

# Module 8

## Honours, Awards Protocol and Representing Legion



# CONTENT OUTLINE

<b>MODULE NAME</b>	Honours, Awards and Protocol and Representing Legion
<b>MODULE CHAPTERS</b>	Representing Legion Protocol How to Create a Welcoming Environment Honours and Awards and their Importance
<b>MODULE AUDIENCE</b>	This module will be of interest to all members.
<b>MODULE DESCRIPTION</b>	Members will learn of both the Legion's and Canada's system of recognizing members' service and achievements which have benefitted both the branch and community. It will provide clarification on the appropriate recognition to be bestowed.  This module will also address the importance of Branch involvement in the community and the lead role the Legion can play.
<b>DURATION OF MODULE REVIEW</b>	Members can anticipate taking up to five hours to review all module content but the material in the module as well as the Legion's Ritual, Awards and Protocol manual will remain a ready reference.
<b>LEARNING OUTCOMES</b>	Members completing the module will be able to understand the concepts of managing and resolving conflicts, conflict management styles and the components of mediation.

# REPRESENTING LEGION AND COMMUNITY INVOLVEMENT

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One of the building blocks of Branches is community involvement. Ideally a Branch should be creating a positive image that is attractive to potential members. Every effort should be made to involve and support local programs. Branches should take the opportunity to be represented on the local Chamber of Commerce. This allows direct contact with business leaders, and gives the opportunity to directly tell your community what the Legion is doing, any future plans and the role the community might play in the plan. Remember that the Legion is apolitical so refrain from any political involvement or statements.

Branches should take the lead and invite local service clubs to an annual meeting and exchange yearly plans and event dates. This will prevent duplication in some areas or events, such as fund raising or social events when community involvement is necessary. Service clubs can aide each other while serving their community's needs.

Direct contact with schools allows the Legion the opportunity to present youth programs, i.e., Poster, Poem and Essay and to the sports departments for Track and field.

Support of youth programs boost's the Legion's image greatly, i.e., cadets, minor sports, scouting and guiding, public speaking contests, just to name a few programs.

Branches should take every opportunity to be represented and to speak at public events. Again to show and tell the local populace that the Legion cares and is involved in your community events.

Legion week is an ideal time to invite the local leaders and populace to the Branch to

show case the building and explain what the Legion is all about. Display and explain the internal sports programs the Branch is active in and whether these are open to the public. In many Branches these programs are open to the public.

When having a Branch function such as a Veterans Dinner or Honours and Awards banquet, be sure to invite the local politicians as well as the serving Member of Parliament and Member of Provincial Parliament / Legislature. When preparing for this event be sure that Legion protocol is followed. The latest edition of the Dominion Ritual, Awards and Protocol Manual available at Legion.ca.

The Branch Public Relations Chairman should take every opportunity to involve the local press either in picture or print. This puts the Branch front and centre before the public and is a constant reminder of the Branches involvement in community events.

When representing the Legion at public, private or Legion event, a key aspect is to be prepared. Determine ahead of time what is expected of you or the branch and prepare as needed.

When involved in discussion about your Branch or the Legion in general, lead discussions in the direction you feel the topic of debate should be going. Try to avoid the negatives and make every effort to show the Legion in the best way.

Try not to become involved in discussions that are irrelevant to the topic in question. Under no circumstance become involved in gossip of any kind. If for some reason you do not know an answer to a question, simply say you do not know but will research the question and get back with the correct

answer. Situations such as this can be embarrassing to you and the Legion if you give a wrong answer and later have to make a public correction or apology.

It is critical for those involved in public events that their dress and mannerism be beyond reproach. When attending public events you are not only representing yourself, you are representing your branch and Legion as a whole.

Unless at a social function where other adults are gathered and alcohol is being served Legion representative(s) should refrain from indulging before, during and after the event. In every case be sure not to over indulge and risk embarrassment. Remember one bad mistake can tarnish the reputation of all the members of the Branch and leave a lasting bad public image.

All funds raised by a Branch have been generated locally and as every effort should be made to support other local programs. Ensure the Branch Public Relations Chairman captures all donations and inserts same in the local news. Shop locally when possible.

Positive community involvement enhances the Branch image and encourages local residents to become more actively involved in the community, it creates interest in the Legion and encourages potential new members. Citizens care about their community and if the Branch leads, many will follow.

Should there be an occasion when you are not sure of the protocol, how to act or what to do, seek the input of a more experienced Legionnaire. Contact your Zone and/or District Commander for their input.