

# APPLICATION PROCESS



These Legion awards are the highest level of recognition to members for above and beyond service in supporting the Royal Canadian Legion mission to serve Veterans, including serving military and RCMP members and their families, to promote Remembrance, and to serve our communities and our country.

**The awards in subject are not to be based on how many other awards, medals and/or bars have been previously awarded to an individual. As such, any Citation must be reporting not on work for which those normal Legion medals and bars are awarded but outstanding work done representing the Legion.**

## **APPROVAL PROCESS:** **SECTION 207**

- Use the current Dominion Command application Form 800281
- The nomination **MUST** be approved at an Executive or General meeting or in-camera meeting of the Branch, Zone, District, or Command, Section 207 b
- A signed and dated copy of Minutes of the meeting where the award was approved must include the name of the person nominated and the names of the nominator and seconder, Section 207 b.  
  
In camera meetings are acceptable but must include the name of the person nominated and the names of the individuals attending the meeting (preferably minutes of the meeting).
- Honours and Awards Committee nominations, without proceeding to an Executive or General meeting for approval, **WILL NOT BE ACCEPTED**
- Include copies of applications and citations of prior awards, i.e. Life and/or MSM (MSA). This aids the Committee members in making proper decisions.

## **CITATION** **SECTION 208**

Citation are not a listing of positions held at Branches or Command but a narrative describing the individual dedication and character to Legion work.

- Complete details of all Community Services are required.
- Dates of outstanding service must be included.  
**No service and/or dates should predate the last award received and that includes the Life Membership category. If a previous award or LM has been issued, above and beyond Legion service with dates since that award was presented are the only one applicable and required be provided. Application should not list simply continuation of holding a position that was already listed to support previous award or the LM.**

Each of these areas **must be addressed in detail in the following order:**

1. Service to Veterans and Youth. Section 205 b i-v
2. Service to the Community. Section 205 b viii-xi  
Include all involvement in activities associated to Veterans, Youth, Seniors, and Community Assistance.
3. Above and beyond Service to Branch, Zone, District and/or Command Section 205 vi-vii that are new since awarding last award and not otherwise recognized by other service medals (Like the Branch service medals) or bars.

### **Note**

The Citation should cover a minimum period of 5 years since the last major award (MSM/MSA/Palms) was presented or the Life Membership has been granted.

# Application for Meritorious Service Medal / Meritorious Service Award (L.A.) Palm Leaf (M.S.M./M.S.A.)

## Demande pour Médaille au Mérite / Décoration au Mérite (A.F.) Feuille de Palme (M.S.M./M.S.A.)



Type or print in BLOCK letters and submit in duplicate / Taper ou lettres MOULÉES et soumettre en duplicata

**Note:** Please read the Ritual, Awards and Protocol Manual (Sections 201-223) before completing this application. /  
SVP lire le Manuel du rituel, des récompenses et du protocole (Sections 201-223) avant de compléter cette demande.

Level at which awarded / Niveau auquel décerné:  Command / Direction  District  Zone  Branch / Filiale Post / Poste

Meritorious Service Medal (M.S.M.) Médaille au Mérite (M.S.M.)  Meritorious Service Award (M.S.A.)(L.A.) Décoration au Mérite (M.S.A.)(A.F.)  Palm Leaf to M.S.M. Feuille de Palme à M.S.M.  Palm Leaf to M.S.A. Feuille de Palme à M.S.A.

Command / Direction: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Number / Nom et Numéro

Branch / Post-District-Zone Membership Strength /  
Filiale / Poste-District-Zone: \_\_\_\_\_ Effectif d'adhésion: \_\_\_\_\_  
Name and Number / Nom et Numéro

Type of Meeting where approved / Genre de réunion où approuvée: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Membership / Genre d'Adhésion:  Legion / Légion  Ladies Auxiliary / Auxiliaire féminin

Name of Intended Recipient / Nom du candidat intentionné: \_\_\_\_\_

Membership No. / No. du Membre: \_\_\_\_\_ Member Admission Date / Date d'admission du membre: \_\_\_\_\_ Age / Âge: \_\_\_\_\_

### HONOURS AND AWARDS PREVIOUSLY GRANTED / HONNEURS ET RÉCOMPENSES DÉJÀ ACCORDÉS:

Honour or Award / Honneur ou Récompense	Date	Honour or Award / Honneur ou Récompense	Date

**Note:** Citation must be complete in detail as per regulations (Sections 201-223 of the Ritual, Awards and Protocol Manual) and must include outstanding services rendered to the Legion and in the community. Please attach minutes of meeting where approval was granted and all applications for previous awards. / La citation doit être complétée en détail, selon les règlements (Sections 201-223 du Manuel du rituel, des récompenses et du protocole), et doit inclure les services spéciaux rendus à la Légion et dans la communauté.

I, \_\_\_\_\_, having prepared and/or reviewed the citation on  
Print Name  
\_\_\_\_\_, certify that the information stated is fair and accurate.  
Date

Je, \_\_\_\_\_, ayant préparé et/ou revu la citation mentionnée le  
Nom lettres moulées  
\_\_\_\_\_, certifie que l'information donnée est juste et équitable.  
Date

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Senior Officer / Officier supérieur Secretary / Secrétaire

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Zone Commander / Commandant du Zone District Commander / Commandant du district

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Provincial Command Honours and Awards Committee / Comité des Honneurs et Récompenses de la Direction provinciale

Approval / Approbation: \_\_\_\_\_ Date: \_\_\_\_\_  
Dominion Command Ritual and Awards Committee / Comité des Rituels et Récompenses de la Direction nationale