

Meritorious Service Award (MSA) - Step by Step Guide and Checklist

References: [A. Ritual Awards and Protocol \(RAP\) Manual Section 211 - 216](#)
[B. The By-Laws of Nova Scotia/Nunavut \(NS/NU\) Command Article XI](#)
[C. Policies and Guidelines of NS/NU Command RAP Terms of Reference \(TOR\)](#)

Eligibility

Minimum of 15 years of continuous membership (in good standing) immediately prior to the nomination and those years do not have to be at the same Branch

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Approval

- Must be approved at an Executive or General meeting of the LA and a copy of the signed minutes must be included
- The minutes must include the name of the nominee, mover and seconder along with the results (Carried)
- If the wish is to keep the name confidential, an "In Camera" provision can be utilized at an Executive Meeting (or by electronic vote) and the results must be included
- First and last names of the mover and seconder must be clearly shown

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Application

- #800281 (Oct 2017) must be completed in its entirety
- Command **NS/NU Command 08**
- Ensure information about Branch LA is complete (Name, Strength and Address)
- Ensure information about Nominee is correct including age
- Previous awards and dates including Life Membership Application (see attached citation)
- Signed by two Senior Officers of the Branch, preferably the Secretary and President
- Reviewed and signed by the Zone Commander (District Commander if Zone Commander not available).

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Citation

- Name and membership status of nominee
- List in chronological order all Legion Offices and position
- Information about outstanding Legion Service (with dates) since the last award

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Complete this checklist and submit with the application to NS/NU Command for approval of the Committee. Once approved provincially, NS/NU Command will forward to Dominion Command for their review and decision. Submissions can be emailed to admin@nsnulegion.ca

Signature

Date mm/dd/yyyy