

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

SPECIFY ON ALL COPIES OF APPLICATIONS TO WHOM THE CORRESPONDENCE SHOULD BE DIRECTED TO – IF OTHER THAN THE SECRETARY OF THE BRANCH. MAKE 2 (TWO) COPIES, KEEP ONE (1) AT THE BRANCH AND SEND ONE (1) TO ONTARIO COMMAND.

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: or on-line at the Dominion Command website under “forms” or Ontario Command website www.on.legion.ca under “forms and manuals”.

Life Membership - #800282 (July 2017) MSM or Palm Leaf - #800281
Friendship - #800753 Media - #800464

Complete all lines on the application providing the information required. **Incomplete or outdated** applications will be returned.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, or if longer, on a separate sheet and attach to the application. 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, above and beyond, rendered in the Legion and in the community that the member is being recommended for the award.**

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.**

The date of the application, meeting minutes and citation **must not exceed six (6) months** of the date of branch approval. This is called “stale dated” and will be declined.

State the type of meeting (Executive or General) and quote the motion, full applicants’ name, nominators and second to approve this award and attach minutes to the application. All meeting minutes must be attached, partial or 1 page of meeting minutes will be returned.
The date of the meeting minutes should match the date of the meeting on the application.

If it is to be a surprise to the member, then an “in camera” meeting should be done **AFTER** the general or executive meeting.

The “in Camera” meeting should be an addendum to the meeting minutes.

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

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

27 November 2017

NOTE: Do not send money/cheque with the application

MSM & PALM LEAF

Please note that a copy of the Life Membership Application and citation needs to be included for the MSM.

Consequently, for a Palm Leaf application, a copy of the applicants MSM and citation must accompany the application.

If a branch cannot find either a Life or MSM application or citation, for a variety of reasons, such as, fire, flood, moved and files have been lost, then they must send an accompanying letter stating that this has happened and for the reason why the applications/citations cannot be provided.

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/Ontario Command requests the complete address of the recipient be included on the application. One (1) copy of the application is required to Ontario Command office. (2 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

BRANCH SERVICE MEDALS: "Although this medal is intended to be awarded to members who have not been members of the Branch/Post/LA Executive, it may also be awarded in addition to any awards/medals previously received by the member for exemplary service over and above any responsibilities required for any offices held."

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. (#800284) *

CADET MEDAL OF EXCELLENCE: All applications require a recommendation letter from the Corps/squadron C.O. (#800176) also indicating the type (sea / navy, air or army) for our records.

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

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.

Gord Carpenter
Provincial Secretary – Honours & Awards Committee

27 November 2017