

**THE ROYAL CANADIAN LEGION
ONTARIO COMMAND
HONOURS & AWARDS**

GUIDELINES FOR THE COMPLETION OF HONOURS & AWARDS

The following guidelines should be followed in the preparation of applications:

Please read your Honours and Awards Manual (2008) available through Dominion Command and the Provincial Legion Officers Manual (2007) available through Ontario Command Office.

SPECIFY ON ALL COPIES OF APPLICATIONS TO WHOM THE CORRESPONDENCE SHOULD BE DIRECTED TO – IF OTHER THAN THE SECRETARY OF THE BRANCH.

Decide if the member is worthy of the award; if so, proceed. Have they done outstanding service, over & above the normal requirements of an elected office or Branch member?

Order the proper forms from Ontario Command:

Life Membership - #800282 or on-line at the Dominion website under “forms”
MSM or Palm Leaf - #800281

Complete all lines on the application providing the information required. Incomplete applications will be returned. A Senior Officer (preferably the President) & the Secretary must sign the application.

Type the citation on the back of the application in point form. List all pertinent data, offices held with **dates and spans of time** involved. Any additional information of the activities, achievements & committee work should be stated. Please keep in mind that the Provincial Committee only has the citation with which to make a decision, therefore, it is very important to be as precise as possible in your documentation. Remember, it is outstanding services rendered in the Legion and in the community that the member is being recommended for the award.

The date of the application and citation must not exceed six (6) months of the date of branch approval.

Upon completion of the citation, the two Officers who signed the front of the application must sign it. **If the citation has been prepared on a separate piece of paper, please have the same Officers sign that paper.**

State the type of meeting (Executive or General) and quote the motion to approve this award.

It is recommended that a family member NOT be a signing Officer on the application.

Make 8 copies of the application, citation and letters when required and distribute as follows:

- ✓ Retain 1 copy for the branch file
- ✓ Forward the remaining 7 copies to the Zone Commander; when he has signed & dated all the copies, he will forward them to the District Commander for his signature & date, after which he will forward the 5 copies to Ontario Command.

IF THE AWARD IS APPROVED, you will receive notification from Command informing you of the documentation required to send to Dominion Command

NOTE: Do not send money with the applications

LIFE MEMBERSHIP applications require the **signature/date** of the Zone & District Commanders.

MSM & PALM LEAF applications require a **dated letter** from the Zone & District Commanders.

TIME REQUIRED TO PROCESS AN APPLICATION: both Provincial and Dominion Committees sit once a month; the turn around time for Life Membership applications should be 2 months; allow 3 months for MSM & Palm Leaf. Please note: this is providing the application has been properly prepared.

FRIENDSHIP & MEDIA AWARDS: Dominion Command requests the complete address of the recipient be included on the application. Three (3) copies of the application are required to Command office. (3 month's notice)

BRANCH HONORARY PATRON AWARD: honours local dignitaries & community leaders; is not a form of membership; award is of discretion of the Branch; available through Dominion Command

CERTIFICATES OF MERIT & APPRECIATION: These are branch awards and can be obtained through Ontario Command.

BARS & MEDALS: All Past Officer Bars and Medals are available through Dominion Command. This includes the **Cadet Medal of Excellence**.

Please note: it is recommended that the form for "Awards for Past Service" be completed for documentation at branch level. It is not a requirement from Dominion Command; they only require an order form.

**OLD APPLICATIONS DATED 2001
WILL NOT BE ACCEPTED AFTER
DECEMBER 31, 2010**

The Provincial Honours and Awards Committee feels that if you follow the guidelines stated above, there shouldn't be any problem getting your applications approved. If you do run into difficulty, Command staff is willing to provide the assistance needed.

Mike Atkinson
Provincial Chairman – Honours & Awards Committee

February 11, 2011