



Nova Scotia/Nunavut Command
The Royal Canadian Legion

61 Gloria McCluskey Avenue
Dartmouth, Nova Scotia B3B 2Z3

Tel: 902-429-4090
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All Branch Mail Out #16

Date: March 13, 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 Training

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



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

TWO TRAINING SEMINARS

DATE: Saturday, April 18th, 2020

Time: 0900 – 1600

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

DATE: Saturday, June 13th, 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

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!

e-mail: s.tedford@ns.legion.ca / k.george@ns.legion.ca

mail: 61 Gloria McCluskey Av. Dartmouth NS B2B 2Z4

FAX NUMBER – (902) 429-7481