

## **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 <b>correct application</b> (latest version 800282 October 2018) being used? (Fillable & printable forms are on Dominion and NS/NU Command Website)
	Is the nominee a member in <b>good standing for a minimum of 10 years?</b>
	Is the information about the Command complete <b>NS/NU Command 08?</b>
	Is the information about the Branch complete <b>Name, Strength, Address?</b>
	Is the information about the <b>nominee complete and accurate</b> including <b>AGE?</b>
	Are the previous awards listed, <b>with dates</b> , 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.  <b>2025 is \$40.86 if the member is over 70 then: \$40.86 x 5 years = \$204.30</b>
	Is the cheque made payable to <b>Dominion Command</b> been included?
	Is the information about the <b>General, Executive or In Camera</b> meeting complete?
	Are those <b>FULL Meeting Minutes</b> 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 <b>name of the Comrade</b> being nominated?
	Has the Comrade who completed the citation <b>signed the application and citation</b> and dated it?

	Does the citation contain <ul style="list-style-type: none"> <li>- name and membership status of the individual being nominated</li> <li>- list in chronological order all Legion Offices and positions</li> <li>- contain all information about outstanding Legion service <b>with dates</b></li> <li>- include a list of previous awards in chronological order (if stated on front of application)</li> </ul>
	Is the application reviewed by the <b>Senior officer and Secretary</b> of the Branch?
	Is the application reviewed and signed by either your <b>Zone and/or District Commander</b> ?

MSM / MSA (*Cost to Branch can be determined by contacting supply at Dominion Command*)

	Is the <b>correct application</b> (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 <b>good standing for a minimum of 15 years</b> ?
	Is the information about the Command complete <b>NS/NU Command 08</b> ?
	Is the information about the Branch complete <b>Name, Strength, Address</b> ?
	Is the information about the <b>nominee complete and accurate</b> including <b>AGE</b> ?
	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"> <li>- name and membership status of the individual being nominated</li> <li>- 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.</li> <li>- list in chronological order all Legion Offices and positions</li> <li>- contain all information about outstanding Legion service <b>with dates</b></li> <li>- include a list of previous awards in chronological order (if stated on front of application)</li> </ul>
	Is the application reviewed by the <b>Senior officer and Secretary</b> of the Branch?
	Is the application reviewed and signed by either your <b>Zone and/or District Commander</b> ?

PALM LEAF (*Cost to Branch can be determined by contacting supply at Dominion Command*)

	Is the <b>correct application</b> (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 <b>minimum of 5 years passed since MSM?</b>
	Is the information about the Command complete <b>NS/NU Command 08?</b>
	Is the information about the Branch complete <b>Name, Strength, Address?</b>
	Is the information about the <b>nominee complete and accurate</b> including <b>AGE?</b>
	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"> <li>- name and membership status of the individual being nominated</li> <li>- 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.</li> <li>- list in chronological order all Legion Offices and positions <b>held since MSM</b></li> <li>- contain all information about outstanding Legion service <b>with dates since MSM</b></li> <li>- include a list of previous awards in chronological order <b>since being awarded the MSM (if stated on front of application)</b></li> </ul>
	Is the application reviewed by the <b>Senior officer and Secretary</b> of the Branch?
	Is the application reviewed and signed by either your <b>Zone and/or District Commander?</b>