



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #4

Date: January 13, 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 and Protocol
NS/NU Command, RCL

Subject: Meeting Reminder: Ritual, Awards and Protocol

Message: Comrades: The next NS/NU Command Ritual, Awards and Protocol Committee will meet on Saturday January 30, 2021. All submissions must be received, thoroughly completed, no later than 4:00 pm, Friday January 22, 2021. 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.

LIFE MEMBERSHIP:

	Is the correct application (latest version 800282 October 2018) being used? (Fillable & printable forms are on Dominion and NS/NU Command Website)
	Is the nominee a member in good standing for a minimum of 10 years ?
	Is the information about the Command complete NS/NU Command 08 ?
	Is the information about the Branch complete Name, Strength, Address ?
	Is the information about the nominee complete and accurate including AGE ?
	Are the previous awards listed, with dates , in the space provided? Note: if there is not enough room write in "see attached citation"
	Use the table for per capita tax. The number of years in the table X the current amount of per capita tax the branch pays per member. If unsure ask your membership chairman. 2020 is \$36.16 if the member is over 70 then: \$36.16 x 5 years = \$180.80
	Is the cheque made payable to Dominion Command been included?
	Is the information about the General, Executive or In Camera meeting complete?
	Are those FULL Meeting Minutes attached?
	Do the minutes include the name of the Comrade being nominated?
	Has the Comrade who completed the citation signed the application and dated it?
	Does the citation contain <ul style="list-style-type: none"> - name and membership status of the individual being nominated - list in chronological order all Legion Offices and positions - contain all information about outstanding Legion service with dates - include a list of previous awards in chronological order (if stated on front of application)
	Is the application reviewed by the Senior officer and Secretary of the Branch?
	Is the application reviewed and signed by either your Zone and/or District Commander ?

MSM / MSA

	Is the correct application (latest version 800281 October 2017) being used? (Fillable & printable forms are on Dominion and NS/NU Command Website)
	Is it clearly checked at what level of the Legion the application originated?
	Is the nominee a member in good standing for a minimum of 15 years ?
	Is the information about the Command complete NS/NU Command 08 ?
	Is the information about the Branch complete Name, Strength, Address ?
	Is the information about the nominee complete and accurate including AGE ?
	Are the previous awards listed in the space provided? Note: if there is not enough room write in "see attached citation"
	Has the Comrade who completed the citation signed the application and dated it?
	Does the citation contain <ul style="list-style-type: none"> - name and membership status of the individual being nominated - include date and type of meeting where application was approved (attach full copy of those minutes) - list in chronological order all Legion Offices and positions - contain all information about outstanding Legion service with dates - include a list of previous awards in chronological order (if stated on front of application)
	Is the application reviewed by the Senior officer and Secretary of the Branch?
	Is the application reviewed and signed by either your Zone and/or District Commander ?

PALM LEAF

	Is the correct application (latest version 800281 October 2017) being used? (Fillable & printable forms are on Dominion and NS/NU Command Website)
	Is it clearly checked at what level of the Legion the application originated?
	Have a minimum of 5 years past since MSM ?
	Is the information about the Command complete NS/NU Command 08 ?
	Is the information about the Branch complete Name, Strength, Address ?
	Is the information about the nominee complete and accurate including AGE ?
	Are the previous awards listed in the space provided? Note: if there is not enough room write in "see attached citation"
	Has the Comrade who completed the citation signed the application and dated it?
	Does the citation contain <ul style="list-style-type: none"> - name and membership status of the individual being nominated - include date and type of meeting where application was approved (attach full copy of those minutes) - list in chronological order all Legion Offices and positions held since MSM - contain all information about outstanding Legion service with dates since MSM - include a list of previous awards in chronological order since being awarded the MSM (if stated on front of application)
	Is the application reviewed by the Senior officer and Secretary of the Branch?
	Is the application reviewed and signed by either your Zone and/or District Commander ?