

NEW HONOURS & AWARDS PROCEDURES FOR ALL BRANCHES

During the Provincial Administrative Committee meeting held at Ontario Command on March 6 2016, in which, all District Commanders were in attendance, it was motioned, seconded and carried that ONE application for a Life Membership, Meritorious Service Medal and Palm Leaf to the MSM can be forwarded electronically or by fax to Ontario Command.

It was moved and seconded that applications for Life Memberships, Meritorious Service Medals and the Palm Leaf to the MSM be forwarded by the originating body directly to Ontario Command.

The reasoning behind this is a cost saving measure to all branches, as you no longer have to make 8 copies of applications, send them to your Zone Commanders, who in turn, would send them to the District Commanders, who in turn, would send them to Ontario Command. Zone/District Commanders no longer have to sign the applications.

This saves on postage and administrative costs for all involved.

Going forward, the Branch, for (Life Membership) OR Branch, Zone or District for (MSM or Palm Leaf to the MSM) can be the initiator and the originating body for the applications being sent to Ontario Command. The branch will make a copy of either Life Membership, MSM or Palm Leaf to the MSM and send ONE (1) copy directly to Ontario Command via scan and email, fax or old fashion snail mail.

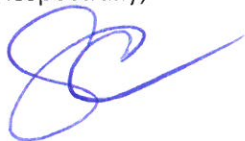
The branch will retain ONE (1) copy at the branch for their own files.

If scanning and emailing, send to gcarpenter@on.legion.ca

If faxing, the Ontario Command fax number is 905 841-9992

Attached is a guideline on "how to" fill out all applications properly, ensuring that they get approved in a reasonable time frame.

Respectfully,



Gord Carpenter

H&A Secretary

Ontario Command