



**The Royal Canadian Legion
Ontario Command**

89 Industrial Parkway N.
Aurora, Ont.
L4G 4C4

TO: All Branches
FROM: Military Service Recognition Book Program Chairman
DATE: September 1, 2020
SUBJECT: Introduction of Year Eight

Comrades:

Volume #7 of our Military Service Recognition Book program has now been finalized and all Branches are to be congratulated for a job very well done in securing submissions for our first seven books. **We ask that Branches continue to actively promote our program in order to receive more Veteran submissions for future books. It should be noted that submissions being published in our books are published on a first come, first served basis, so, the sooner we receive submissions, the sooner they will be published in one of our future books.**

We are now introducing year #8 of our program with Volume #8 being published and distributed to Branches in late September or early October of next year, 2021. This important program relies on our Branches for timely submissions with individual photos, and personal stories that will be published in our books. All proper procedures for submissions are outlined in the "Fact Sheet" included with this introductory package. A poster and Press Release is also included to assist you in the promotion of our program. We have also included a submission form both in English and French which is our most recently revised form that is to be utilized by those submitting submissions. Fillable submission forms are also available on our Ontario Provincial Command website at www.on.legion.ca.

We ask that you continue to support our program at your Branch through the awareness of our project by **communicating the information with your Executive members, the Branch membership, staff, and the public in general.** Hopefully each Branch has a Coordinator who has been assigned this important responsibility.

It is important to have Branches work closely with our Provincial Coordinators so that submissions sent to them are properly completed, clearly legible, and have proper quality photos. Otherwise they will be returned to the Branch for correction and re-submission, and this just delays the process. Submissions are not to be held onto and sent to our Provincial Coordinators in large quantities. They should be sent on a regular basis.

Once a Branch has checked submissions for correctness, and that all information is complete and legible, and that a proper photo has been submitted, they are then to be sent to our Command Coordinators. **THEY ARE NOT TO BE SENT TO OUR COMMAND OFFICE.** Submissions from Branches in Districts A-D-G-H-K are to be sent by mail to Carolyn McCaul at P.O. Box 202, 3243 Lake Dore Road, Golden Lake, ON K0J 1X0. Should you have any concerns or questions concerning the submissions, Carolyn may be contacted either by e-mail at carolyn.mccaul@sympatico.ca or by telephone at 613-625-2767.

Submissions from Branches in Districts B-C-E-F are to be sent by mail to Mary Ann Goheen at P.O. Box 308, Gravenhurst, ON P1P 1T7. Any concerns or questions from Branches that are the responsibility of Mary Ann may be directed to her at magoheen@sympatico.ca or by telephone at 705-687-0761.

Proceeds raised from this project will continue to be utilized to assist various Veteran Transition Programs that we at Ontario Command support. Our books are not to be sold, but rather are to be distributed as complimentary promotional copies. Although businesses who advertise in our book all receive a complimentary copy, **individual donors do not.**

Fenety Marketing are the publishers of our books and once again, their representatives will be conducting a Command Telephone Appeal to private citizens and the business community throughout Ontario. We ask for your Branch's endorsement and support for this very important project, and request that if you receive any calls from citizens in your area to please verify the legitimacy of this Legion funding appeal in promoting Remembrance. If there are any concerns regarding the legitimacy, please contact your Zone Commander. **It is important that all staff and members who answer telephone calls within your Branch are made fully aware of our ongoing program and the telephone appeal.**

Yours in comradeship,



A handwritten signature in black ink that reads "Ron Goebel". The signature is written in a cursive, flowing style.

Ron Goebel
Chairman
The Royal Canadian Legion
Ontario Provincial Command
Military Service Recognition Book Program
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