



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

61 Gloria McCluskey Avenue  
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## All Branch Mail Out #09

**Date:** February 07, 2020

**TO:** NS/NU Branches  
NS/NU Executive Council  
NS/NU Zone Commanders  
NS/NU Past Presidents  
NS/NU Command Staff

**From:** Comrades Ken George and Stephen Tedford  
Service Officers  
NS/NU Command, RCL

**Subject:** 2020 Service Officer Trainings

**Message:** Comrades: See attached the schedule of  
upcoming Service Officer Training.  
Registration Forms to Follow



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**ROYAL CANADIAN LEGION  
NOVA SCOTIA / NUNAVUT COMMAND  
ANNUAL BRANCH SERVICE OFFICER TRAINING SEMINAR**

**TWO TRAINING SEMINARS**

**DATE: Saturday, April 18<sup>th</sup>, 2020**

**Time: 0900 – 1600**

**Hants County Branch 09  
35 Empire Lane, Windsor, NS B0N 2T0 (902) 798-2031**

**DATE: Saturday, June 13<sup>th</sup>, 2020**

**TIME: 0900 – 1600**

**Victoria Branch 53  
37 Ross St. Baddeck, NS B0E 1B0 (902) 295-2080**

**DRESS: CASUAL**

**OPEN TO ALL BRANCH SERVICE OFFICERS AND OTHER BRANCH MEMBERS WHO  
WISH TO ATTEND**

**(REGISTRATION REQUIRED)**

**~ FURTHER INFORMATION TO FOLLOW ~**

**Steve Tedford or Ken George  
Service Officers  
Nova Scotia/Nunavut Command  
The Royal Canadian Legion  
61 Gloria McCluskey Ave., Dartmouth Nova Scotia B3B 2Z3  
Tel: (902) 429-4090 (Steve Tedford Ext. 3 - Ken George Ext. 5)  
Fax: (902) 429-7481**

**ROYAL CANADIAN LEGION  
NOVA SCOTIA/NUNAVUT COMMAND  
2020 ANNUAL BRANCH SERVICE OFFICER TRAINING SEMINAR**

***Saturday April 18, 2020 – Hants County Branch 09. Windsor. NS  
Saturday June 13, 2020 - Victoria Branch 53, Baddeck, NS***

**AGENDA**

1 – Nova Scotia/Nunavut Command: Service Officer: Comrade Steve Tedford, CD  
Service Officer: Comrade Ken George, CD

2 – Nova Scotia/Nunavut Command: Executive Director Valerie Mitchell-Veinotte

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**0800 – 0845..... Registration**

**0900 - 1030..... Opening Remarks and Admin./ Service Officer Training**

**1030 - 1050..... Break**

**1050 - 1200..... Service Officer Training**

**1200 - 1300..... Lunch**

**1300 - 1400..... Nova Scotia/Nunavut Command Executive Director Valerie Mitchell-Veinotte**

**1400 - 1430..... Service Officer training**

**1430 - 1445..... Break**

**1445 – Approx 1600..... Service Officer training / Wrap up, acknowledgements and surveys**

**Branch Service Officer training will cover:**

- **Duties and Responsibilities of the Command & Branch Service Officer**
- **RCL Claim Application Forms**
- **Veterans Affairs Canada forms**
- **Veterans Affairs Canada VIP Program**
- **The Last Post Fund**

**Information & discussion about:**

- **The proper use of the Branch Poppy Trust Fund**
- **The Nova Scotia/Nunavut Command Benevolent Fund**
- **The Nova Scotia/Nunavut Command Veterans Outreach Program**



## 2020 ANNUAL BRANCH SERVICE OFFICER TRAINING SEMINAR

OPEN TO ALL BRANCH SERVICE OFFICERS AND BRANCH MEMBERS WHO WISH TO ATTEND  
(REGISTRATION REQUIRED)

### REGISTRATION FORM

I/we will be attending the seminar in: \_\_\_\_\_ WINDSOR - Saturday April 18, 2020  
\_\_\_\_\_ BADDECK - Saturday June 13, 2020

~ PLEASE PRINT ~

Service Officer: \_\_\_\_\_ Phone: \_\_\_\_\_ Branch # \_\_\_\_\_  
Member: \_\_\_\_\_ Phone: \_\_\_\_\_ Branch # \_\_\_\_\_  
Member: \_\_\_\_\_ Phone: \_\_\_\_\_ Branch # \_\_\_\_\_  
Member: \_\_\_\_\_ Phone: \_\_\_\_\_ Branch # \_\_\_\_\_

Note: please provide your personal phone number, not the branch.

Reg. Fee (\$15.00) Paid \$ \_\_\_\_\_ Hosting Branch Rep. \_\_\_\_\_

REGISTRATION FEE – Payable to Windsor Branch 09 or Baddeck Branch 53 – **THE DAY OF SEMINAR**

#### **EVERYONE MUST REGISTER**

\*\*\*\*\* **DEADLINE FOR WINDSOR: FRIDAY, April 03, 2020** \*\*\*\*\*

\*\*\*\*\* **DEADLINE FOR BADDECK: FRIDAY, May 29, 2020** \*\*\*\*\*

**FORWARD COMPLETED FORMS TO THE COMMAND SERVICE OFFICERS BY DEADLINE!**

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