



**THE ROYAL CANADIAN LEGION  
ONTARIO COMMAND**

**TO: All Zone Youth Ed Chairs**

**FROM: Crystal Cook, Vice President and Chair  
Provincial Youth Education Committee**

**SUBJECT: Poster/Literary & Public Speaking  
Contest Statistics Sheet**

**July 23, 2024**

---

Included in the Poster and Literary and the Public Speaking circulars are Contest Statistics sheets which should be completed at every level of the Youth Education Competition. Over the past few years there has been confusion about the correct way to complete this sheet and I am providing some guidance to the Zone Chairs that can be relayed to the Branch Chairs in their Zones as follows.

- Each Branch will complete the statistics sheet with the total number of entries they received in each category. Branches seem to write only the number of winners they are forwarding on. This is incorrect, it needs to be the total number of entries received for the Poster and Literary Competition or the total number of students who competed at each level for the Public Speaking Competition.
- The Branch will then forward the statistics sheet to the Zone Chairs along with their winning entries (or names of winning speakers). Once received the Zone Chair will add up the number of entries/speakers in each category from each Branch and complete their own Zone statistics for forwarding to the District Chair. The number of entries should keep growing as it moves up the levels. The Zone Chair writes the total of all entries from the Branches combined.
- The District Chair takes the information from the Zone Statistics sheet and tallies up the total number for forwarding to Provincial.

The statistical information is very important to the Youth Education program as it is used in the Fact sheets highlighting the great work the Legion Branches are doing in the community. The statistics also help us to identify if a particular category needs some more attention based on the participation level. Your help in getting this information passed onto the Branch Youth Education Chairs would be greatly appreciated. If you have questions or comments regarding this memo, please do not hesitate to contact me or the Youth Education Coordinator at Ontario Command.

Yours in Comradeship.

cc: Members, Youth Education Committee (via email)  
D. Moore, President Ontario Command, L. McClellan, 1<sup>st</sup> Vice President, Ontario Command

File: 2024-2025 P/L Competition  
2025 Public Speaking Competition      2024-2025 Video Competition