

Meritorious Service Medal (MSM) - Step by Step Guides and Checklist

References:

A. Ritual Awards and Protocol (RAP) Manual Section 202-210

B. The Bylaws of Nova Scotia/Nunavut (NS/NU) Command Article XI

C. Policies and Guidelines of NS/NU Command RAP Terms of Reference (RAP)

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 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 ☐

Application

- #800281 (Oct 2017) must be completed in its entirety ☐
- Command **NS/NU Command 08** ☐
- Ensure information about Branch 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). ☐

Citation

- Name and membership status of nominee ☐
- List in chronological order all Legion Offices and position ☐
- Information about outstanding Legion Service (with dates) ☐
- Has the Comrade who completed the citation signed the application ☐

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