



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #01

Date: 09 January 2020

TO: NS/NU Branches
ATTENTION: Branch Presidents
NS/NU Executive Council
NS/NU Zone Commanders
NS/NU Past Presidents

From: Donna McRury
Chairman: Ritual, Awards & Protocol
Committee
NS/NU Command, RCL

Subject: Ritual, Awards and Protocol Meeting
Reminder

Message: Comrades – Next NS/NU Command Ritual, Awards and Protocol Committee will meet on Saturday, 25 Jan 2020. All submissions must be received, thoroughly completed, no later than 4:00 pm, Friday, 17 Jan 2020. This will allow the Chairman and Staff opportunity to review and assist branches in correcting any issues prior to the committee meeting.

Submissions may be made by email, info@ns.legion.ca, fax, 902-429-7481, or by mail at the coordinates above.

REMINDER: Branches to follow the attached Major Award Checklist to ensure submissions for deserving Comrades are complete and not held over waiting for information. Also ensure any applications requiring funds the cheques are made payable to "DOMINION COMMAND" and not NS/NU Command.

Fully Completed submissions not received by deadline will be considered at the next scheduled meeting.

MAJOR AWARD APPLICATION CHECKLIST

In an effort to assist in ensuring that applications are thorough and complete, the Ritual, Awards and Protocol Committee is providing a checklist to use when completing or reviewing a major Legion award 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 ensure that all of the criteria outlined in the manual are present in the application. We ask that you utilize this Check List prior to submitting the application, hopefully this will assist in reducing major award applications being returned.

The Ritual and Awards Committee (DC) 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.

	Is the correct form (latest version) being used? (Fillable & printable forms are on NS/NU Command Website)
	Is the nominee a member in good standing ?
	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 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 signed ? Is the form reviewed and signed by a Zone and/or District Commander ?
	Is there a citation of the award applied for included and does it 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 member nominated for an MSM or MSA previously received a Life Membership? Has it been 5 years since the Life Membership 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 and minutes of meeting where the award was approved attached?
	For Palm Leaf, are copies of the MSM or MSA application, with citations and minutes of meeting where the award was approved attached?
	For Life Membership applications, is the Transmittal Form (pink copy) and the Member Registration Form (white/green copy) filled out?
	For Life Membership applications, is the cheque made out to Dominion Command ?