

As Life Membership, the Meritorious Service Medal, Meritorious Service Award (LA) and the Palm Leaf are the highest awards that the Legion bestows on its deserving members, Provincial and Dominion Commands' Ritual & Awards Committees have an obligation to maintain high standards for these awards. The information contained in the application determines the success of the submission.

A. Common Reasons for the return of applications:

- Outdated forms
- Insufficient substantiation for the award

B. Applications

- A great place to start is the Ritual, **Awards and Protocol Manual (Chapter 2)**. It can be found on the Dominion Command Website: <http://portal.legion.ca/branch-and-command-resources/rituals-awards-protocol>.
- The Application form can be filled on line and it is the most current version. The same form is also on http://abnwtlegion.com/?page_id=181
- All forms have revision dates on the lower left corner of the form. Old forms should be destroyed because they will not be accepted. Please note the following forms and current dates:
 - Friendship Award – September 2014;
 - Life Membership – July 2017;
 - Media Award – September 2014;
 - Meritorious Service Medal (MSM)/Meritorious Service Awards (MSA)/Palm Leaf (MSM/MSA) – October 2017; and
 - Recognition of Past Office – September 2014.

C. The Citation

This is where the nominator shows why the candidate is worthy of consideration. Note all his/her accomplishments and do not forget the dates.

- Explain what they have done that puts them beyond being a member. It must be more than offices held, what sets the member apart from all other members. (Note: Holding five progressive positions on the Executive Committee, in the past 15 years, does not substantiate the nomination, explain what was accomplished in the 15 years).
- Be proud, be a nominator, print and sign your name and date it.
- In recognizing people's busy personal lives, nominees will no longer need to have community involvement outside The Legion. If they are involved in other volunteer activities it does strengthen the nomination.

D. Minutes – the nomination must be approved at a meeting. Include a copy of the minutes noting the type of meeting and date.

E. Send the Nomination package to your District Commander for review and endorsement. Once the District Commander is confident all the necessary information is provided they will forward it to the Alberta-NWT Command Ritual and Awards Committee.

F. The submission will then be reviewed by the Committee, once approved you will receive a letter of instruction. Congratulations you have helped shine a light on our great volunteers!

Need more help? Check out the sample Citations and the Major Awards Checklist and don't forget your District Commander and the Ritual and Awards Committee Members can also assist. An email to office@abnwtlegion.com requesting assistance will be forwarded to the Ritual and Awards Chairman and the District Commander.

SAMPLE CITATION
FOR COMRADE JOHN SMITH

Comrade Smith has been an ordinary member of the Royal Canadian Legion for a period of 29 years. Since receiving his Life Membership in 2004, Cde. Smith has continued in his tireless efforts of volunteer service to his Branch taking on various endeavors with a vengeance. The Executive and membership of Branch 000 are very proud of his accomplishments and his dedication to his Branch.

Since receiving his Life Membership, Comrade John has continued to volunteer his service for the betterment of his Branch, Zone, District and the Royal Canadian Legion in general, all with the aims and objects of The Royal Canadian Legion being number one in his heart.

Attached you will find the application for the Life Membership and the citation.

Since receiving his Life Membership in 2004, Comrade Smith's list of accomplishments includes the following:

OFFICES HELD

Branch

2004-2005	Immediate Past President
2005-Present	Branch TAOD Chairman
2007-Present	Branch Entertainment Chairman
2007-Present	Veterans Service Officer
2008-2009	Bursary/Charitable Foundation Chairman
2007-Present	Ladies Auxiliary Liaison
2004-Present	Committee Member of Branch annual Band Tattoo
2004-2008	Master of Ceremonies for Remembrance Day Service

Zone

2003-2005	Zone X1 Sports Officer
2005-2007	Deputy Zone X1 Commander
2007-2009	Zone X1 Commander
2009-2011	Past Zone X1 Commander

District

2009-Present	District Service Officer/Seniors
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Outside Legion

2003-Present	Volunteer entertainer at Senior's residences and children's parties
2003-Present	Member of local Army, Navy, Airforce Unit
2003-2009	Volunteer Head Coach of Ladies Softball Team

HONOURS & AWARDS

- Branch Past Office Medal and Executive Bar (1996)
- Zone Past Office Medal and Bar (2005)
- District Past Office Medal and Bar (2011)
- Life Membership Award (2004)
- Various Committee Bars at Branch, Zone and District levels
- Several Certificates of Appreciation and Poppy Certificates
- Certificate of Merit (2007)
- Branch Service Medal (2009)
- Queen's Golden Jubilee Medal (2002)
- Queen's Diamond Jubilee Medal (2012)

As Branch and District Service Officer, he finds himself increasingly taxed as our older Veterans find it more difficult to navigate their way through the VAC system. His

expertise is not only put to use locally but he is also in touch with Veterans throughout the District and beyond. No Veteran goes without help where Cde. Smith is involved. He is relentless in applying and reapplying to VAC on behalf of a Veteran, with an admirable record of success.

When there is work to be done, whether it be at his Branch, Zone or District, Comrade Smith is always there to do whatever he can to help out. He continues to be a tireless, dedicated Legionnaire. He has his own country band named and when he is not involved in his duties at the Branch, Zone or District, he spends many volunteer hours sharing his talents and those of his band throughout his District at various fund-raising events. He plays free of charge in order for the Branches to raise much needed funds. He is also always organizing various musical Jamboree's and fund-raising events with his bands involvement at all of the events.

Without going into a lot more detail about his ever ending volunteer service, as you can see from the above list of his Legion involvement, he is a very dedicated and hard-working Legionnaire. He goes far and beyond the call of duty in volunteering his services for the betterment of his Branch, and its members as well as for his Zone, District and his community.

We at Branch #000 do not hesitate to highly recommend Comrade Smith for The Royal Canadian Legion's highest award, the Meritorious Service Medal.

MAJOR AWARD APPLICATION CHECKLIST

This list is by no means a substitute for reading the procedure in Chapter Two (2) of the Ritual, Awards and Protocol Manual, but rather a tool to ensure that all the criteria outlined in the manual are present.

The Provincial Command R&A Committee is only a recommending body. Major awards will be approved at the Dominion Command level.

	Is the correct form (latest version of form #800281) being used?
	Is it clearly checked which award is being applied for?
	Is it clearly checked at what level of the Legion the application originated?
	Is the information about the Branch and Command complete and accurate?
	Are all previous awards listed, with dates?
	Is the date and type of the General or Executive Meeting where approval was given provided along with the actual minutes of such meeting? Do they include the name of the applicant and the names of the mover and seconder? If an in camera meeting was held, are the minutes of that meeting also included?
	Is the information about the nominee complete and accurate?
	Is the information about the individuals who prepared the application complete?
	Is the form properly signed?
	Does the citation contain the name and membership status of the individual being nominated?
	Does the citation list in chronological order, all Legion Offices and positions held since the previous award(s) received?
	Does the citation contain all information about outstanding Legion service, including dates since the previous award(s)?
	Has the citation been signed by the nominator and dated?
	Has the member being nominated for an MSM or MSA previously received a Life Membership? Has it been 5 years since the Life Membership has been awarded?
	Is there information provided regarding service to the community, especially service provided as a representative of the Legion since the last award with dates?
	For an MSM or MSA, is a copy of the Life Membership application, with citation, attached?
	For a Palm Leaf, are copies of the MSM or MSA application, with citations, attached?