



E-mail address guide for Branches and Commands

Branches operate on the efforts of dedicated Legion members, and volunteer turnover within a role is a fact of life. One way to support continuation of the work is by providing a dedicated email address for the person supporting that role. The email address will pass on to the next person assuming the role, and will help ensure the work and communications will not be lost over time. If your Branch does not use a consistent email format, please consider the following suggestions.

Branch email format

This format was previously provided to all Branches for membership and Branch related communications. It is the Command code, then the Branch number.

e.g. 01-111@legion.ca

Sample email formats (use Gmail, or other reliable mail providers)

If you have several official positions at your Branch, each position could have a separate email address for Legion business. Note that the volunteer who fills any particular position will have to ensure they choose a password. This password can be changed by the next person in the role - *they will need the old password to do this so make sure to obtain it before the previous volunteer leaves.*

Use a short appropriate abbreviation for the position, followed by the Command code, then the Branch number.

President	PRES-01-111@gmail.ca
Vice President	VP-01-111@gmail.ca
First Vice President	FVP-01-111@gmail.ca
Secretary	SC-01-111@gmail.ca
Treasurer	TR-01-111@gmail.ca
Service Officer	SO-01-111@gmail.ca
Immediate Past President	IPP-01-111@gmail.ca
Poppy Chair	PC-01-111@gmail.ca
Membership Chair	MC-01-111@gmail.ca
Public Relations Officer	PRO-01-111@gmail.ca