process, The Ritual and Awards Committee provides thorough information in Chapter Two of the Ritual, Awards and Protocol 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, the Ritual and Awards Committee is providing 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 Ritual, Awards and Protocol 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? If the application was initiated at a Branch, then the level of the Legion the application originated is Branch.
4. Is the information about the Branch and Command complete and accurate?
5. Are all previous awards listed, with dates?
6. Are 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. Is there a citation included and does it contain 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?