



Nova Scotia/Nunavut Command
The Royal Canadian Legion

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All Branch Mail Out #41

Date: June 17, 2024

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

From: Comrade Harry Jackson
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 Meeting will take place on **Tuesday July 9, 2024**. All submissions must be received, thoroughly completed, **no later than 4.00pm Monday July 1, 2024**. This will allow the Chair and staff opportunity to review and assist branches in correcting any issues prior to the committee meeting. Submissions may be made by email, admin@nsnulegion.ca, fax 902-429-7481, or by mail at the [coordinates above](#).

Please include a signed copy of the attached Major Application Checklist with all submissions.

Please note that Dominion Command requires that minutes for all future major award submissions must include the first and last names of the nominator and seconder for approval and that the motion has carried. The minutes must be signed by the Branch President and the Recording Secretary.

Please also ensure that all citations are signed and dated by the author.

For any applications requiring funds cheques must be made payable to "Dominion Command."

In addition to the Major Award Checklist please find attached 3 sample citations: Life Membership Award, M.SM and Palm Leaf to M.S.M. These samples are provided to assist branches in writing citations that meet all of the criteria required for a successful application.

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? Must include first and last names of the nominator and seconder for approval and that the motion has carried. The minutes must be signed by the Branch President and Recording Secretary.
	Do the minutes include the name of the Comrade being nominated?
	Has the Comrade who completed the citation signed the application and citation 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 (*Cost to Branch can be determined by contacting supply at Dominion Command*)

	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 citation 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) Must include first and last names of the nominator and seconder for approval and that the motion has carried. The minutes must be signed by the Branch President and the Recording Secretary. - 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 *(Cost to Branch can be determined by contacting supply at Dominion Command)*

	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 passed 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 citation 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) Must include first and last names of the nominator and seconder for approval and that the motion has carried. The minutes must be signed by the Branch President and the Recording Secretary. - 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?

SAMPLE CITATION

LIFE MEMBERSHIP JOHN BAKER

BRANCH 200 WHITE BAY

This Comrade is a 47-year Legion member and has been very involved within White Bay Branch 200, whether it be in ensuring our veterans receive the services they are entitled, or step up as required when the need arose. Whatever position he took you were guaranteed that an outstanding result would be the outcome.

Accepting the nomination of Bars Control in 2015 started the path ahead for this Comrade. He was quick to recognize the importance that the people in Branch positions played in the successful operation of the Legion. He ensured bar receipts of daily sales matched deposits for the bank, as well as overseeing muster teams monthly confirming that remaining stock balanced. In 2016 he assumed the position of 2nd Vice President undertaking all requirements of the position. Security was high on his list, and he immediately prepared the list for who was entitled to keys, 24 hour access, and had security codes entered with monitoring organization. He as well readily answered many late night and early morning security problems when phoned by monitoring company.

In 2017 when a Branch Treasurer was required and recognizing the importance of this position to the operation of the Legion, he took it on and stayed for the following year till June 2018 elections. While accurately managing all bank accounts monitoring monies in and out, he was able to ensure all year end audit requirements were met. He meticulously tracked all invoices from outside contractors ensuring timely payment and ensuing no double billing occurred. Responsible for validating staff time sheets and ensured correct pays were issued including required deductions for EI/ CPP/federal and provincial income tax.

In June 2018 he was elected as President with the term of office being extended by a change of bylaws for elections to be held later in the year. With the knowledge learned from previous years of Branch and Zone meetings, conventions Dominion and Provincial made dealing with command and branch

requirements much easier. As President he set an example by making sure to see to and end all tasks as demonstrated during the COVID years. Keeping White Bay Branch viable during this time of uncertainty required many hours of extra work on his part. If he had not researched and submitted required paperwork for grants we qualified for the outcome of the Legion could have been different. Seeing the need for improvements in house and quotes obtained and monies approved to conduct work without impacting on daily operations.

When Covid shut us down Comrade John recognized this as the time to get required work done allowing local companies to keep employees on while contracted to us. Brokering terms with contractors that allowed us to keep costs down involved him giving countless hours of his time doing removal and construction of the upper and lower bars doing construction and electrical laid out by the contractor. This coupled with the replacement of both levels of suspended ceiling tiles and installation of a new sound system, along with painting gained the praises of patrons upon reopening.

Since 2018 this Comrade has chaired the Chase the Ace fundraiser which has proved to be a prime revenue source for the branch. Coordinating teams, procuring tickets, and initiating a new purchasing policy has allowed for more sales and consequently more revenue for the branch. When unable to thank our Vets with a dinner as was our custom, he asked his executive to come up with an alternative to honour them appropriately. The result was a cooked meal delivered by Comrades in uniform to their homes. This was a huge success and the praise from our Vets was resounding. Quick to recognize people for their contributions towards the betterment of the Legion he ensured they are properly recognized by their peers at meetings and award ceremonies.

While still serving as White Bay President Comrade John took on the duties and responsibilities of Deputy Zone Commander, and since appointed in November 2019 continues to demonstrate good judgement and offer sound advice. This Comrade has been a member of White Bay Kinsmen and since 1986 held various positions including President and earning the prestigious Founders Award and Life Membership. Even today with all the Legion requirements he still participates in Kin club community activities.

This Comrade is to be commended for all his hard work, dedication and loyalty to our Legion, White Bay Branch. John is totally committed to and has worked tirelessly to ensure the aims of the Legion are met. A superb representative, of what the Legion stands for. It is with great honor that I submit the name John Baker for Life Membership.

Executive Offices

Bars Control	2014-2015
2 nd Vice President	2015-2016
Treasurer	2016-2018
President	2018-2021
Zone 2 nd Vice	2019 to present
Past President	2021 to present

Bars and Medals

Past Officer and Executive Committee Bar

2nd Vice Bar

Treasurer's Bar

Awards

Certificate of Appreciation - Chase the Ace – 2018

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Signature

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Date

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.

**SAMPLE CITATION
PALM LEAF TO THE M.S.M
MARY BROWN**

BRANCH 192 GREEN VALLEY

Since receiving her MSM award in 2019, Comrade Mary is a member in good standing and has continued her volunteer work for the branch.

Mary has held the Office of Treasurer for 2 years and performed her duties as befitting the position. She kept the Executive and Membership up to dated on the financial status of the Branch: ensuring members were aware of the financial needs of the Branch and motions were made by the membership on behalf of the branch.

As Treasurer Mary assured all financial transactions were recorded and were to the Legion's benefit. She prepared the monthly financial reports and ensured those reports were submitted to Command in a timely manner. She worked closely with our bookkeeping firm by exchanging information, answering questions and keeping them up to date so that they were able to prepare and present the yearly financial statement to the Membership.

As PRO Mary keeps the members informed of Legion events by updating our Facebook page and the Legion's events page. She can be seen regularly taking photos of new members and at other events such as presentations to various organizations. Comrade Mary posts advertising signs in high traffic areas to inform the public of upcoming events. Comrade Mary is also involved in the presentations of the Quilts of Valour for the Veterans of the community. These afternoon presentations shows our respect and good will towards our Veterans and our gratitude to them for serving our country. Comrade Mary played an integral part in keeping everyone safe during Covid. Along with posting signage she was in frequent communication with the Dept of Health sharing the information she receive to the members. Although this seems like small feat it was not, especially where so many were concerned about social distancing and masking.

She continues to organize the monthly flea markets. Comrade Mary provides her phone number to the public for the table bookings and maintains a list of the people after the initial booking is complete in case someone cancels. If this occurs she then calls the next on the list so there are no missed opportunities. She ensures the layout for the tables is with the volunteer in charge of set up prior to the event. Her day starts early morning letting in the sellers for their set up and ends when all have left the Branch around 3pm. Each month of the flea market, Comrade Mary designates a charity to whom the funds from the table rental and ticket sales will be allocated to. By booking and assigning the table, being present during the event and organizing the marker volunteers, who look after the door entrance fees and the 50/50 ticket sales, the event continues to be a huge success. She looks after the Charity Account, making sure funds are allocated to our various charities or Legion commitments – i.e: Convention Booklets and the Veterans Service book to name a few. She reports the financial status of the account each month at the General Meeting.

Comrade Mary supports the Poppy Campaign by distributing poppies during Remembrance week and is the Chair of the Service at the cenotaph. As Chair of the Remembrance Week she is responsible for being the Master of Ceremonies (MC).

She is the MC on the Veterans Night Dinner during Remembrance Week. In 2022 the Branch started to expand its invitation list of Veterans of WWII, Korea, Gulf wars and include Afghanistan under Comrade Mary's direction and the Executive's approval. In 2023, a committee was formed by Comrade Mary to include more Veterans, Peacekeeping, NATO and long serving members. Phone calls were made and as a result the numbers grew. The members were honoured to be invited as were we to have them.

As Immediate Past President she is responsible for the Honours and Awards night and is the Chair of the event which requires a lot of co-ordination. Comrade Mary chairs the meetings leading up to the event and ensures medals, pins and bars are ordered as well as invitations sent out to the recipients and Command. Comrade Mary ensures the higher awards such as Life are properly completed and sent to Command for approval. She liaisons with the Ladies Auxiliary for the menu and ensures that a Piper and Bugler are available. With the help of the Committee a program is created and all appreciation and merit awards are ready.

Comrade Mary is the Chair of the Branch Policy and By-Law Committee responsible for reviewing and updating yearly.

Comrade Mary is an active member of the Calis Ladies' Auxiliary working function when required and is a 25 year plus member.

She participates in call back for the Delegates to Convention and Order of the Knife Mini Bingos and has carried colours for the branch meetings.

Comrade Mary has attended the Dominion Command's Virtual Convention and 2023 Provincial Convention in Sydney. She has attended and participated in Zone and District Meetings.

Comrade Mary continues to play darts in the Thursday night Mixed League and is an active member of the Green Valley Seniors Club, holding offices there as well and most recently has joined the Crib Club at the Branch.

She continues to be the chair of a Ladies Group, scheduling outings, dinners and attending local theatre productions for the group.

She also performs acts of kindness for her neighbours, friends and family in the community, which includes homemade meals for those under the weather, or driving them to appointments in the city. All of which are well appreciated.

Comrade Mary has the ability/gift to communicate with various members of society, which has been to the benefit of the Branch. Comrade Mary attends the Green Valley business meetings representing Green Valley Branch.

Comrade Mary over the years has brought in new members to the Branch and has urged them to run for Office on the Executive. In this she has been successful and we have had several new Executive members to fill the vacant positions.

In recognition of Comrade Mary's dedication, continued contributions to the Branch and her volunteerism, we would like to put her name forward for the Palm Leaf-to the MSM..

Signature.....

Date.....

MARY BROWN – PALM LEAF TO M.S.M

SINCE RECEIVING HER MSM AWARD - 2019

She has held the following offices in the Branch

2019-2020 - Treasurer

2020-2021 - PRO

2022 - President

2023 - Immediate Past President/PRO

2024 --Immediate Past President – Acting PRO to present.

Other Legion Volunteer Positions

2020 - 20 Year Associate Pin

2020 - 25 Year Ladies Auxiliary Pin

2023 – President’s Medal Pin