



**Branch Coordinator Information / Fact Sheet
For The Royal Canadian Legion Ontario Command
“Military Service Recognition Book”**

The following information is being provided to assist all Branch Coordinators with their duties and responsibilities regarding our **Military Service Recognition Book** (MSRB) program. And it is important that each Branch has a Branch Coordinator to actively promote our program and solicit submissions for our books. Please read carefully and follow all of these instructions prior to submitting any Veteran submission.

GENERAL

- Ontario Command is not a charitable organization and with Fenety Marketing working on our behalf, receipts for income tax purposes cannot be issued for donations or advertising in our book. We are a not-for-profit organization.
- No cheques for advertising or donations for the book should be accepted at Branches. They should be contacting Fenety Marketing directly by calling them on their toll-free number at 1-855-584-1374.

SUBMISSIONS

- Submissions are for all Veterans who currently, or did reside in the Province of Ontario, and who have, or are still serving. The definition of a Veteran is described in our General By-Laws and contained further on in this information/fact sheet.
- All information being supplied on the submission form is **to be completely accurate**, fully completed, and **CLEARLY LEGIBLE**.
- In obtaining the information for a Veteran submission, it is to be obtained from the Veteran or a family member of the Veteran. **Extreme care is to be taken if the information being submitted has been obtained through a third-party publication.** This could lead to copyright infringement and possible plagiarism in using someone else's work or ideas without permission. In such a circumstance, permission **MUST** be obtained from the publisher or source of where the information was obtained, and such authorization is to be included with the Veteran submission form.
- Permission must be obtained from the Veteran or family member for each submission. **If every possible effort has been attempted to locate a family member to no avail, then, and only then, can the permission be given by the Branch President, but a letter is to accompany each submission explaining this and is to be on Branch Letterhead.**
- The contact person and e-mail address and/or telephone number of the person sending the submission **MUST be included on the submission form along with the Branch name and number and the return address is to be on the envelope that contains the submission form and photograph if being mailed.**
- A Legion Branch and number **MUST** be listed in the “**THIS SECTION MUST BE COMPLETED**” section on the form for the submission to be processed.
- Submissions are only to contain **a maximum of 200 words and not pages of documentation**. Should there be more than 200 words of information, **the submission will be returned to the Branch involved**. Our Provincial Coordinators or our publisher will not be editing any biographies that are over the 200-word maximum. This is the responsibility of the submitter. The information in the biography is to be about Military Service and not Legion Service. The only information that may be included in the bio concerning Legion Service is if the Veteran is a member of a particular Branch and if they are a past President, etc.

- **Submissions may either be mailed or sent electronically.** If the hard copy submission form is being sent in the mail, it is to be mailed or dropped off at Branches and **NOT sent to Ontario Command.**
- **“Electronic Digital Photographs are acceptable, but the digital photograph should be a minimum of 300 DPI (dots per inch), at original size, saved to the highest quality possible. If it is a lower resolution photograph it will not print well in our published book.**
- **If the submission form and photograph are being sent electronically, the submission form must contain a signature of the Veteran or family member along with all other required information on the submission form.**
- **Documents being sent electronically are to be in a pdf file and digitized photographs are to be in a photo file such as a jpeg file.**
- **Electronic submissions are to be sent to our Provincial Coordinators Carolyn McCaul or Mary Ann Goheen to their email addresses indicated below. If they are sent to any other email address, they will not be accepted.**
- Submissions being sent by mail from Branches in Districts A-D-G-H-K are to be sent to Carolyn McCaul at P.O. Box 202, 3243 Lake Dore Road, Golden Lake, ON K0J 1X0. Or, if sending electronically, they should be sent to *carolyn.mccaul@sympatico.ca*.
- Submissions being sent by mail from Branches in Districts B-C-E-F are to be sent to Mary Ann Goheen at P.O. Box 308, Gravenhurst, ON P1P 1T7. Or, if sending electronically, they should be sent to *magoheen@sympatico.ca*.
- Do not hold onto submissions at the Branch. Once they have been checked for accuracy and correctness, they are to be received by the appropriate Command Coordinator no later than May 31st each year.
- A standard submission form is enclosed with each Introductory Package. Please make photocopies of the form as required. Should you have more information than what will fit on the submission form, you may submit information on a blank piece of paper and submit it with the form. The submission form is also available on our Provincial website which is fillable and printable at www.on.legion.ca.
- We do retain the right to edit but will try not to alter the content of your submission. If you misspell your name or give the wrong date of birth, etc., we will have no means of verifying the information and will either print only what you submit or return the submission to the Branch for correction.
- Should you not wish to include the day, month and year of birth of the Veteran, just include the year of birth on the submission form. Similarly, if you do not wish to include the day, month and year of death, just include the year of death.

PHOTOGRAPHS

- The original or actual photo, a photo centre reproduced photo, or a digital photograph with a minimum of 300 DPI, at original size, saved to the highest quality possible are the only photos that will be accepted with the submission form. Photos that have been scanned, printed on ordinary white paper or a photocopy of a photo **WILL NOT** be accepted.
- **Electronic Digital Photographs are acceptable, but the digital photograph should be a minimum of 300 DPI (dots per inch), at original size, saved to the highest quality possible. If it is a lower resolution photograph it will not print well in our published book.**
- A **REPRODUCED PHOTO** means a photo that has been reproduced at a **PHOTO LAB such as Walmart or Shoppers Drug Mart and NOT a photograph scanned on a poor scanner in low resolution and then printed on low quality photo paper or photocopied or printed on regular paper.**
- Staples or paper clips are also **NOT** to be used when sending the photo with the submission form by mail.
- There is to be no writing on the back of the photo as this will bleed through into the photo.
- No caricature drawings or drawing of any kind will be accepted in place of a photo.

- If sending more than one submission form and photo at a time by mail, a sticky note is to be attached to the back of each photo identifying each picture with the Veteran's name. It would be best if each submission form and photo were placed in a plastic bag (baggie) and then all of them placed in a large envelope that is being mailed to the Command Coordinator. This way, the photo and submission form do not get separated from each other.
- Photos should be a head-and-shoulders portrait. If a photo of the Veteran is not available, a photo of the Veteran's Regimental Crest would suffice and in turn published in place of a photo of the Veteran.
- If a photo of the Veteran or a photo of the Veteran's Regimental Crest is not submitted, then a silhouette of the service in which the Veteran served will appear with the Veteran's bio.
- **PLEASE NOTE: WE DO NOT RETURN PHOTOGRAPHS THAT ARE SENT TO US. They are retained in our files.**

Definition Of A Veteran

At the 2014 Dominion Convention held in Edmonton, a revision was made to the definition of a Veteran. The following is the new definition as approved at that Convention. **A Veteran is any person who is serving or has honourably served in the Canadian Armed Forces, the Commonwealth or its wartime allies, or as a Regular Member of the Royal Canadian Mounted Police, or as a Peace Officer in a Special Duty Area or on a Special Duty Operation, or who has served in the Merchant Navy or Ferry Command during wartime.**

Our two Command Coordinators should not have to go into "operation overload" when receiving submissions or when the deadline for submissions approaches. Each of them has approximately 200 Branches that they are responsible for. They must scan each form, photo and any additional information sheet and record each submission prior to sending them to our publisher, Fenety Marketing. So we ask that submissions be sent on a regular basis and are complete and correct.

Photographs and other information will not be returned, so it is best that you make copies of your submissions and photo. When a story is received it will be deemed submitted for inclusion and may be used without any further permission required. All stories submitted for use in the Military Service Recognition Book, may also be used for an on-line version of this book.

We trust this important information will be of assistance to you in the preparation of your stories and photos.

Revised November 2021