



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #21

Date: April 1, 2021

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

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

Subject: MSM, MSA and Palm to MSM Applications

Message: Comrades: In an effort to assist all Branches in ensuring that we have a consistent format for applications and minimize the number of applications that are incomplete please review the attachments. These are also available online: [Checklist](#), [Sample Citation](#).

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?

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 Last Award 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 Last Award, 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 Last Award and the citation.

Since receiving his Last Award 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)
- Last 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.