



Nova Scotia/Nunavut Command  
The Royal Canadian Legion

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## **All Branch Mail Out #14b - 2018**

**Date:** March 09, 2018

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

**From:** Jay Tofflemire, Chairman  
Honours and Awards Committee  
NS/NU Command, RCL

**Subject:** Honours and Awards Committee Meeting

**Message:** Comrades: NS/NU Command Honours and Awards Committee meets the first week of each month to review major H & A applications. The next H & A Committee meeting will be April 2<sup>nd</sup>. Please see attached Major Award Application Checklist and Sample Citation to assist in ensuring that applications are thorough and complete.

## MAJOR AWARD APPLICATION CHECKLIST

In an effort to assist in ensuring that applications are thorough and complete, the Honour and Awards 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 <b>correct form</b> (latest version of form #800281) being used? (Fillable & printable forms are on NS/NU Command Website)
	Is the nominee a member in <b>good standing</b> ?
	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 <b>signed</b> ? Is the form reviewed and signed by a <b>Zone and/or District Commander</b> ?
	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 <b>since</b> the previous award(s) received?
	Does the citation contain all information about outstanding Legion service, including dates <b>since</b> the previous award(s)?
	Has the member being nominated for an <b>MSM</b> or <b>MSA</b> previously received a Life Membership? Has it been <b>5</b> 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 <b>since</b> 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 <b>Transmittal Form</b> (pink copy) and the <b>Member Registration Form</b> (white/green copy) filled out?
	For Life Membership applications, is the cheque made out to <b>Dominion Command</b> ?

## **SAMPLE CITATION for MSM 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 Life Membership in 2004, Comrade 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 Life Membership, 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 Life Membership and the citation.

Since receiving his Life Membership in 2004, Comrade Smith's list of accomplishments includes the following:

### **OFFICES HELD**

#### **Branch Level**

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 Level**

2003-2005	Zone X1 Sports Officer
2005-2007	Deputy Zone X1 Commander
2007-2009	Zone X1 Commander
2009-2011	Past Zone X1 Commander

#### **District Level**

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) Life Membership 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 Comrade 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.

He organizes the Remembrance banquet each year and single handedly organizes the Poppy Campaign from ordering the poppies to the Cenotaph service on November 11<sup>th</sup>. He ensures that, above and beyond his own duties, the branch is looked after – he writes articles for PR, takes pictures, makes a light lunch for the members to enjoy after the meeting. He sends cards of get well, sympathy, etc., to the community signed by the Branch. This is all done from his own pocket. He is a take charge person and when the need is there, so is Comrade Smith, working long into the night to get the job done.

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 Meritorious Service Medal.

**PLEASE NOTE:** This is a sample citation ONLY. It can be used for MSM and Palm Leaf to MSM. The more detail, with lots of dates and spans of time, you can write on a Comrades' application for any major award can only ensure that they will receive that award. A citation can NEVER be too small.

Good Luck