

MEMBERSHIP MANUAL



THE ROYAL CANADIAN LEGION



The material provided in this publication is the sole property of The Royal Canadian Legion and shall not be reproduced in any form without the expressed written permission of Dominion Command, The Royal Canadian Legion. This manual amplifies Legion policy and is produced under the authority of the Dominion Executive Council as per Section 408 of the General By-Laws.

TABLE OF CONTENTS

PART I—ELIGIBILITY GUIDE

ELIGIBILITY

| | |
|--|----|
| WHAT DOES IT MEAN? | 9 |
| AGE OF MAJORITY | 9 |
| APPLICATIONS | 9 |
| CADET YEAR | 9 |
| CITIZENSHIP REQUIREMENTS | 9 |
| VOTING | 9 |
| EFFECTIVE DATE OF MEMBERSHIP | 10 |
| IN GOOD STANDING | 10 |
| INITIATION GUIDELINES | 10 |
| LIFE MEMBERSHIP - DECEASED MEMBER | 11 |
| LONG SERVICE AWARDS | 11 |
| MEMBERSHIP DUES/PER CAPITA TAX | 12 |
| MISCONDUCT | 12 |
| SPOUSE | 13 |
| YEARS OF CONTINUOUS SERVICE | 13 |
| MEMBER PRIVILEGES | 14 |
| NON-MILITARY SERVICES | 14 |
| PROOF OF ELIGIBILITY REQUIREMENTS | 15 |
| MILITARY SERVICE QUALIFICATIONS-ORDINARY MEMBERSHIP | 16 |
| CANADIAN WARTIME ALLIED COUNTRIES | 21 |
| NATO ALLIED MEMBER COUNTRIES | 23 |
| WARS & POLICE ACTIONS | 23 |
| COMMONWEALTH MEMBER COUNTRIES | 24 |
| AUSTRALIAN EXTERNAL TERRITORIES | 25 |
| SELF GOVERNING COUNTRIES IN | |
| FREE ASSOCIATION WITH NEW ZEALAND | 25 |
| BRITISH DEPENDANT TERRITORIES | 25 |
| HISTORY OF MEMBERSHIP CATEGORIES | 26 |
| SERVICE RECORDS | 32 |

PART II—PROCESSING GUIDE

CHAPTER 1

| | |
|---|----|
| FORMS | 34 |
| FIGURE 1-1 — MEMBER REGISTRATION FORM | 34 |
| FIGURE 1-2 — MEMBER DATA CHANGE FORM | 35 |
| FIGURE 1-3 — BRANCH TRANSMITTAL FORM | 36 |
| FIGURE 1-4 — LIFE MEMBERSHIP APPLICATION FORM | 37 |
| FIGURE 1-5 — MEMBERSHIP APPLICATION FORM | 38 |
| FIGURE 1-6 — APPLICATION FOR TRANSFER FORM | 39 |
| FIGURE 1-7 — MEMBERSHIP RENEWAL CARD | 40 |
| FIGURE 1-8 — LAST POST DEATH NOTICE | 41 |

CHAPTER 2

| | |
|---|----|
| HOW TO COMPLETE A MEMBERSHIP APPLICATION FORM | 42 |
| DESCRIPTION | 42 |
| FORMS TO USE | 42 |
| PROCESS | 42 |
| FIGURE 2-1 — MEMBERSHIP APPLICATION FORM (FRONT) FOR ORDINARY MEMBERSHIP | 44 |
| FIGURE 2-2 — MEMBERSHIP APPLICATION FORM (BACK) FOR ORDINARY MEMBERSHIP | 45 |
| FIGURE 2-3 — MEMBERSHIP APPLICATION FORM (FRONT) FOR ASSOCIATE MEMBERSHIP | 48 |
| FIGURE 2-4 — MEMBERSHIP APPLICATION FORM (BACK) FOR ASSOCIATE MEMBERSHIP | 49 |
| FIGURE 2-5 — MEMBERSHIP APPLICATION FORM (FRONT) FOR AFFILIATE VOTING MEMBERSHIP | 50 |
| FIGURE 2-6 — MEMBERSHIP APPLICATION FORM (BACK) FOR AFFILIATE VOTING MEMBERSHIP | 51 |
| FIGURE 2-7 — MEMBERSHIP APPLICATION FORM (FRONT) FOR AFFILIATE NON-VOTING MEMBERSHIP | 54 |
| FIGURE 2-8 — MEMBERSHIP APPLICATION FORM (BACK) FOR AFFILIATE NON-VOTING MEMBERSHIP | 55 |

CHAPTER 3

| | |
|--------------------------------------|----|
| HOW TO REMIT PER CAPITA TAX | 56 |
| DESCRIPTION | 56 |
| FIGURE 3-1 — BRANCH TRANSMITTAL FORM | 56 |
| FORMS TO USE | 57 |
| PROCESS | 57 |

CHAPTER 4

| | |
|------------------------------------|----|
| HOW TO PROCESS A NEW MEMBER | 59 |
| DESCRIPTION | 59 |
| FORMS TO USE | 59 |

| | |
|---|----|
| PROCESS | 59 |
| FIGURE 4-1 — MEMBER REGISTRATION FORM FILLED IN FOR FULL YEAR MEMBERSHIP | 61 |
| FIGURE 4-2 — BRANCH TRANSMITTAL FORM | 62 |

CHAPTER 5

| | |
|--|-----------|
| HOW TO PROCESS A RENEWAL | 63 |
| DESCRIPTION | 63 |
| FORMS TO USE | 63 |
| PROCESS | 63 |
| FIGURE 5-1 — RENEWAL CARD (BAR CODE PORTION) | 64 |
| FIGURE 5-2 — MEMBER REGISTRATION FORM | 65 |
| FIGURE 5-3 — BRANCH TRANSMITTAL FORM | 66 |

CHAPTER 6

| | |
|---|-----------|
| HOW TO PROCESS A REINSTATEMENT | 67 |
| DESCRIPTION | 67 |
| FORMS TO USE | 67 |
| PROCESS | 67 |
| FIGURE 6-1 — MEMBER REGISTRATION FORM | 69 |
| FIGURE 6-2 — BRANCH TRANSMITTAL FORM | 70 |

CHAPTER 7

| | |
|--|-----------|
| HOW TO PROCESS A LIFE MEMBERSHIP | 71 |
| DESCRIPTION | 71 |
| FORMS TO USE | 71 |
| PROCESS | 71 |
| FIGURE 7-1 — APPLICATION FOR LIFE MEMBERSHIP | 72 |
| FIGURE 7-2 — MEMBER REGISTRATION FORM | 73 |
| FIGURE 7-3 — BRANCH TRANSMITTAL FORM | 74 |

CHAPTER 8

| | |
|---|-----------|
| HOW TO PROCESS A PREPAYMENT | 75 |
| DESCRIPTION | 75 |
| FORMS TO USE | 75 |
| PROCESS | 75 |
| FIGURE 8-1 — MEMBER REGISTRATION FORM | 76 |
| FIGURE 8-2 — BRANCH TRANSMITTAL FORM | 77 |

CHAPTER 9

| | |
|--|-----------|
| HOW TO REQUEST A DUPLICATE CARD | 78 |
| DESCRIPTION | 78 |
| FORMS TO USE | 78 |
| PROCESS | 78 |
| FIGURE 9-1 — MEMBER REGISTRATION FORM | 79 |
| FIGURE 9-2 — BRANCH TRANSMITTAL FORM | 80 |

CHAPTER 10

| | |
|---|----|
| HOW TO PROCESS A TRANSFER | 81 |
| DESCRIPTION | 81 |
| FORMS TO USE | 81 |
| PROCESS | 81 |
| FIGURE 10-1 — APPLICATION FOR TRANSFER FORM (FRONT) | 82 |
| FIGURE 10-2 — APPLICATION FOR TRANSFER FORM (BACK) | 83 |
| FIGURE 10-3 — MEMBER DATA CHANGE FORM | 84 |
| FIGURE 10-4 — MEMBER REGISTRATION FORM | 85 |
| FIGURE 10-5 — BRANCH TRANSMITTAL FORM | 86 |

CHAPTER 11

| | |
|---|----|
| HOW TO PROCESS A DECEASED MEMBER | 87 |
| DESCRIPTION | 87 |
| FORMS TO USE | 87 |
| PROCESS | 87 |
| FIGURE 11-1 — MEMBER DATA CHANGE FORM | 88 |
| FIGURE 11-2 — LAST POST DEATH NOTICE | 90 |

CHAPTER 12

| | |
|---|-----|
| HOW TO PROCESS MEMBER INFORMATION CHANGES | 91 |
| DESCRIPTION | 91 |
| FORMS TO USE | 91 |
| PROCESS | 91 |
| FIGURE 12-1 — MEMBER DATA CHANGE FORM— PRIVACY STATEMENT | 92 |
| FIGURE 12-2 — MEMBER DATA CHANGE FORM— TRANSFER | 93 |
| FIGURE 12-3 — MEMBER DATA CHANGE FORM— CATEGORY CHANGE | 94 |
| FIGURE 12-4 — MEMBER DATA CHANGE FORM— NAME CHANGE | 95 |
| FIGURE 12-5 — MEMBER DATA CHANGE FORM— LEGION MAGAZINE | 96 |
| FIGURE 12-6 — MEMBER DATA CHANGE FORM— DECEASED MEMBER | 97 |
| FIGURE 12-7 — MEMBER DATA CHANGE FORM— YEAR OF BIRTH AND GENDER | 98 |
| FIGURE 12-8 — MEMBER DATA CHANGE FORM— YEARS OF CONTINUOUS SERVICE | 99 |
| FIGURE 12-9 — MEMBER DATA CHANGE FORM— MILITARY SERVICE | 100 |
| FIGURE 12-10 — MEMBER DATA CHANGE FORM— CHANGE OF ADDRESS | 101 |

CHAPTER 13

| | |
|---|-----|
| REPORTS | 102 |
| BRANCH TRANSMITTAL REPORT | 102 |
| TRANSMITTAL SUMMARY / SUSPENSE STATEMENT..... | 104 |
| TRANSFER/REINSTATEMENT REPORTS..... | 106 |
| BRANCH MEMBERSHIP REGISTER | 107 |
| BRANCH NON-RENEWAL LIST | 110 |

CHAPTER 14

| | |
|--|-----|
| SUMMARY | 112 |
| IMPORTANT POINTS TO REMEMBER | 112 |
| LEGION MAGAZINE PRODUCTION SCHEDULE..... | 113 |

ANNEX A

| | |
|---------------------------------------|-----|
| PROVINCIAL COMMAND CODES | 114 |
|---------------------------------------|-----|

ANNEX B

| | |
|--|-----|
| PROVINCIAL COMMAND INSTRUCTIONS | 115 |
|--|-----|

PART III—MEMBERSHIP CHAIRMAN’S GUIDE

CHAPTER 15

| | |
|--|-----|
| MEMBERSHIP—THE LIFE BLOOD OF THE LEGION | 117 |
| THE DOMINION COMMAND MEMBERSHIP CHAIRMAN | 118 |
| THE PROVINCIAL MEMBERSHIP CHAIRMAN | 119 |
| THE ZONE AND DISTRICT MEMBERSHIP CHAIRMAN | 120 |
| THE BRANCH MEMBERSHIP CHAIRMAN | 120 |
| THE BRANCH MEMBERSHIP COMMITTEE | 121 |
| MEMBERSHIP CHALLENGES AND POTENTIAL SOLUTIONS | 122 |
| MEMBERSHIP MUST BE GIVEN TOP PRIORITY | 123 |

CHAPTER 16

| | |
|--|-----|
| RECRUITMENT | 124 |
| RECRUITMENT CAMPAIGN GUIDELINES | 124 |
| INTRODUCTION | 124 |
| RECRUITMENT CAMPAIGN PLAN | 124 |
| GOALS | 125 |
| TIMING OF THE CAMPAIGN | 125 |
| ASSIGNING RESPONSIBILITY OF TASKS | 125 |
| TARGET AREA | 126 |
| TARGET AUDIENCE | 126 |
| PROMOTION AND MARKETING | 128 |
| DOMINION COMMAND MEMBERSHIP RECRUITMENT TOOLS .. | 129 |
| OTHER RECRUITING SUGGESTIONS | 130 |
| FOLLOW UP | 130 |
| NEW MEMBERS | 131 |
| PROCESSING THE APPLICATION | 131 |
| INTEGRATING NEW MEMBERS | 131 |

CHAPTER 17

| | |
|---|-----|
| MEMBERSHIP RENEWALS | 135 |
| MEMBERSHIP RENEWAL PROGRAMS | 135 |
| EARLY BIRD & RENEWAL CAMPAIGNS | 135 |
| DOMINION COMMAND MEMBERSHIP RENEWAL TOOLS | 137 |

CHAPTER 18

| | |
|---|-----|
| OTHER COMMUNICATION | |
| AND REFERENCE TOOLS | 138 |
| BRANCH MEMBERSHIP COMMUNICATION TOOLS | 138 |

CHAPTER 19

| | |
|------------------------------|-----|
| THE BIG PICTURE | 140 |
|------------------------------|-----|

PART I

ELIGIBILITY GUIDE

PART I of this manual deals with Eligibility and is designed to assist branch membership chairmen and others dealing with membership to determine who is eligible for membership. It includes information on member privileges, military service, Commonwealth subjects, allied forces and history of membership categories.

We have tried to cover all areas dealing with membership eligibility however, if you have questions, you may wish to contact your zone or district Commander or your Command office for assistance.

Information in this manual has been obtained from a number of reliable sources; however, should you observe any inaccuracies, please contact the Membership Section at Dominion Command.

We hope branches find this a useful and informative publication.

Good Luck with your membership programs.

ELIGIBILITY

WHAT DOES IT MEAN?

AGE OF MAJORITY

For the purposes of membership, age of majority shall be federal voting age.

APPLICATIONS

All membership applications must be reviewed by the Branch Membership Committee. The committee must satisfy itself as to the facts, eligibility, character and suitability for membership. The committee must present the application and report its findings to a general or special meeting of the branch. It is then up to the general membership to determine by vote, approval or otherwise. This applies to original, reinstatement and transfer applications.

Note: The Branch Executive Committee has the authority to approve applications for membership when regular monthly general meetings of the branch are not held.

CADET YEAR

The Cadet year runs from September to June; therefore, any three such periods would constitute three years service.

CITIZENSHIP REQUIREMENTS

Membership is open to Canadian citizens, Commonwealth subjects or non-Canadian citizens/non-Commonwealth subjects from an Allied Country.

VOTING

Voting membership is open to Canadian citizens and Commonwealth subjects who are of federal voting age. Non-Voting membership is open to non-Canadian citizens and non-Commonwealth subjects from an Allied Nation who are of federal voting age. Refer to pages 21-23 for countries that qualify.

EFFECTIVE DATE OF MEMBERSHIP

Is the date an application is approved at a branch general meeting providing dues have been paid for the year in which the application is approved. If current year's dues are not paid, membership does not become effective until January 1st of the year paid.

IN GOOD STANDING

A member in good standing: has been initiated is not under suspension; has paid membership dues for the current year; and whose per capita tax has been submitted to Dominion Command.

INITIATION GUIDELINES

As indicated in Section 224 of the General By-Laws, an applicant does not become a member until approved at a general meeting, or by the branch Executive Committee (when regular monthly meetings of the branch are not held), dues have been paid and the applicant has been initiated in accordance with the procedures laid down in The Ritual and Insignia Manual.

The following guidelines have been established to assist branches with the initiation process.

Upon approval of a membership application and payment of membership dues, the branch should make the applicant aware that in order for the application process to be completed the applicant must be initiated. The branch should then arrange an appropriate time for the initiation. This can be done at a general meeting or if a general meeting is not scheduled for some time, or the applicant is not available to attend the next general meeting, the initiation can be done at any time by the branch President or an officer designated by the President with a witness present.

It is recognized that an initiation is more meaningful if done with other members of the branch and even friends and family present; however, if this is not feasible in a timely manner, other arrangements should be made to accommodate the applicant in getting initiated, in order to become a member. The important thing to remember is that the applicant is not a member until initiated and should not be given a membership card or allowed to participate in branch activities including attendance at branch meetings.

If every reasonable attempt has been made by the branch to get the applicant initiated and the applicant either refuses or makes no effort to be initiated, the branch should void the application and/or refuse to accept the next year's renewal payment. However, an applicant cannot be penalized if the branch fails to provide reasonable opportunity to be initiated. For this reason, a branch should retain copies of any notification to the applicant concerning initiation.

LIFE MEMBERSHIP - DECEASED MEMBER

Subsection 205.a.i. of The General By-Laws indicates that if a member dies between the time a Life Membership Application is approved by Provincial Command, but before submission to Dominion Command, no per capita tax is payable and the branch will receive a Life Membership Certificate. This means that the branch may still recognize the recipient of the Life Membership Award posthumously, by presenting the deceased member's family with a Life Membership Certificate.

In order to receive a Life Membership Certificate for presentation to the family, the branch should submit the duly approved Life Membership Application Form to the Membership Section at Dominion Command with a Member Data Change Form indicating that the member is deceased.

Note: A branch will not be refunded if a Life member dies after per capita tax has been submitted to Dominion Command.

LONG SERVICE AWARDS

Dominion Command records the number of years of continuous service with which a member may be recognized by showing this number on Membership Cards and in Branch Membership Registers.

Currently, all categories of membership listed in the General By-Laws, earn years of service for continuously supporting the Legion without interruption of payment of dues; however, this was not always the case. Some categories, such as Fraternal Affiliates, Honorary and Meritorious Life members did not accumulate years of service. These members only began accumulating years of service when their category changed to one that did earn years of service.

The membership lapel pin, indicating membership category, can be replaced by a similar pin but with the number of continuous years indicated in the center. These pins are available in five year increments, for example, the first pin would be awarded at five years continuous service, the second at ten years, etc.

The branch Honours and Awards Committee may present long service pins to members at anytime during the year in which the milestone year has been achieved.

Branches may purchase long service pins through the Supply Department with the exception of NF/LAB who must contact their Provincial Command office.

See "Years of Continuous Service" for more details.

MEMBERSHIP DUES/PER CAPITA TAX

Annual membership dues consist of branch dues, Provincial per capita tax and Dominion Command per capita tax, which includes a subscription to LEGION Magazine. Each branch may set its own dues amount. All categories of membership must be charged the same amount; however, branches may have special rates based on age, Early Birds etc, which must also apply to all categories.

MISCONDUCT

Article 15:01 of Queen's Regulations - Reason for Release:

- a. Sentenced to Dismissal - Applies to the release of a member of the Forces when sentenced by a Court Martial to dismissal or dismissal with disgrace.
- b. Service Misconduct - Applies when a member of the Forces is convicted by a service tribunal of a serious offense, or offenses, or when convicted by a civil power of a serious offence related to the performance of his duties, that warrants release under this category.
- c. Illegally Absent - Applies when a member of the Forces has been illegally absent and will not be required for further service under existing service policy.
- d. Fraudulent Statement on Enrolment - Applies when a member of the Forces, at time of enrolment, made a fraudulent statement which having regard to the circumstances under which it was made and its effects, warrants release under this item. False statement as to age or a minor oversight or ambiguous statement made through enthusiasm to join the Forces should not result in release under this category.

SPOUSE

Someone related through marriage (either of two persons who are married to each other) or someone in a Common Law relationship who can establish cohabitation for a period of not less than one year.

YEARS OF CONTINUOUS SERVICE

Members of the Legion earn years of service based on continuous payment of Legion Dues. The first year is credited at the time the first payment is processed at Dominion Command and is increased by one each time per capita tax is processed. The membership year runs from 1 January to 31 December. Dues are payable by January 1st and a member is no longer in good standing if payment is not received by 31 January. A member may pay arrears for the current and immediate preceding two years only in order to retain years of continuous service, providing these payments result in no break in service. If a membership lapses causing a break in service, the member may reinstate his/her membership for the current year only. Upon reinstatement all previous years of service are disqualified and the member is given one year service at the time of reinstatement.

When a member's category changed to one that qualified for years of service, the years began accumulating at the time the change was made.

The following indicates the year that membership categories began accumulating years of service to assist in determining the maximum number of years of continuous service possible:

| | |
|-----------------------------|-----------------|
| Ordinary | - 1926 |
| Associate | - 1973 |
| Affiliate Voting | - 1998 |
| Affiliate Non-Voting | - 1998 * |

* The Associate Non-Voting category was eliminated in 1998 and these members were "grandfathered" into the Affiliate Non-Voting category; therefore, these members may have accumulated years of service prior to 1998 but not before 1973.

Note: Associate Non-Voting membership pertained only to those with specific military service but who were not Canadian citizens or Commonwealth subjects; therefore, these members cannot transfer to a voting category unless their citizenship status has changed.

MEMBER PRIVILEGES

| PRIVILEGES | CATEGORY |
|---|---|
| Vote & hold office at all levels | All categories except affiliate non-voting and Meritorious life |
| Vote at branch level only | Meritorious life |
| Attend branch meetings | All categories |
| Chair branch committees | All categories except affiliate non-voting and Meritorious life |
| Serve on committees | All categories |
| Sports at all levels | All categories except Meritorious life |
| Sports at branch level only | Meritorious life |
| Wear Legion dress | All categories |
| Apply for Transfer | All categories except Meritorious life |
| Pre-pay (up to 5 years) & Pay arrears (2 years) | All categories |
| New members pay half year dues (after 30 June) | All categories |
| New members pay one-third year dues (after 31 August) | All categories |

Note: A member does not have the automatic privilege to attend another branch; however, may do so as a guest at the discretion of that branch.

NON-MILITARY SERVICES

Canadian citizens or commonwealth subjects who served in an actual theatre of war in which Canada was engaged are eligible for Ordinary membership, for example:

| | |
|---------------------------------|-------------------------------|
| Air Raid Wardens | Naval auxiliaries |
| Civil Nursing Reserve | Overseas forestry units |
| Corps of Canadian Fire Fighters | Red Cross |
| Ferry Command | Reserve/deep sea salvage tugs |
| Fishery patrol | Saint John Ambulance |
| Home Guard | Salvation Army |
| Knights of Columbus | War correspondents |
| Legion War Services | Women's Land Army |
| Merchant Navy | Y.M.C.A. |
| National Fire Services | |

PROOF OF ELIGIBILITY REQUIREMENTS

| TYPE OF MEMBERSHIP | QUALIFY BY | DOCUMENTATION REQUIRED |
|----------------------|------------------------------------|---|
| Ordinary | Self | <ul style="list-style-type: none"> – Proof of citizenship. – Service record and/or discharge certificate. |
| Associate | Family Member | <ul style="list-style-type: none"> – Proof of citizenship. – Service record and/or discharge certificate of person who is or was eligible for ordinary membership – Marriage, birth or adoption certificates to establish relationship to person who is or was eligible for ordinary membership; or – Marriage, birth or adoption certificates to establish relationship to associate member. |
| Associate | Common Law Spouse | <ul style="list-style-type: none"> – Proof of citizenship. – Verification that applicant has co-habited with the other person for minimum of one year; i.e., Income tax return, mortgage, lease, mailing address |
| Associate | Navy League | <ul style="list-style-type: none"> – Proof of citizenship. – Documentation indicating rank of officer and that the two year service requirement has been met. |
| Associate | Cadet Cadet Civilian Instructor | <ul style="list-style-type: none"> – Proof of Citizenship. – Documentation or a letter of confirmation from the Commanding Officer of Cadet unit indicating that the three year service requirement has been met. |
| Associate | Polish Forces | <ul style="list-style-type: none"> – Proof of citizenship. – Service record and/or discharge certificate indicating rank and dates of service. |
| Associate | Firefighters | <ul style="list-style-type: none"> – Proof of citizenship. – Documentation indicating service and that the one year service requirement has been met. |
| Affiliate Voting | Self | <ul style="list-style-type: none"> – Proof of citizenship |
| Affiliate Non-Voting | Self | <ul style="list-style-type: none"> – Proof of citizenship |

MILITARY SERVICE QUALIFICATIONS FOR ORDINARY MEMBERSHIP

If service is during a specific time period, the dates are included. If service is from a specific date on, it is marked with the date and a hyphen (i.e., 1949 -). For definition of *, please refer to notes following this table.

| COUNTRY | DATES | THEATRES |
|--|--------------------------|----------|
| CANADA: | | |
| – Regular Forces and Reserve Class “C” Service | | All |
| – Reserve Forces including Cadet Instructors Cadre (List) - after one year of service | | All |
| – Officer Training Corps (OTC) | After 1946 | |
| – OTC prior to 1946 | Not Eligible | |
| – Canadian Volunteers | 4 Aug 1914 - 31 Aug 1921 | WWI |
| – Canadian Conscript Service in Canada | 1914 - 1918 | WWI |
| – N.R.M.A. (National Resources Mobilization Act) Personnel | 1939 - 1945 | WWII |
| – Newfoundland - Newfoundland Militia or Newfoundland Regiment 1943, if volunteered and served on active service | 1939 - 1945 | WWII |
| – The Royal Newfoundland Constabulary | 1918 - | All |
| – NORAD (North American Air Defence Command) | 1957 - | |
| – RCMP (NWMP) including those called for military service by DND and detailed to the RCMP - after one year of service | 1918 - | All |
| BRITAIN: | | |
| – Her Majesty’s Forces | 1899 - | All |
| – British Territorial Service - after one year of service | | |
| – British Women’s Auxiliary Army Corps | | All |
| – Queen Alexandra’s Military Nursing Service | 1914 - 1918 | WWI |
| – See also those units listed under table for--“Non-Military Services” | | |

| COUNTRY | DATES | THEATRES |
|---|--------------------------|----------|
| AUSTRALIA: | | |
| – (Her Majesty's Forces) | 1931 - | All |
| – Vietnam (see Subsection 206.h. of the General Bylaws) | Nov 1961 - May 1975 | Vietnam |
| BELGIUM: (ALLIES) | | |
| – During period of hostilities | 1914 - 1918 | WWI |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| – NATO | 1949 - | |
| CAUCASUS NW: | | |
| | 1914 - 1918 | WWI |
| CROATIA: | | |
| | Not Eligible | |
| CZECHOSLOVAKIA: (ALLIES) | | |
| – Czech National Forces | 4 Aug 1918 - 11 Nov 1918 | WWI |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| CZECH REPUBLIC | | |
| – NATO | 1999 | |
| DENMARK: (ALLIES) | | |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| – NATO | 1949 - | |
| FRANCE: (ALLIES) | | |
| – During period of hostilities | 1914 - 1918 | WWI |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| – NATO | 1949 - | |
| GERMANY: | | |
| – East Germany (German Democratic Republic) | Not Eligible | |
| – West Germany (Federal Republic of Germany) - NATO | 1955 | |
| – Unified Germany - NATO | 1990 | |
| GREECE: (ALLIES) | | |
| – * Forces operating with the allies | 1939 - 1945 | WWII |
| – NATO | 1952 - | |

| COUNTRY | DATES | THEATRES |
|--|----------------------------|----------|
| HONG KONG: | | |
| – Her Majesty's Forces | 1914 - 1930 June 1997 | |
| – After 1 July 1997 | Not Eligible | |
| – Volunteer Units | 1939 - 1945 | WWII |
| HUNGARY: | | |
| – NATO | 1999 - | |
| ICELAND: | | |
| – NATO | 1949 - | |
| INDIA: | | |
| – Her Majesty's Forces | 1914 - 1918 1945 - 1950 | WWI |
| – After 1950 | Not Eligible | |
| IRELAND: | | |
| – Royal Irish Constabulary and Special Constabulary | Not Eligible | |
| ITALY: (ALLIES) | | |
| – During period of hostilities | 1914 - 1918 | WWI |
| – Italians who, after liberation of Italy, served with the Italian Army under Allied Command | 13 Oct/43 - 14 Aug/45 | WWII |
| – NATO | 1949 - | |
| JAVA: | | |
| – Volunteer Units | 1939 - 1945 | WWII |
| KOREA: | | |
| – Vietnam (see item 206.h.) | Nov 1961 - May 1975 | Vietnam |
| LITHUANIA: | | |
| | Not Eligible | |
| LUXEMBOURG: (ALLIES) | | |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| – NATO | 1949 - | |
| MALAYA: | | |
| – Colonial Police Forces | Not Eligible | |

| COUNTRY | DATES | THEATRES |
|--|---------------------|----------|
| NETHERLANDS: (ALLIES) | | |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| – NATO | 1949 - | |
| NEW ZEALAND: | | |
| – Vietnam (see Subsection 206.h. of the General Bylaws) | Nov 1961 - May 1975 | Vietnam |
| NORWAY: (ALLIES) | | |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| – NATO | 1949 - | |
| PALESTINE: | | |
| – Colonial Police Forces | Not Eligible | |
| PERSIA: (ALLIES) | | |
| | 1914 - 1918 | WWI |
| POLAND: (ALLIES) | | |
| – Polish Insurgents, Irregulars | Not Eligible | |
| – Polish National Forces | Not Eligible | |
| – Poles conscripted for service with the Germans who later served under Allied Command | 1939 - 1945 | WWII |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| – NATO | 1999 - | |
| PORTUGAL: (ALLIES) | | |
| – During period of hostilities | 1914 - 1918 | WWI |
| – NATO | 1949 - | |
| ROMANIA: (ALLIES) | | |
| – During period of hostilities | 1914 - 1918 | WWI |
| RUSSIA: (ALLIES) | | |
| – Imperial Army & Navy | 1914 - 1918 | WWI |
| – Russia - North | 1939 - 1945 | WWII |
| – *Forces operating with the allies | 1939 - 1945 | WWII |
| SERBIA: (ALLIES) | | |
| – During period of hostilities | 1914 - 1918 | WWI |
| SINGAPORE: | | |
| – Volunteer Units | 1939 - 1945 | WWII |

| COUNTRY | DATES | THEATRES |
|---|---------------------|----------|
| SOUTH AFRICA: | | |
| – Her Majesty's Forces | | |
| – Prior to May 1961 | 1914 - May 1961 | |
| – After May 1961 | Not Eligible | |
| SPAIN: | | |
| – NATO | 1982 - | |
| SRI LANKA (FORMERLY CEYLON): | | |
| | Not Eligible | |
| TURKEY: | | |
| – NATO | 1952 - | |
| UNITED KINGDOM: | | |
| – NATO | 1949 - | |
| UNITED STATES: (ALLIES) | | |
| – NATO | 1949 - | All |
| – NORAD (North American Air Defence Command) | 1957 - | All |
| VIETNAM (SOUTH): | | |
| – (see Subsection 206.h. of the General Bylaws) | Nov 1961 - May 1975 | Vietnam |
| YUGOSLAVIA*: (ALLIES) | | |
| | 1939 - 1945 | WWII |

* Fully embodies Forces operating with the Allies, excluding National Units of such countries which were organized and controlled by Nazi or fascist occupied countries (must have seen active service in theatre of war) AND/OR underground forces during WWII with any of Her Majesty's allies (must be approved by Provincial and Dominion Commands).

CANADIAN WARTIME ALLIED COUNTRIES

| COUNTRY | WWI | WWII |
|--------------------|-----------|-----------|
| Australia | | Sep 3/39 |
| Belgium | Aug 4/14 | May 10/40 |
| Bolivia | Apr 13/17 | Apr 7/43 |
| Brazil | Oct 20/17 | Aug 22/42 |
| China | Aug 14/17 | Dec 9/41 |
| Costa Rica | May 23/18 | Dec 11/41 |
| Cuba | Apr 7/17 | Dec 11/41 |
| Czechoslovakia | | Dec 16/41 |
| Dominican Republic | | Dec 11/41 |
| Ecuador | Dec 8/17 | |
| El Salvador | | Dec 12/41 |
| England | Aug 4/14 | Sep 3/39 |
| Ethiopia | | Dec 1/42 |
| France | Aug 3/14 | Sep 3/39 |
| Greece | Jun 27/17 | Oct 28/40 |
| Guatemala | Apr 22/18 | Dec 11/41 |
| Haiti | Jul 12/18 | Dec 12/41 |
| Honduras | Jul 19/18 | Dec 12/41 |
| India | | Sep 3/41 |
| Iraq | | Jan 17/42 |
| Italy | May 23/15 | ** |
| Japan | Aug 23/14 | |
| Liberia | Aug 4/17 | |
| Luxembourg | | May 10/41 |
| Mexico | | May 22/42 |
| Montenegro | Aug 5/14 | |
| Netherlands | | May 10/40 |

| COUNTRY | WWI | WWII |
|---|------------------------|-----------|
| New Zealand | | Sep 3/39 |
| Nicaragua | May 8/18 | Dec 11/41 |
| Norway | | Apr 9/40 |
| Panama | Apr 7/17 | Dec 12/41 |
| Peru | Oct 6/17 | |
| Poland | | Sep 1/39 |
| Portugal | Mar 9/16 | |
| Romania | Aug 27/16 | |
| Russia | Aug 1/14 - Oct 1/17 | |
| San Marino | Jun 3/15 | |
| Serbia | Jul 28/14 | |
| Siam | Jul 22/17 | |
| South Africa | | Sep 6/39 |
| United Kingdom of Great Britian & Northern Ireland | Aug 4/14 | Sep 3/39 |
| United States | Apr 6/17 | Dec 7/41 |
| Uruguay | Oct 7/17 | |
| USSR | | Jun 22/41 |
| Yugoslavia | | Apr 6/41 |

** Some Italians served under Allied Forces; however, Italy was not considered an allied country

NATO ALLIED MEMBER COUNTRIES

The North Atlantic Treaty Organization (NATO) was formed in 1949 and service is applicable from that date or as otherwise stated.

| COUNTRY | DATES | COUNTRY | DATES |
|-------------------|-------|--|-------|
| Albania | | Lithuania | 2004 |
| Belgium | | Luxembourg | |
| Bulgaria | 2004 | Netherlands | |
| Canada | | Norway | |
| Croatia | | Poland | 1999 |
| Czech Republic | 1999 | Portugal | |
| Denmark | | Romania | 2004 |
| Estonia | 2004 | Slovakia | 2004 |
| France | | Slovenia | 2004 |
| Germany (unified) | 1990 | Spain | 1982 |
| Greece | 1952 | Turkey | 1952 |
| Hungary | 1999 | United Kingdom | |
| Iceland | | United States | |
| Italy | | West Germany (Fed. Rep. of Germany) | 1955 |
| Latvia | 2004 | | |

WARS & POLICE ACTIONS

The following identifies wars and police actions in which Canada was involved.

| WARS | |
|-------------------|---------------------------|
| South African War | 11 Oct 1899 - 31 May 1902 |
| World War I | 04 Aug 1914 - 11 Nov 1918 |
| World War II | 03 Sep 1939 - 14 Aug 1945 |
| Korean War | 25 Jun 1950 - 27 Jul 1953 |
| Persian Gulf War | 16 Jan 1991 - 27 Feb 1991 |

| UN & COMMONWEALTH POLICE ACTIONS | |
|----------------------------------|---------------------------|
| Korea | Jul 1953 - Jul 1955 |
| Gaza | 1956 - 1967 |
| Congo | 15 Aug 1960 - 30 Jun 1964 |
| Cyprus | 15 Mar 1964 - 1993 |

COMMONWEALTH MEMBER COUNTRIES

The following is a list of Commonwealth member countries and the year of joining. Citizens of these countries and dependant territories are considered Commonwealth subjects and may be eligible for membership.

| COUNTRY | YEAR | COUNTRY | YEAR |
|---|--|----------------------------------|----------------------|
| Antigua & Barbuda | 1981 | Mozambique (independent 1975) | 1995 |
| Australia | 1931 | Namibia | 1990 |
| Bahamas | 1931 | Nauru | 1968 |
| Bangladesh | 1973 | New Zealand | 1931 |
| Barbados | 1966 | Nigeria | 1960 |
| Belize | 1981 | Pakistan left rejoined | 1947 1972 1989 |
| Botswana | 1966 | Papua New Guinea | 1975 |
| Brunei Darussalam | 1984 | Rwanda | 2009 |
| Cameroon (independent 1960) | 1995 | Samoa (independent 1962) | 1970 |
| Canada | 1931 | St. Kitts & Nevis | 1983 |
| Cyprus (independent 1960) | 1961 | St. Lucia | 1979 |
| Dominica | 1978 | St. Vincent & The Grenadines | 1979 |
| Fiji Islands left rejoined suspended suspension lifted suspended | 1970 1987 1997 2000 2001 2006 | Seychelles | 1976 |
| The Gambia | 1965 | Sierra Leone | 1961 |
| Ghana | 1957 | Singapore | 1965 |
| Grenada | 1974 | Solomon Islands | 1978 |
| Guyana | 1966 | South Africa left rejoined | 1931 1961 1994 |
| India | 1947 | Sri Lanka | 1948 |
| Jamaica | 1962 | Swaziland | 1968 |
| Kenya | 1963 | Tanzania | 1961 |
| Kiribati | 1979 | Tonga | 1970 |
| Lesotho | 1966 | Trinidad & Tobago | 1962 |
| Malawi | 1964 | Tuvalu | 1978 |
| Malaysia | 1957 | Uganda | 1962 |
| Maldives (independent 1965) | 1982 | United Kingdom | 1973 |
| Malta | 1964 | Vanuatu | 1980 |
| Mauritius | 1968 | Zambia | 1964 |
| | | Zimbabwe left | 1980 2003 |

AUSTRALIAN EXTERNAL TERRITORIES

Australian Antarctic Territory
Christmas Island
Cocos (Keeling) Islands
Coral Sea Islands Territory
Heard Island and McDonald Islands
Norfolk Island
The Territory of Ashmore and Cartier Islands

SELF GOVERNING COUNTRIES IN FREE ASSOCIATION WITH NEW ZEALAND

Cook Islands
Niue

Note: The Island Territory of Tokelau and The Ross Dependency are administered as part of New Zealand

BRITISH DEPENDANT TERRITORIES

Anguilla
Bermuda
British Antarctic Territory
British Indian Ocean Territory
British Virgin Islands
Cayman Islands
Ducie and Oeno Islands
Falkland Islands
Gibraltar
Henderson
Montserrat
Pitcairn Island
St Helena and Dependencies (Ascension, Tristan da Cunha)
South Georgia and the South Sandwich Islands
Turks and Caicos Islands

HISTORY OF MEMBERSHIP CATEGORIES

Originally membership in The Royal Canadian Legion was restricted to war veterans only; however, eligibility and categories of membership have evolved over the years. The following table shows the year eligibility and/or categories were changed, added or deleted.

Unless otherwise stated, membership was open to Canadian citizens or British/Commonwealth subjects only.

| YEAR | CATEGORY | WHO IS ELIGIBLE |
|------|---------------------|--|
| 1926 | Ordinary | Wartime Service in: <ul style="list-style-type: none">– His Majesty's Armed Forces, His Majesty's Auxiliary Armed Forces (6 years service), RCMP, Merchant Navy & Fishery Patrol (outside examination areas), Red Cross, St John's & St Andrew's Ambulance, His Majesty's Allied Forces (3 months) |
| 1926 | Life | <ul style="list-style-type: none">– Awarded to ordinary members by Dominion Convention or Executive Council |
| 1926 | Associate (no Vote) | <ul style="list-style-type: none">– His Majesty's Armed Forces - Regular & Auxiliary |
| 1926 | Honorary (no vote) | <ul style="list-style-type: none">– Awarded by branch to those who support aims & objects of RCL |
| 1926 | Women | <ul style="list-style-type: none">– Women's Auxiliary under control of branches & Provincial Commands |
| 1928 | Ordinary | <ul style="list-style-type: none">– His Majesty's Auxiliary Armed Forces (3 years) |
| 1928 | Life | <ul style="list-style-type: none">– Awarded to ordinary members by the branch |
| 1928 | Junior | <ul style="list-style-type: none">– Junior Auxiliary under control of Branches & Provincial Commands |
| 1929 | Ordinary | <ul style="list-style-type: none">– RCMP (3 years) |
| 1938 | Ordinary | <ul style="list-style-type: none">– His Majesty's Armed Forces (3 years) |
| 1944 | Ordinary | Wartime Service in: <ul style="list-style-type: none">– Corps of Canadian Fire Fighters (British service)– (US citizen) - served with Allied Force and who was the child of an ordinary member |

| YEAR | CATEGORY | WHO IS ELIGIBLE |
|------|------------------------------------|--|
| 1944 | Ordinary | – (US citizen) - active service in an Allied Force (3 months) & who is the parent, spouse or child of an RCL member in good standing |
| 1944 | Active Service Associate (no vote) | Service in Canada in: – Canadian Active Service Force, His Majesty's Armed Forces, His Majesty's Allied Forces |
| 1946 | Ordinary | Wartime Service in: – War Correspondents, Auxiliary Services |
| 1946 | Ordinary | – RCMP - no longer eligible (see 1970 and 1972) |
| 1946 | Associate (no vote) | – His Majesty's Armed Forces (3 years) (formerly ordinary) |
| 1948 | Associate (no vote) | – (Non-Canadian citizen) - Wartime Service in an Allied Force |
| 1948 | Active Service Associate | – Eliminated |
| 1950 | Active Service Associate | – Active Service Forces of Canada while serving in Canada – Allied Force while serving in Canada |
| 1952 | Ordinary (US Posts Only) | Wartime Service in: – (US citizen) - active service in an Allied Force (3 months) & who is the parent, spouse or child of an RCL member in good standing or of a veteran who was eligible for membership |
| 1954 | Ordinary | – Wartime service in Ferry Command |
| 1958 | Honorary Life | – Awarded by D.E.C. for outstanding national service |
| 1960 | Ordinary | – Wartime service in Newfoundland Forestry (overseas) Unit and who was awarded the Defence Medal – Her Majesty's Armed Forces - British National Service Act (2 years) |
| 1964 | Ordinary | – United Nations or Commonwealth police action in Korea, Congo, Gaza, Cyprus – Wartime service in underground forces with Allied Forces & Non-Military Services (See Military Service Qualifications for Ordinary Membership, page 14.) |

| YEAR | CATEGORY | WHO IS ELIGIBLE |
|-------------|-----------------------------|---|
| 1966 | Ordinary (US Posts Only) | <ul style="list-style-type: none"> – (US citizen) - Wartime service in US Armed Forces under command of Commonwealth Naval, Army or Air Force Commander |
| 1966 | Associate (no vote) | <ul style="list-style-type: none"> – Regular Armed Forces - presently serving – Reserves (3 years) – (US citizen) - Allied Forces (3 months) while residing in Canada – (Non-Canadian citizen) - Allied Forces (3 months) |
| 1966 | Meritorious Life | <ul style="list-style-type: none"> – Awarded to honorary members for outstanding service to the branch |
| 1966 | Active Service Associate | <ul style="list-style-type: none"> – Eliminated |
| 1968 | Ordinary | <ul style="list-style-type: none"> – Regular Force of Canada - still serving (2 years) – Her Majesty's Armed Forces - British National Service Act (18 Months) |
| 1970 | Ordinary | <ul style="list-style-type: none"> – Wartime service in Newfoundland Militia |
| 1970 | Associate (no vote) | <ul style="list-style-type: none"> – (US citizen) - US Regular Armed Forces serving in Canada – RCMP, forces under the command of NATO or NORAD |
| 1972 | Ordinary | <ul style="list-style-type: none"> – Regular Force of Canada (time eliminated) – Her Majesty's Reserves (2 years) – RCMP (2 years) |
| 1972 | Associate (no vote) | <ul style="list-style-type: none"> – Wartime service in Newfoundland Forestry (overseas) Unit and who were not awarded the Defence Medal |
| 1972 | Fraternal Affiliate | <ul style="list-style-type: none"> – Those not eligible for ordinary or associate membership (passed in 1970, not effective until January 1, 1972) |
| 1973 | Associate (no vote) | <ul style="list-style-type: none"> – Child of a person who is or was eligible for ordinary membership (passed in 1972, not effective until 1973) |
| 1974 | Associate (no vote) | <ul style="list-style-type: none"> – Child, includes adopted, step and foster child of a person who is or was eligible for ordinary membership |

| YEAR | CATEGORY | WHO IS ELIGIBLE |
|------|---|---|
| 1978 | Ordinary (US Posts Only) | <ul style="list-style-type: none"> – (US citizen) - – Wartime service in Her Majesty's Armed Forces & Her Majesty's allied & underground forces – United Nations or Commonwealth police action in Korea, Congo, Gaza, Cyprus – US Armed Forces & who is the parent, spouse or child of someone who is or was eligible for ordinary membership – US Armed Forces - wartime service under the command of Commonwealth Naval, Army or Air Force Commander |
| 1978 | Associate-Voting (vote at branch level only) | <ul style="list-style-type: none"> – Child, includes adopted, step and foster child of a person who is or was eligible for ordinary membership |
| 1978 | Associate Non-Voting | <ul style="list-style-type: none"> – Wartime service in Her Majesty's Allied Forces (3 months) – US Regular Armed Forces while serving in Canada – Force under the Command of NATO or NORAD (3 months) – Newfoundland Forestry (overseas) unit but who was not awarded the Defence Medal |
| 1980 | Associate Voting (vote at all levels) | <ul style="list-style-type: none"> – Child, includes adopted, step and foster child of a person who is or was eligible for ordinary membership |
| 1982 | Associate Voting | <ul style="list-style-type: none"> – Elimination of foster children |
| 1982 | Associate Voting | <ul style="list-style-type: none"> – Spouse, widow/er of a life or ordinary member |
| 1984 | Life | <ul style="list-style-type: none"> – Associate voting members for outstanding service |
| 1984 | Ordinary | <ul style="list-style-type: none"> – Wartime service Newfoundland Regiment, 1943 |
| 1984 | Associate Voting | <ul style="list-style-type: none"> – US Posts only (US citizens) – Child - includes adopted & step child of a person who is or was eligible for ordinary membership – Spouse, widow/er of a life or ordinary member |

| YEAR | CATEGORY | WHO IS ELIGIBLE |
|------|----------------------|---|
| 1986 | Associate Voting | – Widow/er of a life or ordinary member or those who were eligible for ordinary or active service associate membership (now ordinary) |
| 1988 | Ordinary | – Her Majesty's Reserve Forces - (1 year) |
| 1988 | Associate Voting | – Spouse of person who is or was eligible for ordinary membership – Spouse of an associate member (common law marriage not recognized) |
| 1990 | Associate Voting | – Cadets - Royal Canadian Navy, Army & Air Cadets - (3 years) |
| 1992 | Ordinary | – RCMP - (1 year) |
| 1992 | Associate Voting | – Grandchild of a person who is or was eligible for ordinary membership |
| 1994 | Ordinary | – Her Majesty's Reserve Forces Class "C" service – Royal Newfoundland Constabulary |
| 1994 | Ordinary | – Vietnam War - Nov 1961 - May 1975 Canadian citizens who served in Vietnam with Armed Forces of US, Australia, New Zealand, Republic of Korea or South Vietnam |
| 1994 | Associate Voting | – Sibling of a person who is or was eligible for ordinary membership – Officer in Navy League of Canada (2 years) |
| 1996 | Ordinary | – Armed Forces of NATO or NORAD – United States Armed Forces |
| 1996 | Associate Voting | – Parent of a person who is or was eligible for ordinary membership, police officers, children of associate members, Polish Armed Forces below rank of officer |
| 1998 | Associate Voting | – Nieces & nephews of a person who is or was eligible for ordinary membership, parents and siblings of associate members, Civilian Cadet Instructors (3 years) (Common-law spouse after 1 year cohabitation now recognized) |
| 1998 | Associate Non-Voting | – Eliminated - Grandfathered into new affiliate non-voting category |

| YEAR | CATEGORY | WHO IS ELIGIBLE |
|-------------|---|---|
| 1998 | Fraternal Affiliate | – Eliminated - Grandfathered into new affiliate non-voting category |
| 1998 | Affiliate Non-Voting (new) | – Those who do not qualify under other categories but support the aims and objects of RCL |
| 1998 | Affiliate Voting (new) | – Affiliate non-voting members may apply for affiliate voting status after 2 or more years of continuous service |
| 1998 | Meritorious Life (vote at branch level) | – Meritorious Life members granted voting rights at branch level only |
| 2000 | Ordinary | – Provincial, municipal and city police officers after one year service (previously Associate) |
| 2000 | Ordinary | – The Canadian Coast Guard as an officer or crew member, and who has two or more years of active service on the high seas or inland waterways |
| 2000 | Honorary | – Eliminated - Grandfathered into Affiliate Non-Voting category |
| 2000 | Meritorious Life | – Eliminated - No new Meritorious Life memberships to be awarded. Category to be eliminated by attrition |
| 2002 | Associate | – City, municipal, federal, volunteer or unorganized territories Fire Services, for not less than one year |
| 2006 | Affiliate Voting | – Canadian citizens and Commonwealth subjects – 24 month service requirement eliminated for Affiliate Voting Membership |
| 2006 | Affiliate Non-Voting | – Non- Canadian citizens /non Commonwealth subjects from an Allied Country now eligible to apply for membership (may not apply for Voting status) |
| 2010 | Associate | – City, municipal, unorganized territories, provincial or federal Emergency Response Service, for not less than one year |

SERVICE RECORDS

Dominion Command does not have access to Military Service Records. Applicants or next of kin may obtain statements of service from the following sources. Please include as much information as possible in your initial contact with these agencies:

CANADA - MILITARY SERVICE

Services Branch - Personnel Records Unit
Library and Archives Canada
395 Wellington Street
Ottawa, Ontario, K1A 0N4

Phone: (613) 996-5115

Fax: (613) 995-6274

Website: www.collectionscanada.gc.ca

Toll free: 1-866-578-7777 (Can & US)

CANADA - MERCHANT NAVY

Merchant Navy Registry
PO Box 7700
Charlottetown, PE C1A 8M9

Phone: (902) 626-2446

Fax: (902) 368-0564

Toll free: 1-866-522-2122(English) or 1-866-522-2022 (French)

GREAT BRITAIN

Ministry of Defence
Service Personnel and Veterans Agency
Norcross, Blackpool
England FY5 3WP

Phone: 11-44-1253-866-043 (overseas)

Help Line: 0800 169 2277

E-Mail: help@veteransagency.gsi.gov.uk

Website: www.mod.uk/DefenceInternet/DefenceFor/Veterans

UNITED STATES

National Archives and Records Administration
Military Personnel Records
8601 Adelphi Road
College Park, MD. 20740-6001 USA

Phone: 1-866-272-6272

Fax: 301-837-0482

Website: www.archives.gov/veterans

PART II

PROCESSING GUIDE

PART II of this manual is intended for the Branch Secretary, the Branch Membership Chairman and other Branch or Provincial Command personnel who are involved in administrative duties dealing with membership. It illustrates sample forms that are used in the Legion's membership processing system, explains how they should be completed and submitted and contains many helpful hints on ways to make the system better for you and the member.

It is important to ensure that the appropriate forms are completed and submitted to Dominion Command in order to ensure that memberships are processed in a timely fashion. The various forms required to process membership are supplied by Dominion Command and can be ordered free of charge from the Supply Department. Items available for order can be found on the Supply Requisition Form.

The Branch Membership Chairman should review the General-By-Laws and the Eligibility Guide to ensure that the correct procedures are followed when completing application forms for new and reinstated members. The membership processing forms are designed specifically for providing information from the branch to Dominion Command computer system. They are the communication link required to ensure that the information required by Dominion Command is stated and processed in the most efficient way possible. Thousands of transactions are handled daily by the membership staff and it is important that the information be stated clearly and fully. The appropriate form must accompany every transaction submitted to Dominion Command.

This Guide is by far the most useful tool when processing membership transactions and anyone dealing with membership at the branch should make constant use of it. Most processing errors could be avoided by referring to this guide.

CHAPTER 1

FORMS

The following figures illustrate the Membership forms available from the Legion Supply Department.

LEGION **Member Registration Form**
Formulaire d'Inscription du Membre

A MEMBER INFORMATION / RENSEIGNEMENTS DU MEMBRE

MEMBER NUMBER / NUMÉRO DU MEMBRE _____ COMMAND / DIRECTION _____ BRANCH NUMBER / NUMÉRO DE FILIALE _____ DAY / JOUR _____ MONTH / MOIS _____ YEAR / ANNÉE _____

LAST NAME / NOM DE FAMILLE _____ FIRST NAME & INITIALS / PRÉNOM ET INITIALES _____

MAILING ADDRESS / ADRESSE DE COURRIER _____

CITY / VILLE _____ PROVINCE _____ POSTAL CODE / CODE POSTAL _____ COUNTRY / PAYS _____

EMAIL / COURRIEL _____

MEMBERSHIP CATEGORY / CATEGORIE D'ADHESION ☐ LIFER ☐ HONORARY / HONORAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ ANNUAL / ANNUEL ☐ LIFE / À VIE

B MANDATORY / MANDATOIRE

CITIZENSHIP / CITIZENNETÉ _____ **PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE**
Permission to release information for RCL Member Benefits Package / Consentement de fournir de l'information pour le programme de bien-être pour membres de la LRC ☐ YES / OUI ☐ NO / NON

MAGAZINE / REVUE ☐ ENGLISH / ANGLAIS ☐ FRENCH / FRANÇAIS ☐ NONE / AUCUNE YEAR OF BIRTH / ANNÉE-NAISSANCE _____ GENDER / SEXE ☐ M ☐ F

C MILITARY SERVICE / SERVICE MILITAIRE SERVICE NUMBER / NUMÉRO MATRICULE _____

☐ NAVY / MARINE ☐ ARMY / ARMÉE ☐ AIR FORCE / AVIATION ☐ CF / FC ☐ RCMP / GRC ☐ RESERVES / RÉSERVES ☐ OTHER / AUTRE

D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE

THIS MEMBERSHIP IS FOR / CETTE ADHESION EST POUR 20__ 20__ 20__ ☐ DUPLICATE CARD / DEUXIÈME CARTE 20__

☐ RENEWAL / RENOUVELLEMENT ☐ REINSTATED / REINTEGRATION ☐ NEW-FULL YEAR / NOUVEAU UNE ANNÉE ☐ NEW-HALF YEAR (after June 30) / NOUVEAU-DEMI-ANNÉE (après 30 juin) ☐ NEW-THIRD YEAR (after Aug. 31) / NOUVEAU-TIERS D'ANNÉE (après 31 août)

E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES

1. PREPAID — INDICATE YEARS BEING PREPAID / ANTICIPÉES — INDIQUE LES ANNÉES ANTICIPÉES 20__ 20__ 20__ 20__ 20__

2. LIFE — INDICATE NO. OF YEARS BEING PAID / À VIE — INDIQUE LE NOMBRE D'ANNÉES PAYÉES ☐ 5 ☐ 7 ☐ 10 ☐ 15 FINAL AMOUNT / MONTANT FINAL \$ _____

BRANCH APPROVAL / AUTORISATION DE FILIALE _____ PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE _____


X **X**

Branch Secretary or Membership Chairman / Secrétaire de la Filiale ou Président d'adhésion (if required) / (si requis)

WHITE: DOMINION COMMAND COPY / GREEN: BRANCH COPY / BLANC: COPIE DE DIRECTION NATIONALE / VERT: COPIE DE LA FILIALE


8006/15 (11/2010)

FIGURE 1-1 — MEMBER REGISTRATION FORM



LEGION

Member Data Change Form
Modifications des Données sur le Membre



THE ROYAL
CANADIAN
LEGION
LA LÉGIION
ROYALE
CANADIENNE

ATTACH REGISTRATION FORM OR MEMBERS CARD IF MAKING PAYMENT / JOindre SUR FORMULAIRE AVEC D'INSCRIPTION DES CARTE DE RENEUVELLEMENT SI VOUS PAIEZ UN PRESENT

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
(Example Section "A" for all transactions) (Exemple Section "A" pour toutes transactions)

| | | | | | |
|---------------------------------------|---------------------|---|---------------------------|----------------|--------------|
| MEMBER NUMBER / NUMÉRO DU MEMBRE | COMMAND / DIRECTION | BRANCH NUMBER / NUMÉRO DE FILIALE | DAY / JOUR | MONTH / MOIS | YEAR / ANNÉE |
| LAST NAME / NOM DE FAMILLE | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES | | | |
| MAILING ADDRESS / ADRESSE DE COURRIER | | | | | |
| CITY / VILLE | | PROVINCE | POSTAL CODE / CODE POSTAL | COUNTRY / PAYS | |
| EMAIL / COURRIEL | | | | | |

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON VOTANT ☐ MEMBERSHIP LIFE / À VIE MEMBRE

CITIZENSHIP / CITIZENNETÉ: ☐ YES ☐ NO

PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE
 Permission to release information for RCL Member Benefits Package
 Consentement de divulguer de l'information pour le programme des bénéfices pour adhérents de la LRC ☐ YES ☐ NO
☐ OUT ☐ NON

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

| | | | | |
|---------------------------------------|-----------------------------------|--|---------------------------|-----------------------|
| COMMAND / DIRECTION | BRANCH NUMBER / NUMÉRO DE FILIALE | YES OF CONTINUOUS SERVICE / OUI DE SERVICES CONTINUS | INCL. / INC. | TOTAL YRS / ANS TOTAL |
| LAST NAME / NOM DE FAMILLE | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES | | |
| MAILING ADDRESS / ADRESSE DE COURRIER | | | | |
| CITY / VILLE | | PROVINCE | POSTAL CODE / CODE POSTAL | COUNTRY / PAYS |

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON VOTANT

REASON FOR CHANGE / RAISON POUR CHANGEMENT

| | |
|--|--|
| MILITARY SERVICE / SERVICE MILITAIRE | SERVICE NUMBER / NUMÉRO MATRICULE |
| <input type="checkbox"/> WW I / 1 ^{re} GM <input type="checkbox"/> WW II / 2 ^e GM <input type="checkbox"/> KOREA / COREE <input type="checkbox"/> GULF / GOLFE <input type="checkbox"/> NAVY / MARINE <input type="checkbox"/> ARMY / ARMÉE <input type="checkbox"/> AIR FORCE / AVIATION <input type="checkbox"/> CF / FC <input type="checkbox"/> RCMP / GRC <input type="checkbox"/> RESERVES / RÉSERVES <input type="checkbox"/> OTHER / AUTRE | <input type="checkbox"/> NONE / AUCUN <input type="checkbox"/> DECEASED / DÉCÉDÉ <input type="checkbox"/> YEAR OF BIRTH / ANNÉE-NAISSANCE <input type="checkbox"/> GENDER / SEXE <input type="checkbox"/> M <input type="checkbox"/> F |

BRANCH APPROVAL / AUTORISATION DE FILIALE ☒ X PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE ☒ X

Report Secretary or Representative / Rapporter / Représentant de la Filiale ou Président d'adhésion (if appropriate) / (si approprié)

YELLOW: DOMINION COMMAND COPY / BLUE: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE

NOV609 (1.1/2010)

FIGURE 1-2 — MEMBER DATA CHANGE FORM

| DAY / JOUR | | MONTH / MOIS | | YEAR / ANNÉE | | COMMAND / DIRECTION | | BRANCH # / N° DE FILIALE | | BRANCH NAME / NOM DE FILIALE | |
|--|--|--|--|--------------|--|--|----|------------------------------------|--|------------------------------|--|
| NUMBER OF PAYMENTS / NOMBRE DE PAIEMENTS | | YEAR PAID FOR / ANNÉE PAÏÉE | | | | RATE / TAUX | | AMOUNT REMITTED / MONTANT REMIS | | | |
| | | FULL YEAR FOR ANNÉE COMPLÈTE POUR | | | | 20__ | \$ | \$ | | | |
| | | | | | | 20__ | \$ | \$ | | | |
| | | | | | | 20__ | \$ | \$ | | | |
| | | HALF YEAR (after June 30) DEMI-ANNÉE (après 30 juin) | | | | 20__ | \$ | \$ | | | |
| | | | | | | 20__ | \$ | \$ | | | |
| | | | | | | 20__ | \$ | \$ | | | |
| | | THREE YEAR (after August 31) TROIS ANNÉES (après 31 août) | | | | 20__ | \$ | \$ | | | |
| | | | | | | 20__ | \$ | \$ | | | |
| | | | | | | 20__ | \$ | \$ | | | |
| | | PREPAID FOR PRÉPAVANCE POUR | | | | 20__ | \$ | \$ | | | |
| | | | | | | 20__ | \$ | \$ | | | |
| | | | | | | 20__ | \$ | \$ | | | |
| | | LIFE MEMBERSHIP ADHÉSION À VIE | | | | NO. OF YEARS N° D'ANNÉES | \$ | \$ | | | |
| | | | | | | NO. OF YEARS N° D'ANNÉES | \$ | \$ | | | |
| | | | | | | NO. OF YEARS N° D'ANNÉES | \$ | \$ | | | |
| | | DUPLICATE CARD DOUZIÈME CARTE | | | | | \$ | \$ | | | |
| | | | | | | | \$ | \$ | | | |
| | | | | | | | \$ | \$ | | | |
| ← TOTAL NUMBER OF PAYMENTS / NOMBRE DES PAIEMENTS | | | | | | TRANSMITTAL TOTAL / TOTAL REMISE | | \$ | | | |
| (FOR BRANCH COMMAND ONLY À L'USAGE DE LA DIRECTION NATIONALE) | | CREDIT AVAILABLE / CREDIT DISPONIBLE | | | | DEBIT CREDIT AMOUNT / MONTANT MONTANT DU CREDIT | | \$ | | | |
| | | DEBIT OWING / DÊBTE CDE | | | | ADD DEBIT AMOUNT / PLUS MONTANT DU DÊBTE | | +\$ | | | |
| | | CHECK # / N° DU CHEQUE | | | | CHECK TOTAL / TOTAL DU CHEQUE | | \$ | | | |
| | | X | | | | | | | | | |

Branch Secretary or Branching Officer / Secrétaire de la Filiale ou Directeur d'Affilié

1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 3rd: COPIE DE DIRECTION NATIONALE / 4th: COPIE DE FILIALE

FIGURE 1-3 — BRANCH TRANSMITTAL FORM

Application for Life Membership Demande pour membre à vie



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 224-231) before completing this application. /
SVP lire le Manuel du rituel, des récompenses et du protocole (Sections 224-231) avant de compléter cette demande.

Command / Direction: _____ Date: _____
Name and Number / Nom et Numéro

Branch / Filiale: _____ Membership Strength / Effectif d'adhésion: _____
Name and Number / Nom et Numéro

Branch Mailing Address / Adresse postale de la Filiale: _____

Name of Candidate / Nom du candidat/de la candidate: _____

Membership No. / No. du Membre: _____ Member Admission Date / Date d'admission du membre: _____

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

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

Age / Âge: _____ **Note:** Satisfactory proof that the age of the candidate as stated has been submitted to the undersigned. /
Preuve satisfaisante reçue par le sousigné que l'âge du candidat/de la candidate est bien tel qu'indiqué.

| | | | |
|--------------------------------|----------|---------------------------|--------|
| 59 years of age and under | 15 years | 59 ans ou moins | 15 ans |
| 60 - 64 years of age inclusive | 10 years | 60 - 64 ans inclusivement | 10 ans |
| 65 - 69 years of age inclusive | 7 years | 65 - 69 ans inclusivement | 7 ans |
| 70 years of age and over | 5 years | 70 ans et plus | 5 ans |

Number of years per capita tax / Nombre d'années de capitation: _____ Amount / Montant: \$ _____

Award approved at / Récompense approuvée à: _____ Date: _____
Type of meeting / Genre de réunion

Note: The citation attached to this application must be completed in detail as per regulations and must include services rendered in the Legion and may include services rendered in community. / La citation jointe à cette demande doit être complétée en détail, selon les règlements, et doit inclure les services rendus à la Légion et peut inclure les services rendus dans la communauté.

I, having prepared and/or reviewed the citation, certify that the information stated is fair and accurate. /
Je, ayant préparé et/ou revu la citation mentionnée, certifie que l'information donnée est juste et équitable.

Name / Nom: _____ Date: _____
please print / lettre moulée

Signature: _____ Signature: _____
Senior Officer / Officier supérieur Secretary / Secrétaire

Recommend / Recommandé: _____ Date: _____
Provincial Command Honours and Awards Committee /
Comité des Honneurs et Récompenses de la direction provinciale

Signature: _____ Signature: _____
Zone Commander / Commandant du Zone District Commander / Commandant du district

March / Mars 2015 800282

legion.ca

FIGURE 1-4 — LIFE MEMBERSHIP APPLICATION FORM



THE ROYAL CANADIAN LEGION
APPLICATION FOR MEMBERSHIP



Page 1

☐ **ORDINARY** ☐ **ASSOCIATE** ☐ **AFFILIATE VOTING** ☐ **AFFILIATE NON-VOTING**
(All applicants must complete Pages 1 AND 2 - Type or Print in BLOCK letters)

Command: _____ Branch Name: _____ Branch No.: _____
 Branch Address: _____

Applicant's Name: Mr ☐ Mrs ☐ Ms ☐ _____
 Address: _____
 Phone No. (Home) _____ (Other) _____ E-Mail _____
 Date of Birth: _____ Place of Birth: _____ Citizenship: _____ M ☐ F ☐
 Next of Kin: _____ Relationship: _____
 Have you ever been a member of the Legion? No ☐ Yes ☐ If yes, complete "Record of Legion Service" on Page 2.

What BRANCH ACTIVITIES interest you most?

| | | | |
|---|--|---|--|
| <input type="checkbox"/> Service Work - Welfare | <input type="checkbox"/> Remembrance - Poppy | <input type="checkbox"/> Branch Social Activities | <input type="checkbox"/> Organization - Administration |
| <input type="checkbox"/> Sports Program | <input type="checkbox"/> Public Activities | <input type="checkbox"/> Committee Work | <input type="checkbox"/> Other _____ |

ORDINARY MEMBERSHIP Please complete Sections D & E and Page 2
ASSOCIATE MEMBERSHIP Please complete Sections A or B in C and Page 2
AFFILIATE VOTING/NON-VOTING MEMBERSHIP Please complete Page 2

A (Must also complete Sections "D" and "E")
I have served in the: ☐ Cadet ☐ Cadet Civilian Instructors ☐ Navy League of Canada ☐ Polish Forces ☐ Fire Services

B (Must also complete Sections "D" and "E")
I am the: ☐ Parent ☐ Spouse ☐ Widower ☐ Grandchild ☐ Child ☐ Sibling ☐ Niece/Nephew *of a person who is/was eligible for Ordinary Membership; and is/was:* ☐ Canadian citizen or Commonwealth subject ☐ USA citizen (date only) ☐ NATO country citizen (date only)

C (Must also complete Sections "D")
I am the: ☐ Child of an Associate Member; or I am the: ☐ Spouse ☐ Parent ☐ Sibling of an Associate Member who qualified under Section "A" or Section "B"; who is an Associate Member of Branch: _____ and whose Name and Membership Number is: _____

D **Eligibility and/or Relationship is established by:** ☐ Discharge Certificate ☐ Service Records ☐ Marriage Certificate
☐ Birth Certificate ☐ Adoption Certificate ☐ Other _____

E **Service Information for:** ☐ Ordinary Membership ☐ Associate Membership

Person who served: Self ☐ or: _____ Relationship: _____ who is/was _____
 an Ordinary Member of Branch: _____ Membership #: _____

Date of enlistment: _____ Service No: _____ Rank: _____ Service Unit: _____

Type of Service:

| | | | | |
|--|--------------------------------------|--|--|--|
| <input type="checkbox"/> Reserve "C" Class | <input type="checkbox"/> Wartime | <input type="checkbox"/> Can. Reg. Force | <input type="checkbox"/> Her Majesty's Reg. Force | <input type="checkbox"/> Reserve |
| <input type="checkbox"/> NATO | <input type="checkbox"/> RCMP | <input type="checkbox"/> R.N.F. Constabulary | <input type="checkbox"/> Wartime Allied Force | <input type="checkbox"/> Underground Force |
| <input type="checkbox"/> Coast Guard | <input type="checkbox"/> NORAD | <input type="checkbox"/> US Force | <input type="checkbox"/> Vietnam | <input type="checkbox"/> Police Force |
| <input type="checkbox"/> Still Serving | <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Cadet Institution Cadet (CIC) | |
| <input type="checkbox"/> Discharged | Give: _____ | Type of Discharge: _____ | | |

Theatres of Service: _____ Medals and Decorations: _____

Membership dues include a minimum annual/retiree rate of \$7.35 per year (including GST) to Legion Magazine; BC residents pay \$7.04, ON, NB and PE pay \$7.91 and NS pays \$8.05 per year.
ALL APPLICANTS MUST COMPLETE INFORMATION ON PAGE 2

www.legion.ca

FIGURE 1-5 — MEMBERSHIP APPLICATION FORM



| | | |
|---|--|---|
|  | THE ROYAL CANADIAN LEGION APPLICATION FOR TRANSFER <i>(Type or Print in BLOCK letters)</i> |  |
| Command: _____ | Branch Name: _____ | Branch No.: _____ |
| Branch Address: _____ | | |
| MEMBER INFORMATION | | |
| Applicant's Name: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> _____ | | |
| Address: _____ | | |
| Previous Address: _____ | | |
| Phone No. (Home): _____ | (Other): _____ | E-Mail: _____ |
| Date of Birth: _____ | Place of Birth: _____ | Citizenship: _____ MA <input type="checkbox"/> F <input type="checkbox"/> |
| Next of Kin: _____ | | Relationship: _____ |
| Membership No.: _____ | Membership Category: _____ | Years of Service: _____ |
| Last year paid in per membership card: _____ <i>(Please complete Record of Legion Service on reverse)</i> | | |
| PREVIOUS BRANCH INFORMATION | | |
| Command: _____ | Branch Name: _____ | Branch No.: _____ |
| Branch Address: _____ | | |
| Branch Phone No.: _____ | Branch Secretary: _____ | |
| I hereby certify to the correctness of all particulars contained herein and make application to transfer membership. | | |
| Applicant's Signature: _____ | | Date: _____ |
| FOR BRANCH USE | | |
| Note: Contact previous branch for confirmation of membership status prior to submission to Dominion Command. | | |
| Date of Contact: _____ | Person Contacted: _____ | |
| Information from Previous Branch: _____ | | |
| Approval of Branch Membership Committee: _____ Date: _____ | | |
| When documentation received from previous Branch: _____ <i>(Should be received shortly after receipt of "Transfer Report" from Dominion Command)</i> | | |
| Please Note: Transfer Application must be passed at branch general meeting PRIOR to submission to Dominion Command. Transfer cannot be canceled once processed by Dominion Command. | | |
| Date passed at General Meeting: _____ | | |
| DOCUMENTATION SUBMITTED TO DOMINION COMMAND | | |
| Please Note: Transfer cannot be processed unless Per Capita Tax for the current year has been paid or is being paid at time transfer is submitted to Dominion Command. If submitting Per Capita Tax at time of transfer, a Member Registration Form must be attached to the Member Data Change Form. | | |
| Member Data Change Form <input type="checkbox"/> Per Capita Tax <input type="checkbox"/> Member Registration Form <input type="checkbox"/> Date Submitted: _____ | | |
| <i>(Transfer Application Form to be retained at the Branch)</i> | | |

FIGURE 1-6 — APPLICATION FOR TRANSFER FORM

| | | | | | |
|---|--|--|--|---|--|
| RILEY, PATRICK G | | 13-013 AS 10 | | | |
| RENEWAL CARD / CARTE DE RENOUVELLEMENT | | | | | |
|  | The Royal Canadian Legion La Légion royale canadienne | 2011 | | | |
| RETURN THIS PORTION WITH PER CAPITA TAX RETOURNEZ CETTE PARTIE AVEC LA CAPITATION | | | | | |
| 11-7889107 | | | | | |
| Corrections should NOT be made on this form. Submit changes on a Member Data Change Form. N'apportez PAS de corrections sur la présente carte. Veuillez utiliser le formulaire de modification des données sur le membre. |  | | | | |
| IMPORTANT: SEE SPECIAL INSTRUCTIONS ON REVERSE IMPORTANT: VOIR INSTRUCTIONS SPÉCIALES AU VERSO | | | | | |
| DETACH HERE AND RETURN TOP PORTION ONLY | MEMBERSHIP CARD / CARTE DE MEMBRE  The Royal Canadian Legion La Légion royale canadienne | DETACHER ICI ET RETOURNER LA PARTIE SUPÉRIEURE SEULEMENT | | | |
| <div style="display: flex; justify-content: space-between;"> 13 013 7889107 10 </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> DOMAINE: BRANCHES/LE NO. 11 </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> NAME NOM RILEY, PATRICK G </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> STATUS ASSOCIATE MEMBER </div> <div style="display: flex; justify-content: space-between;"> STATUT MEMBRE ASSOCIE </div> | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; font-size: 0.7em;"> MEMBER SIGNATURE / SIGNATURE DU MEMBRE DUES END TO DEC 31 2011 </td> <td style="text-align: center; font-size: 0.7em;"> CONTRIBUTIONS DUES AU 31 DÉCEMBRE 2011 </td> <td style="text-align: center; font-size: 0.7em;"> BRANCH SECRETARY OR REPRESENTATIVE SIGNATURE SIGNATURE DU SECRÉTAIRE DE BRANCHE DOMAINE SECRETARY SECRÉTAIRE NATIONAL </td> </tr> </table> | | | MEMBER SIGNATURE / SIGNATURE DU MEMBRE DUES END TO DEC 31 2011 | CONTRIBUTIONS DUES AU 31 DÉCEMBRE 2011 | BRANCH SECRETARY OR REPRESENTATIVE SIGNATURE SIGNATURE DU SECRÉTAIRE DE BRANCHE DOMAINE SECRETARY SECRÉTAIRE NATIONAL |
| MEMBER SIGNATURE / SIGNATURE DU MEMBRE DUES END TO DEC 31 2011 | CONTRIBUTIONS DUES AU 31 DÉCEMBRE 2011 | BRANCH SECRETARY OR REPRESENTATIVE SIGNATURE SIGNATURE DU SECRÉTAIRE DE BRANCHE DOMAINE SECRETARY SECRÉTAIRE NATIONAL | | | |
| CARD MUST NOT BE ISSUED BEFORE DUES ARE PAID LA CARTE NE DOIT PAS ÊTRE PRÉSENTÉE AVANT QUE LA COTISATION SOIT PAYÉE | | | | | |

FIGURE 1-7 — MEMBERSHIP RENEWAL CARD

LAST POST DEATH NOTICE

Legion Magazine publishes a removable Last Post Section in print twice a year, in the spring and fall, and at that time posts the entries in a searchable database on the Web site www.legionmagazine.com.

Last Post is reserved for these groups: 1) **Ordinary members** of The Royal Canadian Legion at time of death; 2) **RCL life members** who were previously ordinary members; and 3) **Canadian war veterans** (WW I, WW II, Korean War, Gulf War) who were not RCL members at time of death.

The onus is on branches to submit notices promptly. Type or print to ensure legibility. Be thorough and accurate. We only publish in the print magazine those notices received at our Ottawa office within one year of death. Late notices will only be entered in the Last Post database on our Web site, where they will have historical value. We do not publish notices that lack a date of death.

Please note that because of the growing public concern about identity theft, we will no longer publish any service number that consists of 9 numerals since this could also be a social insurance number. Your understanding is appreciated.

| | | | | | | | |
|--|--|--------------------------------|--|---|--|--|--|
| SURNAME (INCLUDE MAIDEN NAME IF APPLICABLE) | | RANK | | GIVEN NAMES | | GALLANTRY AWARDS | |
| SERVICE NUMBER: UNIT/BRANCH OF SERVICE | | | | | | | |
| WW I <input type="checkbox"/> | | WW II <input type="checkbox"/> | | KOREAN WAR <input type="checkbox"/> | | GULF WAR <input type="checkbox"/> | |
| DATE OF DEATH | | AGE | | LIFE MEMBER <input type="checkbox"/> | | ORDINARY MEMBER <input type="checkbox"/> | |
| MONTH DAY YEAR | | | | | | VETERAN NON-MEMBER <input type="checkbox"/> | |
| NAME OF BRANCH AND LOCATION (TOWN OR CITY) | | | | | | PROVINCE | |
| LAST ADDRESS | | | | | | BRANCH NO. | |
| APT OR PO BOX NO. | | | | | | ADDRESS | |
| CITY | | | | | | PROVINCE | |
| DECEASED'S LEGION MEMBER NUMBER | | | | | | POSTAL CODE | |
| NOTICE SUBMITTED BY | | | | | | LAST YEAR MEMBER PAID FOR | |
| | | | | | | TITLE | |

WIDOW(ER) INFORMATION

If the deceased was a Legionnaire and the widow(er) is not a Legion member and wishes Legion Magazine to be mailed for the duration of the calendar year, please provide the information requested below; otherwise the deceased's subscription will be cancelled as of this notice.

If the deceased was a Legionnaire and the widow(er) is a Legion member but is not currently receiving the magazine, please provide the information requested below to reactivate the widow(er)'s subscription.

| | | | | | | | | | |
|----------------------|--|---------------|--|-----------------------------|--|------------------------------|--|------------|--|
| SPOUSAL INFO: | | LEGION MEMBER | | NO <input type="checkbox"/> | | YES <input type="checkbox"/> | | LEGION NO. | |
| SURNAME OF WIDOW(ER) | | | | | | GIVEN NAME | | | |
| APT OR PO BOX NO. | | | | | | ADDRESS | | | |
| CITY | | | | | | PROVINCE | | | |
| | | | | | | POSTAL CODE | | | |

MAIL THIS NOTICE TO: LAST POST, LEGION MAGAZINE, 86 AIRD PLACE, KANATA, ON K2L 0A1.
REORDER FROM: SUPPLY DEPT. THE ROYAL CANADIAN LEGION, 86 AIRD PLACE, KANATA, ON K2L 0A1, ASKING FOR FORM NO. 800430—August 2006

FIGURE 1-8 — LAST POST DEATH NOTICE

CHAPTER 2

HOW TO COMPLETE A MEMBERSHIP APPLICATION FORM

DESCRIPTION

Anyone applying for membership must complete a Membership Application Form which must be processed in accordance with the procedures set out in the General By-Laws.

Ensure that all eligibility documentation is attached, proof of citizenship has been established and the Privacy Statement has been completed.

The application must be proposed and seconded by voting members of the branch.

Once the application has been approved by all the appropriate parties, this and any other required eligibility documentation is to be maintained by the branch in the member's file; do not send to Dominion Command.

Branches must use a Member Registration Form to register a new/reinstated member at Dominion Command.

FORMS TO USE

201. MEMBERSHIP APPLICATION FORM (See Figure 1-5)
(White two sided form) (Stock # 800293)

PROCESS

202. ORDINARY MEMBERSHIP—MEMBERSHIP APPLICATION FORM (See Figures 2-1 and 2-2) In order to apply for Ordinary membership the applicant must be a Canadian Citizen or Commonwealth subject.
- a. Select the box at the top of the form to indicate membership category;
 - b. Complete the branch information section;
 - c. Complete the member information section for the person applying for membership;
 - d. Select the activities in which the member has indicated an interest;

- e. Complete Section D & E and Page 2 of application form;
 - i. Section "D" – tick the appropriate box to indicate the documentation that was provided as proof of eligibility;
 - ii. Section "E"– Provide service information – indicate the applicable area; and
 - iii. Proceed to page 2 of the application form.
- f. Complete the Privacy Statement – This is a mandatory requirement. Applicant must complete and sign this section. Members cannot be processed without this information;
- g. If Legion Magazine is not required, tick box;
- h. Signatures;
 - i. Application form must be signed and dated by the applicant;
 - ii. Provide proposer's name – Proposer must sign and date the application form; and
 - iii. Provide seconder's name – Seconder must sign and date the application form.
- i. Record of Legion Service – complete this section for members who are reinstating;
- j. Have you been expelled from any Legion Branch or other Veteran's organization – you must answer "yes or no". If "yes" provide the branch/organization information; and
- k. Complete the Section "For Branch Use".


The application and eligibility documents must be reviewed by the Branch Membership Committee and presented at a Branch General Meeting for approval or otherwise.

All new members must be initiated in accordance with The General By-Laws and the Ritual and Insignia Manual.


When membership dues are received a receipt must be issued which will serve as proof of membership until a membership card is received.

- i. Application form must be signed by the Branch Membership Committee;
- ii. The application must be presented at a General Meeting of the Branch for approval or otherwise;

- iii. Record the date the member was initiated;
- iv. Record the amount of the membership dues paid; and
- v. Indicate the date that the Registration Form and Per Capita Tax was submitted to Dominion Command.



The Royal Canadian Legion
APPLICATION FOR MEMBERSHIP



Page 1

☒ **ORDINARY** ☐ **ASSOCIATE** ☐ **AFFILIATE VOTING** ☐ **AFFILIATE NON-VOTING**
(All applicants must complete Pages 1 AND 2 - Type or Print in BLOCK letters)

Command: 03 Branch Name: REGINA Branch No.: 123
Branch Address: 25 OPEN RD. REGINA SK S4A 1C6

Applicant's Name: Mr ☐ Mrs ☐ Mr ☒ BLACK VERA
Address: 85 CORONA CRES REGINA SK S4A 3B5
Phone No. (Home) 350-456-1978 (Other) _____ E-Mail _____
Date of Birth: 1938 Place of Birth: REGINA Citizenship: CAN M ☐ T ☒
Next of Kin: DAAD BLACK Relationship: SPOUSE
Have you ever been a member of the Legion? No ☒ Yes ☐ If yes, complete "Record of Legion Service" on Page 2.

What BRANCH ACTIVITIES interest you most?
☐ Service Work - Welfare ☐ Remembrance - Poppy ☐ Branch Social Activities ☐ Organization - Administration
☐ Sports Program ☒ Youth Activities ☒ Committee Work ☐ Other _____

ORDINARY MEMBERSHIP Please complete Sections D & E and Page 2
ASSOCIATE MEMBERSHIP Please complete Sections A or B or C and Page 2
AFFILIATE VOTING/NON-VOTING MEMBERSHIP Please complete Page 2

A (Must also complete Sections "D" and "E")
I have served in the: ☐ Cadets ☐ Cadet Civilian Instructors ☐ Navy League of Canada ☐ Polish Forces ☐ Fire Services

B (Must also complete Sections "D" and "E")
I am the: ☐ Parent ☐ Spouse ☐ Widow/wr ☐ Grandchild ☐ Child ☐ Sibling ☐ Niece/Nephew of a person who is/was eligible for Ordinary Membership; and is/was: ☐ Canadian citizen or Commonwealth subject ☐ USA citizen (USA only) ☐ NATO country citizen (NATO only)

C (Must also complete Sections "D")
I am the: ☐ Child of an Associate Member; or I am the: ☐ Spouse ☐ Parent ☐ Sibling of an Associate Member who qualified under Section "A" or Section "B"; who is an Associate Member of Branch: _____ and whose Name and Membership Number is: _____

D Eligibility and/or Relationship is established by: ☐ Discharge Certificate ☒ Service Records ☐ Marriage Certificate
☐ Birth Certificate ☐ Adoption Certificate ☐ Other _____

E Service Information for: ☐ Ordinary Membership ☐ Associate Membership
Person who served: Self ☒ or: _____ Relationship: _____ who is/was an Ordinary Member of Branch: _____ Membership #: _____
Date of enlistment: 1958 Service No.: B 56789 Rank: _____ Service Unit: _____
Type of Service: ☐ Reserve "C" Class ☐ Wartime ☐ Can. Reg. Force ☐ Her Majesty's Reg. Force ☐ Reserve
☒ NATO ☐ RCMP ☐ R.N.C. Constabulary ☐ Wartime Allied Force ☐ Underground Force
☐ Coast Guard ☐ NORAD ☐ US Force ☐ Vietnam ☐ Police Force
☐ Still Serving ☐ Other: _____ ☐ Cadet Instructor Cadre (CIC)
☐ Discharged Date: Oct 1990 Type of Discharge: Honourable
Theatres of Service: _____ Medals and Decorations: _____

Membership dues include a minimum subscription rate of \$7.35 per year (including GST) to Legion Magazine. RC residents pay \$7.84, OIL, NR and NF pay \$7.91 and NS pay \$8.05 per year.
ALL APPLICANTS MUST COMPLETE INFORMATION ON PAGE 2

FIGURE 2-1 — MEMBERSHIP APPLICATION FORM (FRONT)
FOR ORDINARY MEMBERSHIP

Page 2

ALL APPLICANTS MUST COMPLETE THIS PAGE

Privacy Statement for The Royal Canadian Legion

Dominion Command, The Royal Canadian Legion, does not rent or sell the names of members to any organization or advertiser. On occasion, Dominion Command may provide a Partner in the Member Benefits Package Program with members' names and addresses to advise them of products and services being offered. Most members appreciate such special service. You are required to give your consent, or otherwise, to this procedure.

☒ I consent ☐ I do not consent to my name and address being provided for the Member Benefits Package Program.

Applicant's Signature: Vera Black **Date:** Jan 5, 2011

- ◆ I hereby certify that I have never been dishonourably discharged from, deserted from nor evaded service in the Forces of any country.
- ◆ I hereby solemnly declare that I am not a member of, nor affiliated with, any group, party or sect whose interests conflict with the avowed purposes of the Legion, and I am not a communist, fascist or anarchist, and do not, and will not, support any organization advocating the overthrow of our government by force or which advocates, encourages or participates in subversive action or propaganda.
- ◆ I hereby certify to the correctness of all the particulars contained herein and make application for membership in and agree to abide by the constitution, rules and By-Laws of The Royal Canadian Legion.
- ◆ I hereby certify that I am not eligible for Ordinary &/or Associate membership ☐ (applies to Affiliate Voting and Non-Voting members only).
- ◆ I hereby agree to participate in The Royal Canadian Legion's initiation ceremony, which shall include a declaration of loyalty and obedience to the General By-Laws.
- ◆ If Magazine is NOT required please tick box: ☐

Applicant's Signature: Vera Black **Date:** Jan 5, 2011

Proposer's Name: MARK SCOTT **Signature:** M. Scott

Second's Name: DANIEL HARVEY **Signature:** D Harvey

RECORD OF LEGION SERVICE

Date of Original Admission to Legion: _____ **Date of Initiation:** _____

| BRANCH JOINED | | | |
|--------------------|----------|-------------|-----------|
| Command & Branch # | Location | Date Joined | Date Left |
| | | | |
| | | | |
| | | | |

| OFFICE HELD | | | HONOURS AND AWARDS HELD | | |
|--------------------|--------|------|-------------------------|-------|------|
| Command & Branch # | Office | Date | Command & Branch # | Award | Date |
| | | | | | |
| | | | | | |
| | | | | | |

Have you been expelled from any Legion Branch or any other veteran's organization? ☐ No ☐ Yes. If yes, give Branch/Organization and particulars.

Command & Branch #: _____ **Particulars:** _____

FOR BRANCH USE

Certified that section 2.21 of the General By-Laws has been applied and that satisfactory proof of service and relationship has been submitted where applicable.

Branch Membership Committee: Ph Committee **Date:** Jan 15, 2011

Date Passed at General Meeting: Jan 15, 2011 **Date of Initiation:** Jan 30, 2011

Membership dues paid: \$ 45.00 **Date:** Jan 15, 2011

Member Registration Form and Per Capita Tax Submitted to Dominion Command ☒ **Date:** Feb. 2, 2011

initiators only return

**FIGURE 2-2 — MEMBERSHIP APPLICATION FORM (BACK)
FOR ORDINARY MEMBERSHIP**

203. ASSOCIATE MEMBERSHIP—MEMBERSHIP APPLICATION FORM
(See Figures 2-3 and 2-4) In order to apply for Associate membership the applicant must be a Canadian Citizen or Commonwealth subject.

- a. Select the box at the top of the form to indicate membership category;
- b. Complete the branch information section;
- c. Complete the member information section for the person applying for membership;
- d. Select the activities in which the member has indicated an interest;
- e. Complete Sections "A" or "B" or "C" and Page 2 of application for;
 - i. Section "A" - tick the appropriate box to indicate the type of service. If you complete this section then you must also complete Sections "D & E";
 - ii. Section "B" - Provide member information by ticking the appropriate box. If you complete this section then you must also complete Sections "D & E";
 - iii. Section "C" - tick the appropriate box as it pertains to the applicant. If you complete this section, you must also complete Section "D";
 - iv. Section "D" - tick the appropriate box to indicate the documentation that was provided as proof of eligibility;
 - v. Section "E" - Provide service information – indicate the applicable area; and
 - vi. Proceed to page 2 of the application form.
- f. Complete the Privacy Statement - This is a mandatory requirement. Applicant must complete and sign this section. Members cannot be processed without this information;
- g. If Legion Magazine is not required, tick box;
- h. Signatures Required;
 - i. Application form must be signed and dated by the applicant;

- ii. Provide proposer's name – Proposer must sign and date the application form; and
- iii. Provide seconder's name – Secunder must sign and date the application form.
- i. Record of Legion Service – Complete this section for members who are reinstating;
- j. Have you been expelled from any Legion Branch or other Veteran's organization – you must answer "yes or no". If "yes" provide the branch/organization information; and
- k. Complete the Section "For Branch Use".

The application and eligibility documents must be reviewed by the Branch Membership Committee and presented at a Branch General Meeting for approval or otherwise.

All new members must be initiated in accordance with The General By-Laws and the Ritual and Insignia Manual.

When membership dues are received a receipt must be issued which will serve as proof of membership until a membership card is received.

- i. Application form must be signed by the Branch Membership Committee;
- ii. The application must be presented at a General Meeting of the Branch for approval or otherwise;
- iii. Record the date the member was initiated;
- iv. Record the amount of the membership dues paid; and
- v. Indicate the date that the Registration Form and Per Capita Tax was submitted to Dominion Command.



The Royal Canadian Legion
APPLICATION FOR MEMBERSHIP



Page 1

☐ **ORDINARY** ☒ **ASSOCIATE** ☐ **AFFILIATE VOTING** ☐ **AFFILIATE NON-VOTING**
(All applicants must complete Pages 1 AND 2 - Type or Print in BLOCK letters)

Command: 03 Branch Name: REGINA Branch No: 123

Branch Address: 25 OPEN RD REGINA SK S4A1B6

Applicant's Name: Mr ☒ Mrs ☐ Ms ☐ WHITE MARK

Address: 456 PERFECT ST REGINA SK S4C1N0

Phone No: (Home) 356-123-4567 (Other) _____ E-Mail _____

Date of Birth: 1958 Place of Birth: REGINA Citizenship: CAN M ☒ F ☐

Next of Kin: DEBBIE WHITE Relationship: SPOUSE

Have you ever been a member of the Legion? No ☒ Yes ☐ If yes, complete "Record of Legion Service" on Page 2.

What BRANCH ACTIVITIES interest you most?

☐ Service Work - Welfare ☒ Remembrance - Poppy ☐ Branch Social Activities ☒ Organization - Administration

☒ Sports Programs ☐ Youth Activities ☐ Committee Work ☐ Other _____

ORDINARY MEMBERSHIP Please complete Sections D & E and Page 2
ASSOCIATE MEMBERSHIP Please complete Sections A or B or C and Page 2
AFFILIATE VOTING/NON-VOTING MEMBERSHIP Please complete Page 2

A (Must also complete Sections "D" and "E")
I have served in the: ☐ Cadets ☐ Cadet Civilian Instructors ☐ Navy League of Canada ☐ Polish Forces ☐ Fire Services

B (Must also complete Sections "D" and "E")
I am the: ☐ Parent ☐ Spouse ☐ Widower ☐ Grandchild ☒ Child ☐ Sibling ☐ Niece/Nephew of a person who is/was eligible for Ordinary Membership; and is/was: ☒ Canadian citizen or Commonwealth subject ☐ USA citizen (see note) ☐ NATO country citizen (see note)

C (Must also complete Sections "D")
I am the: ☐ Child of an Associate Member; or I am the: ☐ Spouse ☐ Parent ☐ Sibling of an Associate Member who qualified under Section "A" or Section "B": _____ and whose Name and Membership Number is: _____

D Eligibility and/or Relationship is established by: ☐ Discharge Certificate ☒ Service Records ☐ Marriage Certificate
☐ Birth Certificate ☐ Adoption Certificate ☐ Other _____

E Service information for: ☒ Ordinary Membership ☐ Associate Membership

Person who served: Self ☐ or: BRIAN WHITE Relationship: FATHER who is/was an Ordinary Member of Branch: _____ Membership #: _____

Date of enlistment: 1942 Service No.: B 12345 Rank: _____ Service Unit: _____

Type of Service: ☐ Reserve "C" Class ☐ Wartime ☐ Can. Reg. Force ☐ Her Majesty's Reg. Force ☐ Reserve
☐ NATO ☐ RCMP ☐ R.N.C. Constabulary ☐ Wartime Allied Force ☐ Underground Force
☐ Coast Guard ☐ NORAD ☐ US Force ☐ Vietnam ☐ Police Force
☐ Still Serving ☐ Other: _____ ☐ Cadet Instructor Cadre (CIC)

☐ Discharged Date: _____ Type of Discharge: HONOURABLE

Theatres of Service: WW2 Medals and Decorations: _____

Membership dues include a minimum subscription rate of \$7.35 per year (including GST) to Legion Magazine. FC residents pay \$7.84, ON, NB and NF pay \$7.91 and NS pays \$8.03 per year.
ALL APPLICANTS MUST COMPLETE INFORMATION ON PAGE 2

**FIGURE 2-3 — MEMBERSHIP APPLICATION FORM (FRONT)
FOR ASSOCIATE MEMBERSHIP**

ALL APPLICANTS MUST COMPLETE THIS PAGE

Page 2

Privacy Statement for The Royal Canadian Legion

Dominion Command, The Royal Canadian Legion, does not rent or sell the names of members to any organization or advertiser. On occasion, Dominion Command may provide a Partner in the Member Benefits Package Program with members' names and addresses to advise them of products and services being offered. Most members appreciate such special services. You are required to give your consent, or otherwise, to this procedure.

☒ I consent ☐ I do not consent to my name and address being provided for the Member Benefits Package Program.

Applicant's Signature: M. White Date: Aug 11, 2010

- ◆ I hereby certify that I have never been dishonourably discharged from, deserted from nor evaded service in the Forces of any country.
- ◆ I hereby solemnly declare that I am not a member of, nor affiliated with, any group, party or sect whose interests conflict with the avowed purposes of the Legion, and I am not a communist, fascist or anarchist, and do not, and will not, support any organization advocating the overthrow of our government by force or which advocates, encourages or participates in subversive action or propaganda.
- ◆ I hereby certify to the correctness of all the particulars contained herein and make application for membership in and agree to abide by the constitution, rules and By-Laws of The Royal Canadian Legion.
- ◆ I hereby certify that I am not eligible for Ordinary &/or Associate membership ☐ (applies to Affiliate Voting and Non-Voting members only).
- ◆ I hereby agree to participate in The Royal Canadian Legion's initiation ceremony, which shall include a declaration of loyalty and obedience to the General By-Laws.
- ◆ If Magazine is NOT required please tick box: ☐

Applicant's Signature: M. White Date: Aug 11, 2010

Proposer's Name: JOHN CANADY Signature: J. Canady

Second's Name: BILL SMITH Signature: B. Smith

RECORD OF LEGION SERVICE

| Date of Original Admission to Legion: | | Date of Initiation: | | | |
|---------------------------------------|----------|--------------------------------|--------------------|-------|------|
| BRANCH JOINED | | | | | |
| Command & Branch # | Location | Date Joined | Date Left | | |
| | | | | | |
| OFFICE HELD | | HONOURS AND AWARDS HELD | | | |
| Command & Branch # | Office | Date | Command & Branch # | Award | Date |
| | | | | | |
| | | | | | |
| | | | | | |

Have you been expelled from any Legion Branch or any other veteran's organization? ☒ No ☐ Yes. If yes, give Branch/Organization and particulars.

Command & Branch #: _____ Particulars: _____

FOR BRANCH USE

Certified that section 2.21 of the General By-Laws has been applied and that satisfactory proof of service and relationship has been submitted where applicable.

Branch Membership Committee: Adm. Committee Date: Aug 30, 2010

Date Passed at General Meeting: Aug 30, 2010 Date of Initiation: Aug 24, 2010

Membership dues paid: \$ 45.00 Date: Aug 05, 2010


Member Registration Form and Per Capita Tax Submitted to Dominion Command ☒ Date: Sept. 3, 2010

000239 (July 2009)

FIGURE 2-4 — MEMBERSHIP APPLICATION FORM (BACK)
FOR ASSOCIATE MEMBERSHIP

204. AFFILIATE VOTING MEMBERSHIP—MEMBERSHIP APPLICATION FORM (See Figures 2-5 and 2-6). In order to apply for Affiliate Voting membership the applicant must be a Canadian Citizen or Commonwealth subject.

- Select the box at the top of the form to indicate membership category;
- Complete the branch information section;

LEGION The Royal Canadian Legion **APPLICATION FOR MEMBERSHIP**  Page 1

☐ ORDINARY ☐ ASSOCIATE ☒ AFFILIATE VOTING ☐ AFFILIATE NON-VOTING
(All applicants must complete Pages 1 AND 2 - Type or Print in BLOCK letters)

Command: 03 Branch Name: REGINA Branch No.: 123
Branch Address: 25 OPEN RD REGINA SK S4A 1A0

Applicant's Name: Mr ☒ Mrs ☐ Ms ☐ BROWN DONALD
Address: 225 SOMEWHERE RD REGINA SK S4A 1A0
Phone No: (Home) 350-457-7891 (Other) _____ E-Mail _____
Date of Birth: _____ Place of Birth: REGINA Citizenship: CAN. M ☒ F ☐
Next of Kin: MARGARET BROWN Relationship: SPOUSE
Have you ever been a member of the Legion? No ☒ Yes ☐ If yes, complete "Record of Legion Service" on Page 2.

What BRANCH ACTIVITIES interest you most?
☐ Service Work - Welfare ☐ Remembrance - Poppy ☒ Branch Social Activities ☐ Organization - Administration
☐ Sports Program ☐ Youth Activities ☒ Committee Work ☐ Other _____

ORDINARY MEMBERSHIP Please complete Sections D & E and Page 2
ASSOCIATE MEMBERSHIP Please complete Sections A or B or C and Page 2
AFFILIATE VOTING/NON-VOTING MEMBERSHIP Please complete Page 2

A (Must also complete Sections "D" and "E")
I have served in the: ☐ Cadets ☐ Cadet Civilian Instructors ☐ Navy League of Canada ☐ Polish Forces ☐ Fire Services

B (Must also complete Sections "D" and "E")
I am the: ☐ Parent ☐ Spouse ☐ Widower ☐ Grandchild ☐ Child ☐ Sibling ☐ Niece/Nephew of a person who is/was eligible for Ordinary Membership; and is/was: ☐ Canadian citizen or Commonwealth subject ☐ USA citizen (USA only) ☐ NATO country citizen (foreign only)

C (Must also complete Sections "D")
I am the: ☐ Child of an Associate Member; or I am the: ☐ Spouse ☐ Parent ☐ Sibling of an Associate Member who qualified under Section "A" or Section "B"; who is an Associate Member of Branch: _____ and whose Name and Membership Number is: _____

D Eligibility and/or Relationship is established by: ☐ Discharge Certificate ☐ Service Records ☐ Marriage Certificate
☐ Birth Certificate ☐ Adoption Certificate ☐ Other _____

E Service Information for: ☐ Ordinary Membership ☐ Associate Membership
Person who served: Self ☐ or: _____ Relationship: _____ who it was an Ordinary Member of Branch: _____ Membership #: _____
Date of enlistment: _____ Service No.: _____ Rank: _____ Service Unit: _____
Type of Service: ☐ Reserve "C" Class ☐ Wartime ☐ Can. Reg. Force ☐ Her Majesty's Reg. Force ☐ Reserve ☐ NATO ☐ RCMP ☐ R.N.C. Constabulary ☐ Wartime Allied Force ☐ Underground Force ☐ Coast Guard ☐ NORAD ☐ US Force ☐ Vietnam ☐ Police Force ☐ SSB Serving ☐ Other: _____ ☐ Cadet Instructor Cadre (CIC)
☐ Discharged Date: _____ Type of Discharge: _____
Theatres of Service: _____ Medals and Decorations: _____

www.legion.ca
Membership dues include a minimum subscription rate of \$7.35 per year (including GST) to Legion Magazine. BC residents pay \$7.44, ON, MB and NF pay \$7.91 and NS pays \$8.05 per year.
ALL APPLICANTS MUST COMPLETE INFORMATION ON PAGE 2

**FIGURE 2-5 — MEMBERSHIP APPLICATION FORM (FRONT)
FOR AFFILIATE VOTING MEMBERSHIP**

- c. Complete the member information section for the person applying for membership;
- d. Select the activities in which the member has indicated an interest;
- e. Do not complete Sections A, B, C, D or E. Go to Page 2;

Page 2

ALL APPLICANTS MUST COMPLETE THIS PAGE

Privacy Statement for The Royal Canadian Legion

Dominion Command, The Royal Canadian Legion, does not rent or sell the names of members to any organization or advertiser. On occasion, Dominion Command may provide a Partner in the Member Benefits Package Program with members' names and addresses to advise them of products and services being offered. Most members appreciate such special services. You are required to give your consent, or otherwise, to this procedure.

☐ I consent ☒ I do not consent to my name and address being provided for the Member Benefits Package Program.

Applicant's Signature: D. Brown Date: Dec 1, 2010

◆ I hereby certify that I have never been dishonorably discharged from, deserted from or evaded service in the Forces of any country.

◆ I hereby solemnly declare that I am not a member of, nor affiliated with, any group, party or sect whose interests conflict with the avowed purposes of the Legion, and I am not a communist, fascist or anarchist, and do not, and will not, support any organization advocating the overthrow of our government by force or which advocates, encourages or participates in subversive action or propaganda.

◆ I hereby certify to the correctness of all the particulars contained herein and make application for membership in and agree to abide by the constitution, rules and By-Laws of The Royal Canadian Legion.

◆ I hereby certify that I am not eligible for Ordinary &/or Associate membership ☒ (applies to Affiliate Voting and Non-Voting members only).

◆ I hereby agree to participate in The Royal Canadian Legion's initiation ceremony, which shall include a declaration of loyalty and obedience to the General By-Laws.

◆ If Magazine is NOT required please tick box: ☐

Applicant's Signature: D. Brown Date: Dec 1, 2010

Proposer's Name: M. Smith Signature: M. Smith

Secunder's Name: GARY DELL Signature: G. Dell

RECORD OF LEGION SERVICE

Date of Original Admission to Legion: _____ Date of Initiation: _____

| BRANCH JOINED | | | | | |
|--------------------|----------|-------------|-----------|--|--|
| Command & Branch # | Location | Date Joined | Date Left | | |
| | | | | | |
| | | | | | |

| OFFICE HELD | | | HONOURS AND AWARDS HELD | | |
|--------------------|--------|------|-------------------------|-------|------|
| Command & Branch # | Office | Date | Command & Branch # | Award | Date |
| | | | | | |
| | | | | | |
| | | | | | |

Have you been expelled from any Legion Branch or any other veteran's organization? ☐ No ☐ Yes. If yes, give Branch/Organization and particulars.

Command & Branch #: _____ Particulars: _____

FOR BRANCH USE

Certified that section 221 of the General By-Laws has been applied and that satisfactory proof of service and relationship has been submitted where applicable.

Branch Membership Committee: M. Committee Date: Dec 15, 2010

Date Passed at General Meeting: Dec 26, 2010 Date of Initiation: Dec 30, 2010

Membership dues paid: \$ 45.00 Date: Dec 1, 2010

Member Registration Form and Per Capita Tax Submitted to Dominion Command ☒ Date: Jan 3, 2011

RM2011 (REV 2010)

**FIGURE 2-6 — MEMBERSHIP APPLICATION FORM (BACK)
FOR AFFILIATE VOTING MEMBERSHIP**

- f. Complete the Privacy Statement – This is a mandatory requirement. Applicant must complete and sign this section. Members cannot be processed without this information;
- g. If applicant is not eligible for Ordinary / Associate membership, tick box;
- h. If Legion Magazine is not required, tick box;
- i. Signatures Required;
 - i. Application form must be signed and dated by the applicant;
 - ii. Provide proposer's name – Proposer must sign and date the application form; and
 - iii. Provide seconder's name – Secunder must sign and date the application form.
- j. Record of Legion Service – complete this section for members who are reinstating;
- k. Have you been expelled from any Legion Branch or other Veteran's organization – you must answer "yes or no". If "yes" provide the branch/organization information; and
- l. Complete the Section "For Branch Use".

The application and eligibility documents must be reviewed by the Branch Membership Committee and presented at a Branch General Meeting for approval or otherwise.

All new members must be initiated in accordance with The General By-Laws and the Ritual and Insignia Manual.

When membership dues are received a receipt must be issued which will serve as proof of membership until a membership card is received.

- i. Application form must be signed by the Branch Membership Committee;
- ii. The application must be presented at a General Meeting of the Branch for approval or otherwise;
- iii. Record the date the member was initiated;
- iv. Record the amount of the membership dues paid; and
- v. Indicate the date that the Registration Form and Per Capita Tax was submitted to Dominion Command.


205. **AFFILIATE NON-VOTING MEMBERSHIP—MEMBERSHIP APPLICATION FORM** (See Figures 2-7 and 2-8). This category of membership is for non-Canadian Citizens or non-Commonwealth subjects who are citizens of an Allied Nation. Please refer to pages 36 and 42 in the Eligibility Guide for applicants that qualify under NATO Allied Member Countries or Canadian Wartime Allied Countries.
- a. Select the box at the top of the form to indicate membership category;
 - b. Complete the branch information section;
 - c. Complete the member information section for the person applying for membership;
 - d. Select the activities in which the member has indicated an interest;
 - e. Do not complete Sections A, B, C, D or E. Go to Page 2;
 - f. Complete the Privacy Statement – This is a mandatory requirement. Applicant must complete and sign this section. Members cannot be processed without this information;
 - g. If applicant is not eligible for Ordinary / Associate membership, tick box;
 - h. If Legion Magazine is not required, tick box;
 - i. Signatures Required;
 - i. Application form must be signed and dated by the applicant;
 - ii. Provide proposer's name – Proposer must sign and date the application form; and
 - iii. Provide seconder's name – Secunder must sign and date the application form.
 - j. Record of Legion Service – complete this section for members who are reinstating;
 - k. Veteran's organization – you must answer "yes or no". If "yes" provide the branch/organization information ; and
 - l. Complete the Section "For Branch Use".

The application and eligibility documents must be reviewed by the Branch Membership Committee and presented at a Branch General Meeting for approval or otherwise.

All new members must be initiated in accordance with The General By-Laws and the Ritual and Insignia Manual.

When membership dues are received a receipt must be issued which will serve as proof of membership until a membership card is received.

- i. Application form must be signed by the Branch Membership Committee;



LEGION

The Royal Canadian Legion
APPLICATION FOR MEMBERSHIP



Page 1

☐ ORDINARY ☐ ASSOCIATE ☐ AFFILIATE VOTING ☒ **AFFILIATE NON-VOTING**
(All applicants must complete Pages 1 AND 2 - Type or Print in BLOCK letters)

Command: 03 Branch Name: REGINA Branch No.: 123
 Branch Address: 25 OPEN RD. REGINA SK S4A1B0

Applicant's Name: Mr ☐ Mrs ☐ Ms ☒ GREEN MARTHA
 Address: 85 BANK ST. REGINA SK S4A5M9
 Phone No. (Home) 356-314-4686 (Other) _____ E-Mail _____
 Date of Birth: _____ Place of Birth: _____ Citizenship: _____ M ☐ F ☐
 Most of Kin: _____ Relationship: _____
 Have you ever been a member of the Legion? No ☒ Yes ☐ If yes, complete "Record of Legion Service" on Page 2.

What BRANCH ACTIVITIES interest you most?
☐ Service Work - Welfare ☐ Remembrance - Poppy ☐ British Social Activities ☐ Organization - Administration
☐ Sports Program ☒ Youth Activities ☒ Committee Work ☐ Other _____

ORDINARY MEMBERSHIP Please complete Sections D & E and Page 2
 ASSOCIATE MEMBERSHIP Please complete Sections A or B or C, and Page 2
 AFFILIATE VOTING/NON-VOTING MEMBERSHIP Please complete Page 2

A (Must also complete Sections "D" and "E")
 I have served in the: ☐ Cadets ☐ Cadet Civilian Instructors ☐ Navy League of Canada ☐ Polish Forces ☐ Fire Services

B (Must also complete Sections "D" and "E")
 I am the: ☐ Parent ☐ Spouse ☐ Widow(er) ☐ Grandchild ☐ Child ☐ Sibling ☐ Niece/Nephew of a person who is/was eligible for Ordinary Membership; and is/was: ☐ Canadian citizen or Commonwealth subject ☐ USA citizen (not only) ☐ NATO country citizen (foreign only)

C (Must also complete Sections "D")
 I am the: ☐ Child of an Associate Member; or I am the: ☐ Spouse ☐ Parent ☐ Sibling of an Associate Member who qualified under Section "A" or Section "B"; who is an Associate Member of Branch: _____ and whose Name and Membership Number is: _____

D Eligibility and/or Relationship is established by: ☐ Discharge Certificate ☐ Service Records ☐ Marriage Certificate
☐ Birth Certificate ☐ Adoption Certificate ☐ Other _____

E Service Information for: ☐ Ordinary Membership ☐ Associate Membership
 Person who served: Self ☐ or _____ Relationship: _____ who is/was an Ordinary Member of Branch: _____ Membership #: _____
Command and Branch No.
 Date of enlistment: _____ Service No.: _____ Rank: _____ Service Unit: _____
 Type of Service: ☐ Reserve "C" Class ☐ Wartime ☐ Can. Reg. Force ☐ Her Majesty's Reg. Force ☐ Reserve
☐ NATO ☐ RCMP ☐ R.N.C. Constabulary ☐ Wartime Allied Force ☐ Underground Force
☐ Coast Guard ☐ NORAD ☐ US Force ☐ Vietnam ☐ Police Force
☐ Still Serving ☐ Other: _____ ☐ Cadet Instructor (Cadej/CIC)
☐ Discharged Date: _____ Type of Discharge: _____
 Theatres of Service: _____ Medals and Decorations: _____

Membership dues include a minimum subscription rate of \$7.35 per year (including GST) in Legion Magazine. BC residents pay \$7.84, ON, AB and NF pay \$7.91 and NS pays \$8.05 per year.
 ALL APPLICANTS MUST COMPLETE INFORMATION ON PAGE 2

www.legion.ca

**FIGURE 2-7 — MEMBERSHIP APPLICATION FORM (FRONT)
 FOR AFFILIATE NON-VOTING MEMBERSHIP**

- ii. The application must be presented at a General Meeting of the Branch for approval or otherwise;
- iii. Record the date the member was initiated;
- iv. Record the amount of the membership dues paid; and
- v. Indicate the date that the Registration Form and Per Capita Tax was submitted to Dominion Command.

ALL APPLICANTS MUST COMPLETE THIS PAGE

Page 2

Privacy Statement for The Royal Canadian Legion

Dominion Command, The Royal Canadian Legion, does not rent or sell the names of members to any organization or advertiser. On occasion, Dominion Command may provide a Partner in the Member Benefits Package Program with members' names and addresses to advise them of products and services being offered. Most members appreciate such special services. You are required to give your consent, or otherwise, to this procedure.

☐ I consent ☒ I do not consent to my name and address being provided for the Member Benefits Package Program.

Applicant's Signature: M. Green **Date:** JAN 5, 2011

- ◆ I hereby certify that I have never been dishonourably discharged from, deserted from nor evaded service in the forces of any country;
- ◆ I hereby solemnly declare that I am not a member of, nor affiliated with, any group, party or sect whose interests conflict with the avowed purposes of the Legion, and I am not a communist, fascist or anarchist, and do not, and will not, support any organization advocating the overthrow of our government by force or which advocates, encourages or participates in subversive action or propaganda.
- ◆ I hereby certify to the correctness of all the particulars contained herein and make application for membership in and agree to abide by the constitution, rules and By-Laws of The Royal Canadian Legion.
- ◆ I hereby certify that I am not eligible for Ordinary &/or Associate membership ☒ (applies to Affiliate Voting and Non-Voting members only).
- ◆ I hereby agree to participate in The Royal Canadian Legion's initiation ceremony, which shall include a declaration of loyalty and obedience to the General By-Laws.
- ◆ If Magazine is NOT required please tick box: ☐

Applicant's Signature: M. Green **Date:** JAN 5, 2011

Proposer's Name: MARK SCOTT **Signature:** M. Scott

Second's Name: DANIEL HARVEY **Signature:** D. Harvey

RECORD OF LEGION SERVICE

Date of Original Admission to Legion: _____ **Date of Initiation:** _____

| BRANCH JOINED | | | | | |
|--------------------|----------|-------------|-----------|--|--|
| Command & Branch # | Location | Date Joined | Date Left | | |
| | | | | | |
| | | | | | |
| | | | | | |

| OFFICE HELD | | | HONOURS AND AWARDS HELD | | |
|--------------------|--------|------|-------------------------|-------|------|
| Command & Branch # | Office | Date | Command & Branch # | Award | Date |
| | | | | | |
| | | | | | |
| | | | | | |

Have you been expelled from any Legion Branch or any other veteran's organization? ☐ No ☐ Yes. If yes, give Branch/Organization and particulars.

Command & Branch #: _____ **Particulars:** _____

FOR BRANCH USE

Certified that section 22f of the General By-Laws has been applied and that satisfactory proof of service and relationship has been submitted where applicable.

Branch Membership Committee: M. Committee **Date:** Jan 15, 2011

Date Passed at General Meeting: Jan 15, 2011 **Date of Initiation:** Jan 30, 2011

Membership dues paid: \$ 45.00 **Date:** Jan 15, 2011

Member Registration Form and Per Capita Tax Submitted to Dominion Command ☒ **Date:** Feb 2, 2011

080291 (July 2010)



**FIGURE 2-8 — MEMBERSHIP APPLICATION FORM (BACK)
FOR AFFILIATE NON-VOTING MEMBERSHIP**

CHAPTER 3

HOW TO REMIT PER CAPITA TAX

DESCRIPTION

A Branch Transmittal Form must accompany all membership payments sent to Dominion Command. This includes new member, renewals (includes renewal cards and Member Registration Forms), reinstatements, Life, supplementary and duplicate card payments. The form is used to summarize payments contained in the submission, record any debits or credits being considered, and record the cheque number and the amount being submitted.

|  LEGIION | | Branch Transmittal Form Formulaire de Remise de Filiale | |  THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE | |
|--|--|--|---------------------|---|------------------------------------|
| DAY / JOUR | MONTH / MOIS | YEAR / ANNÉE | COMMAND / DIRECTION | BRANCH # / N° DE FILIALE | BRANCH NAME / NOM DE FILIALE |
| NUMBER OF PAYMENTS / NOMBRE DE PAIEMENTS | YEAR PAID FOR / ANNÉE PAIÉE | | | RATE / TAUX | AMOUNT REMITTED / MONTANT REMIS |
| | FULL YEAR FOR ANNÉE COMPLÈTE POUR | | | 20__ | \$ |
| | | | | 20__ | \$ |
| | | | | 20__ | \$ |
| | HALF YEAR (after June 30) DEMI ANNÉE (après 30 juin) | | | 20__ | \$ |
| | | | | 20__ | \$ |
| | | | | 20__ | \$ |
| | THIRD YEAR (after August 31) TROIS ANNÉES (après 31 août) | | | 20__ | \$ |
| | | | | 20__ | \$ |
| | | | | 20__ | \$ |
| | PREPAID FOR PRÉPAYER POUR | | | 20__ | \$ |
| | | | | 20__ | \$ |
| | | | | 20__ | \$ |
| | LET MEMBERSHIPS ADHÉSION À VIE | | | NO. OF YEARS N° D'ANNÉES | \$ |
| | | | | NO. OF YEARS N° D'ANNÉES | \$ |
| | | | | NO. OF YEARS N° D'ANNÉES | \$ |
| | DUPLICATE CARD DOUZIÈME CARTE | | | \$ | \$ |
| ← TOTAL NUMBER OF PAYMENTS / NOMBRE DES PAIEMENTS | | | | TRANSMITTAL TOTAL / TOTAL REMISE | |
| (FOR BRANCH COMMAND ONLY) À L'USAGE DE LA DIRECTION NATIONALE | | | | CREDIT AVAILABLE / CREDIT DISPONIBLE | \$ |
| | | | | DEBIT OWING / DÊTE DUE | \$ |
| | | | | CHEQUE # / N° DU CHEQUE | \$ |
| | | | | X | |
| (Branch Secretary or Membership Chairman) / (secrétaire de la filiale ou président d'adhésion) | | | | SIGNATURE / SIGNATURE | |

www.legion.ca

1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 3rd: COPIE DE DIRECTION NATIONALE / 4th: COPIE DE FILIALE

300611 (11/09/01)

FIGURE 3-1 — BRANCH TRANSMITTAL FORM

FORMS TO USE

301. BRANCH TRANSMITTAL FORM (See Figure 1-3)
(Pink two part form) (Stock # 800611)

- a. 1st copy is the Dominion Command copy
- b. 2nd copy is the Branch copy

PROCESS

302. BRANCH TRANSMITTAL FORM (See Figure 3-1)

Complete this form when submitting renewal cards and Member Registration Forms to Dominion Command. It must accompany all cheques being submitted to Dominion Command.

- a. Complete all applicable sections which include date and command and branch.
- b. Indicate the number of payments being submitted for corresponding year. To calculate the total, multiply the number of payments by the per capita tax rate for that year. Note: If submitting half year or one third year payments calculate using $\frac{1}{2}$ or $\frac{1}{3}$ of the full year's per capita tax rate.
- c. Indicate the number of duplicate cards being requested. Cost for a duplicate card is \$3.00. To calculate the total, multiply the number of duplicate cards requested by \$3.00.
- d. Indicate the number of life memberships being submitted and the no. of years being paid. Indicate the rate (current year's per capita tax rate). To calculate the total, multiply the rate by the number of years being paid (this is determined by the member's age according to schedule in Section 205.a. of the General By-Laws).
- e. Complete the total number of payments being submitted and the total of the transmittal.
- f. If using suspense account credits or paying debits enter the amount on the appropriate line. Add or subtract this amount from the "Transmittal Total" to determine the amount to be submitted. Enter this figure on the "Cheque Total" line. Your cheque must agree with this figure.

- g. Complete cheque information by providing the cheque number and the total amount of the cheque being submitted.
- h. Ensure your cheque is made payable to Dominion Command, correctly dated, that the written amount agrees with the numerical figure, and that the cheque has two signatures when required.
- i. Double check the number of items, the rate and your calculations to ensure that the correct per capita tax is remitted. This will help minimize errors and reduce extra work for both the branch and Dominion Command.
- j. Staple any Member Data Change Forms to the front of the member's renewal card or Member Registration Form and place these at the front of your submission.
- k. Submit no more than 200 items per transmittal. Dominion Command uses a batch system to process submissions and it is difficult to process those with more than 200 items. Wrap the transmittal around the submission and place the cheque on top. The package should be properly secured before putting it in the envelope.
- l. Submit per capita tax to Dominion Command using the pre-addressed membership envelopes. Ensure correct postage is affixed. The size of the envelopes comply with Canada Post guidelines; however, additional postage may be required dependent on weight and thickness.
- m. Remember each transmittal form must be accompanied by a separate cheque. Per capita tax submissions should be sent to Dominion Command at least weekly.

CHAPTER 4

HOW TO PROCESS A NEW MEMBER

DESCRIPTION

Anyone applying for membership must complete a Membership Application Form which must be processed in accordance with the procedures set out in the General By-Laws. Once the application has been approved by all the appropriate parties, this and any other required eligibility documentation is to be maintained by the branch in the member's file. Do not send to Dominion Command. Branches must use a Member Registration Form to register a new member at Dominion Command.

FORMS TO USE

- 401. MEMBERSHIP APPLICATION FORM (See Figure 1-5)
(White two sided form) (Stock # 800293)
- 402. MEMBER REGISTRATION FORM (See Figure 1-1)
(MRF - White two part form) (Stock # 800613)
 - a. White - is the Dominion Command copy
 - b. Green - is the Branch copy
- 403. TRANSMITTAL FORM (See Figure 1-3)
(Pink two part form) (Stock # 800611)
 - a. 1st copy is the Dominion Command copy
 - b. 2nd copy is the Branch copy

PROCESS

- 404. MEMBERSHIP APPLICATION FORM
 - a. When a person applies for membership, ensure the appropriate areas of the application form are completed (see Chapter 2) and all eligibility documentation is attached. You must ensure that proof of citizenship has been established and the Privacy Statement has been completed. The application must be proposed and seconded by voting members of the branch.

- b. The application and eligibility documents must be reviewed by the Branch Membership Committee and presented at a Branch General Meeting for approval or otherwise.
- c. When membership dues are received a receipt must be issued which will serve as proof of membership until a membership card is received.
- d. Add the member's name to the branch register and create a file for the member. Fill out a Master Card for the member's file and record the date of payment. When the membership card is received record the membership number that has been issued on the member's file.
- e. All new members must be initiated in accordance with The General By-Laws and the Ritual and Insignia Manual.
- f. To submit a new membership to Dominion Command complete a Member Registration Form.

405. MEMBER REGISTRATION FORM (See Figure 4-1)

- a. The member must be given a receipt for the dues paid.
- b. Record payment on the member's master card file and any other applicable branch records.
- c. Complete the Member Information Section of the Member Registration Form. Ensure that the citizenship and Privacy Statement are completed and the complete mailing address and postal code is included. The Date field should reflect the date the member completed the application form. Please record the date of application on the Member Registration Form.
- d. Complete Section D by marking the year being paid and "New– Full Year". After July 1st new members may pay half year per capita tax. To indicate mark "New – Half Year". After September 1st new members may pay one third per capita tax. To indicate mark "New – Third Year".

Note: If the applicant does not pay dues for the current year but pre-pays for the following year only, the applicant does not become a member until January 1st of the year paid. These memberships must not be submitted to Dominion Command prior to November 1st.

- e. When submitting per capita tax, a cheque must be accompanied by the above forms as well as a Branch Transmittal Form. Cheque must be made payable to Dominion Command.

LEGION **Member Registration Form**
Formulaire d'Inscription du Membre

A MEMBER INFORMATION / RENSEIGNEMENTS DU MEMBRE

MEMBER NUMBER / NUMÉRO DU MEMBRE: 03
BRANCH NUMBER / NUMÉRO DE FILIALE: 123
DAY / JOUR: 15
MONTH / MOIS: 08
YEAR / ANNÉE: 2010

LAST NAME / NOM DE FAMILLE: WHITE
FIRST NAME & INITIALS / PRÉNOM ET INITIALES: MARK

MAILING ADDRESS / ADRESSE DE CORRESPONDANCE: 456 PERFECT ST.
CITY / VILLE: REGINA
PROVINCE: SK
POSTAL CODE / CODE POSTAL: S0C 1N0
COUNTRY / PAYS: CAN

EMAIL / COURRIEL: [blank]

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT

B MANDATORY / MANDATOIRE

CITIZENSHIP / CITIZENNETÉ: CDN
PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE: ☒ YES / OUI ☐ NO / NON

MAGAZINE / REVUE: ☐ ENGLISH / ANGLAIS ☐ FRENCH / FRANÇAIS ☐ NONE / AUCUNE
YEAR OF BIRTH / ANNÉE DE NAISSANCE: 1958
GENDER / SEXE: ☒ M ☐ F

C MILITARY SERVICE / SERVICE MILITAIRE

SERVICE NUMBER / NUMÉRO MATRICULE: [blank]

D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE

THIS MEMBERSHIP IS FOR / CETTE ADHESION EST POUR: 2011 2020 ☐ DUPLICATE CARD / DOUBLEDUP CARTE: 20

☐ RENEWAL / RENOUVELLEMENT ☐ REINTEGRATION ☒ NEW-FULL YEAR / NOUVEAU-UN ANNIÉE ☐ NEW-HALF YEAR (after Aug 31) / NOUVEAU-DÉMI-ANNÉE (après 31 août) ☐ NEW-THIRD YEAR (after Aug 31) / NOUVEAU-TROIS QUARTS ANNÉE (après 31 août)

E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES

1. PREPAID - INDICATE YEARS BEING PREPAID / ANTICIPÉES - INDIQUEZ LES ANNÉES ANTICIPÉES: 20 20 20 20 20

2. LIFE - INDICATE NO. OF YEARS BEING PAID / À VIE - INDIQUEZ LE NOMBRE D'ANNÉES PAIÉES: 5 7 10 15
TOTAL AMOUNT SUBMITTED / MONTANT TOTAL SOUMIS: \$ 32.60

BRANCH APPROVAL / APPROBATION DE FILIALE: X *B. Secretary*
PROVINCIAL COMMAND APPROVAL / APPROBATION DE DIRECTION PROVINCIALE: X

WHITE: DOMINION COMMAND COPY / GREEN: BRANCH COPY / BLANC: COPIE DE DIRECTION NATIONALE / VERT: COPIE DE LA FILIALE

**FIGURE 4-1 — MEMBER REGISTRATION FORM
FILLED IN FOR FULL YEAR MEMBERSHIP**

406. BRANCH TRANSMITTAL FORM (See Figure 4-2). Must accompany all cheques being submitted to Dominion Command.

- a. Complete all applicable sections which include date and command and branch.

- b. Indicate the number of payments being submitted for corresponding year. To calculate the total, multiply the number of payments by the current year's per capita tax rate. If submitting per capita tax for arrear year, use the rate applicable for the year submitted.

Note: If submitting half year or one third year payments calculate using 1/2 or 1/3 of the full year's per capita tax rate.

- c. Complete the total number of payments being submitted and the total of the transmittal.
- d. Complete cheque information by providing the cheque number and the total amount of the cheque being submitted.

| LEGION | | Branch Transmittal Form Formulaire de Remise de Filiale | | | | THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE | |
|---|--------------|--|---------------------|----------------------------|------------------------------|---|--|
| DAY / JOUR | MONTH / MOIS | YEAR / ANNÉE | COMMAND / DIRECTION | BRANCH # / N° DE FILIALE | BRANCH NAME / NOM DE FILIALE | | |
| 10 | 09 | 2010 | 03 | 123 | REGINA | | |
| NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS | | YEAR PAID FOR / ANNÉE PAYÉE | | RATE / TAUX | | AMOUNT REMITTED / MONTANT REMIS | |
| 1 | | FULL YEAR FOR ANNÉE COMPLÈTE POUR | | 2011 | \$ 32.60 | \$ 32.60 | |
| | | | | 20__ | \$ | \$ | |
| | | | | 20__ | \$ | \$ | |
| | | HALF YEAR (after June 30) DÉMI-ANNÉE (après 30 juin) | | 20__ | \$ | \$ | |
| 1 | | THIRD YEAR (after August 1) TIERCE D'ANNÉE (après 1 ^{er} août) | | 2010 | \$ 10.87 | \$ 10.87 | |
| | | | | 20__ | \$ | \$ | |
| | | | | 20__ | \$ | \$ | |
| | | PREPAID FOR PAIÉ D'AVANCE POUR | | 20__ | \$ | \$ | |
| | | | | 20__ | \$ | \$ | |
| | | | | 20__ | \$ | \$ | |
| | | LIFE MEMBERSHIPS ADHESION À VIE | | NO OF YEARS N° D'ANNÉES | \$ | \$ | |
| | | | | NO OF YEARS N° D'ANNÉES | \$ | \$ | |
| | | DUPLICATE CARD DOUBLÉMENT CARTE | | | \$ | \$ | |
| 2 | | TOTAL NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS | | | | TRANSMITTAL TOTAL / TOTAL REMISE | |
| | | | | | | \$ 43.47 | |
| FOR COMMAND / COMMAND VSE À L'USAGE DE LA DIRECTION NATIONALE: | | CREDIT AVAILABLE / CREDIT DISPONIBLE | | | | DEBIT CREDIT AMOUNT / MOINS MONTANT DU CREDIT | |
| | | | | | | -\$ | |
| | | DEBIT OWING / DEBIT Dû | | | | ADD DEBIT AMOUNT / PLUS MONTANT DU DÉBIT | |
| | | | | | | +\$ | |
| | | CHEQUE # / N° DU CHÉQUE | | | | CHEQUE TOTAL / TOTAL DU CHÉQUE | |
| | | 0105 | | | | \$ 43.47 | |
| | | X <i>B Secretary</i> Branch Secretary or Membership Chairman / Secrétaire de la Filiale ou Président d'adhésion | | | | | |

1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 3rd: COPIE DE DIRECTION NATIONALE / 4th: COPIE DE FILIALE

www.legion.ca

FIGURE 4-2 — BRANCH TRANSMITTAL FORM

CHAPTER 5

HOW TO PROCESS A RENEWAL

DESCRIPTION

Two-Part Renewal/Membership Cards for the coming year are produced by Dominion Command each July for all members in the branch who have paid membership dues for the current year at that time. These cards are produced once a year and cannot be reissued or replaced. The renewal cards for the new processing year must not be submitted to Dominion Command prior to September 1st. You will not receive a two-part card for new or renewing members submitted after these cards are produced. When renewing these members for the new processing year a Member Registration Form must be used and a membership card will be produced and sent to the branch once the payment is processed in our office.

FORMS TO USE

501. RENEWAL CARD (See Figure 1-7)
(bar code portion)

Note: If the renewal card is not available then you must complete a MRF – do not submit both.

502. MEMBER REGISTRATION FORM (See Figure 1-1)
(MRF - White two part form) (Stock # 800613)
- a. White - is the Dominion Command copy
 - b. Green - is the Branch copy
503. TRANSMITTAL FORM (See Figure 1-3)
(Pink two part form) (Stock # 800611)
- a. 1st copy is the Dominion Command copy
 - b. 2nd copy is the Branch copy

PROCESS

504. RENEWAL CARD (See Figure 5-1)
- a. When membership dues are paid a receipt must be issued to the member.

- b. The two part cards are issued in alphabetical sequence for easy reference. Remove the membership card portion, sign and give the card to the member. Membership cards must not be given to members before dues are paid.
- c. Record the date of payment on the member's Master Card and other branch records.
- d. The renewal card portion (Figure 5-1) is to be sent with the per capita tax to Dominion Command

When submitting per capita tax a cheque must be accompanied by the above renewal membership card (Figure 5-1) as well as a Branch Transmittal Form. Cheque must be made payable to Dominion Command.

Note: If the two-part renewal/membership card is not available then you must complete a Member Registration Form



FIGURE 5-1 — RENEWAL CARD (BAR CODE PORTION)

505. MEMBER REGISTRATION FORM (See Figure 5-2)

- a. The member must be given a receipt for the dues paid.
- b. Record payment on the member's master card file and any other applicable branch records.

- c. Complete the Member Information Section of the Member Registration Form. Ensure that the citizenship and Privacy Statement are completed and the complete mailing address and postal code is included.
- d. Complete Section D by marking the year being paid and "New- Full Year". After July 1st new members may pay half year per capita tax. To indicate mark "New - Half Year". After September 1st new members may pay one third per capita tax. To indicate mark "New - Third Year".
- e. When submitting per capita tax, a cheque must be accompanied by the above forms as well as a Branch Transmittal Form. Cheque must be made payable to Dominion Command.

| LEGION | | Member Registration Form Formulaire d'Inscription du Membre | | THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE | |
|---|--|---|-----------------------------------|--|--------------|
| A MEMBER INFORMATION / RENSEIGNEMENTS DU MEMBRE | | | | | |
| MEMBER NUMBER / NO. DU MEMBRE | | COMMAND / SECTION | BRANCH NUMBER / NO. DE LA FILIALE | OFF / OFFICE | MONTH / MOIS |
| 111111 | | 13 | 013 | 27 | 01 |
| LAST NAME / NOM DE FAMILLE | | FIRST NAME & INITIAL / PRÉNOM ET INITIALES | | | |
| SMITH | | JOHN | | | |
| MAILING ADDRESS / ADRESSE DE CORRESPONDANCE | | | | | |
| 123 MAIN ST. | | | | | |
| CITY / VILLE | | PROVINCE | POSTAL CODE / CODE POSTAL | COUNTRY / PAYS | |
| OTTAWA | | ON | K2L 0A1 | CAN | |
| EMAIL / COURRIEL | | | | | |
| MEMBERSHIP CATEGORY / CATEGORIE D'ADHESION | | | | | |
| <input type="checkbox"/> LIFE <input type="checkbox"/> ORIGINAL / ORIGINAL <input type="checkbox"/> ASSOCIATE / ASSOCIE <input type="checkbox"/> ANTI-STATE WIDOW / ANTI-ETAT VEUVE <input type="checkbox"/> AFFILIATE / NON-VIEUX / AFFILIE / NON-VIEUX | | | | | |
| B MANDATORY / MANDATOIRE | | | | | |
| CITIZENSHIP / CITOYENNETE | | PRIVACY STATEMENT / DECLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE | | | |
| CAN | | Permission to release information for RCL Member Benefits Package. Autorisation de divulguer de l'information pour le programme de bénéfices pour membres de la LRC. | | | |
| MAGAZINE / REVUE | | ENGLISH / ANGLAIS | | FRENCH / FRANÇAIS | |
| <input type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH / FRANÇAIS <input type="checkbox"/> NONE / AUCUN | | YEAR OF BIRTH / ANNÉE-NAISSANCE | | GENDER / SEXE | |
| | | | | <input checked="" type="checkbox"/> M <input type="checkbox"/> F | |
| C MILITARY SERVICE / SERVICE MILITAIRE | | | | | |
| SERVICES NUMBER / NUMÉRO MATRICULE | | | | | |
| <input checked="" type="checkbox"/> WW I / 1 ^{re} GM <input type="checkbox"/> WW II / 2 ^e GM <input type="checkbox"/> KOREA / CORÉE <input type="checkbox"/> GULF / GOLFE <input type="checkbox"/> NAVY / MARINE <input type="checkbox"/> ARMY / ARMÉE <input type="checkbox"/> AIR FORCE / AVIATION <input type="checkbox"/> ST PC <input type="checkbox"/> RCMP / GRC <input type="checkbox"/> RESERVES / RÉSERVES <input type="checkbox"/> OTHER / AUTRE | | | | | |
| D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE | | | | | |
| THIS MEMBERSHIP IS FOR / CETTE ADHESION EST POUR | | 2011 | | 2020 | |
| <input checked="" type="checkbox"/> NEW / NOUVEAU <input type="checkbox"/> RE-REGISTERED / RÉINSCRIPTION <input type="checkbox"/> NEW-HALF YEAR / NOUVEAU-DÉMI-ANNÉE <input type="checkbox"/> NEW-THIRD YEAR / NOUVEAU-TIERS-ANNÉE | | <input type="checkbox"/> DUPLICATE CARD / DOUBLÉME CARTE | | | |
| E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES | | | | | |
| 1. PREPAID - INDICATE YEARS BEING PREPAID / ANTIPOUR - INDIQUEZ LES ANNÉES ANTICIPÉES | | 20 20 20 20 20 | | | |
| 2. LIFE - INDICATE NO. OF YEARS BEING PAID / À VIE - INDIQUEZ LE NOMBRE D'ANNÉES PAYÉES | | <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 10 <input type="checkbox"/> 15 | | TOTAL AMOUNT SUBMITTED / MONTANT TOTAL DÉPOSÉ \$ 45.50 | |
| BRANCH APPROVAL / AUTORISATION DE LA FILIALE | | PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE | | | |
| <input checked="" type="checkbox"/> B. Secretary | | <input checked="" type="checkbox"/> | | | |
| WHITE: DOMINION COMMAND COPY / GREEN: BRANCH COPY / BLANC: COPIE DE DIRECTION NATIONALE / VERT: COPIE DE LA FILIALE | | | | | |

FIGURE 5-2 — MEMBER REGISTRATION FORM

506. BRANCH TRANSMITTAL FORM (See Figure 5-3) Must accompany all cheques being submitted to Dominion Command.

- Complete all applicable sections which include date and command and branch.
- Indicate the number of payments being submitted for corresponding year. To calculate the total, multiply the number of payments by the current year's per capita tax rate.

Note: If submitting half year or one third year payments calculate using 1/2 or 1/3 of the full year's per capita tax rate.

- Complete the total number of payments being submitted and the total of the transmittal.
- Complete cheque information by providing the cheque number and the total amount of the cheque being submitted.

| LEGION | | Branch Transmittal Form Formulaire de Remise de Filiale | | | | THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE | |
|---|--------------|--|---------------------|---------------------------|---|---|--|
| DAY / JOUR | MONTH / MOIS | YEAR / ANNÉE | COMMAND / DIRECTION | BRANCH N° / N° DE FILIALE | BRANCH NAME / NOM DE FILIALE | | |
| 27 | 01 | 2011 | 13 | 013 | DOMINION OTTAWA | | |
| NUMBER OF PAYMENTS NOMBRE DE PAIEMENTS | | YEAR PAID FOR / ANNÉE PAYÉE | | | RATE / TAUX | AMOUNT REMITTED / MONTANT REQUIS | |
| 1 | | FULL YEAR FOR ANNÉE COMPLÈTE POSSIBLE | | | 2011 \$ 45.56 | \$ 45.56 | |
| | | | | | 20__ \$ | \$ | |
| | | | | | 20__ \$ | \$ | |
| | | HALF YEAR (after June 30) DEMI-ANNÉE (après 30 juin) | | | 20__ \$ | \$ | |
| | | | | | 20__ \$ | \$ | |
| | | THIRD YEAR (after August 31) TROIS D'ANNÉES (après 31 août) | | | 20__ \$ | \$ | |
| | | | | | 20__ \$ | \$ | |
| | | | | | 20__ \$ | \$ | |
| | | PREPAID FOR PAIÉ D'AVANCE POUR | | | 20__ \$ | \$ | |
| | | | | | 20__ \$ | \$ | |
| | | | | | 20__ \$ | \$ | |
| | | LIFE MEMBERSHIPS ADHÉSION À VIE | | | \$ | \$ | |
| | | NO. OF YEARS N° D'ANNÉES | | | \$ | \$ | |
| | | | | | \$ | \$ | |
| | | DUPLICATE CARD COPIE DE LA CARTE | | | \$ | \$ | |
| 1 | | TOTAL NUMBER OF PAYMENTS / NOMBRE DE PAIEMENTS | | | TRANSMITTAL TOTAL / TOTAL REMISE | \$ 45.56 | |
| FOR DOMINION COMMAND USE À L'USAGE DE LA DIRECTION NATIONALE | | CREDIT AVAILABLE / CRÉDIT DISPONIBLE | | | DEDUCT CREDIT AMOUNT / DÉDUITS MONTANT DU CRÉDIT | | |
| | | | | | -\$ | | |
| | | DEBIT DOWNS / DÉBIT DU | | | ADD CREDIT AMOUNT / PLUS MONTANT DU DÉBIT | | |
| | | | | | +\$ | | |
| | | CHECK NO. / N° DU CHÉQUE | | | CHECK TOTAL / TOTAL DU CHÉQUE | | |
| | | 012 | | | \$ 45.56 | | |
| | | <input checked="" type="checkbox"/> B. Secretary Branch Secretary or Membership Chairman / Secrétaire ou Président du Comité de Membres | | | | | |

1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 3rd: COPIE DE DIRECTION NATIONALE / 4th: COPIE DE FILIALE

www.legion.ca

BOOK 11 (1/2010)

FIGURE 5-3 — BRANCH TRANSMITTAL FORM

CHAPTER 6

HOW TO PROCESS A REINSTATEMENT

DESCRIPTION

Any payment of per capita tax that results in a break in service is considered a reinstatement. For example: If a member paid for 2009, did not pay for 2010 and paid for 2011, this is considered a reinstatement. (Note: A member may still renew their membership for the current and previous two years). A member may apply to any branch for reinstatement regardless of the length of time the membership has lapsed. Reinstatements are not retroactive and all previous years of service are disqualified. All reinstating members must complete a Membership Application Form which must be processed in accordance with the procedures set out in the General By-Laws. Once the application has been approved by all appropriate parties, this and any other eligibility documentation is to be maintained by the branch in the member's file. A Member Registration Form must be used to submit a reinstating member to Dominion Command.

FORMS TO USE

- 601. MEMBERSHIP APPLICATION FORM (See Figure 1-5)
(White two sided form) (Stock # 800293)
- 602. MEMBER REGISTRATION FORM (See Figure 1-1)
(MRF - White two part form) (Stock # 800613)
 - a. White - is the Dominion Command copy
 - b. Green - is the Branch copy
- 603. TRANSMITTAL FORM (See Figure 1-3)
(Pink two part form) (Stock # 800611)
 - a. 1st copy is the Dominion Command copy
 - b. 2nd copy is the Branch copy

PROCESS

- 604. MEMBERSHIP APPLICATION FORM
 - a. When a person applies for reinstatement, ensure the appropriate areas of the application form are completed and all eligibility documentation is attached. You must ensure

that proof of citizenship has been established and the Privacy Statement has been completed. The application must be proposed and seconded by the voting members of the branch.

- b. The application and eligibility documents must be reviewed by the Branch Membership Committee and presented at a Branch General Meeting for approval or otherwise.
- c. When membership dues are received a receipt must be issued which will serve as proof of membership until a membership card is received.
- d. Fill out a Master Card for the member's file and record the date of payment. Add the member's name to the branch register and create a file for the member if he is new to the branch or if a file does not already exist. If the member's number is known or when the membership card is received add this information to the records.
- e. Reinstating members do not have to be re-initiated.
- f. To submit a new membership to Dominion Command complete a Member Registration Form.

605. MEMBER REGISTRATION FORM (See Figure 6-1)

- a. The member must be given a receipt for the dues paid.
- b. Record payment on the member's master card file and any other applicable branch records.
- c. A Member Registration Form must be used to submit a reinstatement to Dominion Command
- d. Complete the Member Information Section of the Member Registration Form. Ensure that the citizenship and Privacy Statement are completed and the complete mailing address and postal code is included. Include existing membership number if available. The date on the Member Registration Form should reflect the date that the member completed the application form.
- e. Complete Section D by marking the year being paid and the box indicating "REINSTATED". Note: Reinstated members are not entitled to pay 1/2 year or 1/3 year per capita tax.

- f. Retain the Membership Application Form and all eligibility documentation in the member's file. Submit the Member Registration Form (white copy) with a Branch Transmittal Form (pink) and the appropriate per capita tax. If reinstating member of the current year and renewing for the upcoming year, this should be done on the same Member Registration Form – do not submit more than one form.
- g. When submitting per capita tax, a cheque must be accompanied by the above forms as well as a Branch Transmittal Form. Cheque must be made payable to Dominion Command.

| LEGION | | Member Registration Form Formulaire d'Inscription du Membre | | THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE | |
|--|--|--|--|---|--|
| A MEMBER INFORMATION / RENSEIGNEMENTS DU MEMBRE | | | | | |
| MEMBER NUMBER / NUMÉRO DU MEMBRE 111111 | | BRANCH NUMBER / NUMÉRO DE FILIALE 13 | | DATE / DATE 20 09 2010 | |
| LAST NAME / NOM (FAMILIAL) SMITH | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES JOHN | | | |
| MAILING ADDRESS / ADRESSE DE CORRESPONDANCE 123 MAIN ST. | | | | | |
| CITY / VILLE OTTAWA | | PROVINCE ON | | POSTAL CODE / CODE POSTAL COUNTRY / PAYS K2P 0A6 CAN | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION | | | | | |
| <input type="checkbox"/> LIFE | | <input type="checkbox"/> ORDINARY / ORDINAIRE | | <input checked="" type="checkbox"/> ASSOCIATE / ASSOCIÉ | |
| <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT | | <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT | | | |
| B MANDATORY / MANDATOIRE | | | | | |
| CITIZENSHIP / CITIZENNETÉ CDN | | PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE Permettez à ma/mon information de RCL Member Benefits Package Consentement de l'usager de l'information pour le programme de bénéfices pour membres de la LRL <input checked="" type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON | | | |
| MAGAZINE / REVUE <input type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH / FRANÇAIS <input type="checkbox"/> BILINGUAL / BILINGUE | | YEAR OF BIRTH / ANNÉE-NAISSANCE 1960 | | GENDER / SEXE <input checked="" type="checkbox"/> M <input type="checkbox"/> F | |
| C MILITARY SERVICE / SERVICE MILITAIRE | | | | SERVICE NUMBER / NUMÉRO MATRICULE | |
| 2 1911-1914 CAN 3 1915-1918 CAN 4 1919-1945 CAN 5 1946-1947 CAN 6 1948-1949 CAN 7 1950-1954 CAN 8 1955-1959 CAN 9 1960-1964 CAN 10 1965-1969 CAN 11 1970-1974 CAN 12 1975-1979 CAN 13 1980-1984 CAN 14 1985-1989 CAN 15 1990-1994 CAN 16 1995-1999 CAN 17 2000-2004 CAN 18 2005-2009 CAN 19 2010-2014 CAN 20 2015-2019 CAN 21 2020-2024 CAN 22 2025-2029 CAN 23 2030-2034 CAN 24 2035-2039 CAN 25 2040-2044 CAN 26 2045-2049 CAN 27 2050-2054 CAN 28 2055-2059 CAN 29 2060-2064 CAN 30 2065-2069 CAN 31 2070-2074 CAN 32 2075-2079 CAN 33 2080-2084 CAN 34 2085-2089 CAN 35 2090-2094 CAN 36 2095-2099 CAN 37 2100-2104 CAN 38 2105-2109 CAN 39 2110-2114 CAN 40 2115-2119 CAN 41 2120-2124 CAN 42 2125-2129 CAN 43 2130-2134 CAN 44 2135-2139 CAN 45 2140-2144 CAN 46 2145-2149 CAN 47 2150-2154 CAN 48 2155-2159 CAN 49 2160-2164 CAN 50 2165-2169 CAN 51 2170-2174 CAN 52 2175-2179 CAN 53 2180-2184 CAN 54 2185-2189 CAN 55 2190-2194 CAN 56 2195-2199 CAN 57 2200-2204 CAN 58 2205-2209 CAN 59 2210-2214 CAN 60 2215-2219 CAN 61 2220-2224 CAN 62 2225-2229 CAN 63 2230-2234 CAN 64 2235-2239 CAN 65 2240-2244 CAN 66 2245-2249 CAN 67 2250-2254 CAN 68 2255-2259 CAN 69 2260-2264 CAN 70 2265-2269 CAN 71 2270-2274 CAN 72 2275-2279 CAN 73 2280-2284 CAN 74 2285-2289 CAN 75 2290-2294 CAN 76 2295-2299 CAN 77 2300-2304 CAN 78 2305-2309 CAN 79 2310-2314 CAN 80 2315-2319 CAN 81 2320-2324 CAN 82 2325-2329 CAN 83 2330-2334 CAN 84 2335-2339 CAN 85 2340-2344 CAN 86 2345-2349 CAN 87 2350-2354 CAN 88 2355-2359 CAN 89 2360-2364 CAN 90 2365-2369 CAN 91 2370-2374 CAN 92 2375-2379 CAN 93 2380-2384 CAN 94 2385-2389 CAN 95 2390-2394 CAN 96 2395-2399 CAN 97 2400-2404 CAN 98 2405-2409 CAN 99 2410-2414 CAN 100 2415-2419 CAN 101 2420-2424 CAN 102 2425-2429 CAN 103 2430-2434 CAN 104 2435-2439 CAN 105 2440-2444 CAN 106 2445-2449 CAN 107 2450-2454 CAN 108 2455-2459 CAN 109 2460-2464 CAN 110 2465-2469 CAN 111 2470-2474 CAN 112 2475-2479 CAN 113 2480-2484 CAN 114 2485-2489 CAN 115 2490-2494 CAN 116 2495-2499 CAN 117 2500-2504 CAN 118 2505-2509 CAN 119 2510-2514 CAN 120 2515-2519 CAN 121 2520-2524 CAN 122 2525-2529 CAN 123 2530-2534 CAN 124 2535-2539 CAN 125 2540-2544 CAN 126 2545-2549 CAN 127 2550-2554 CAN 128 2555-2559 CAN 129 2560-2564 CAN 130 2565-2569 CAN 131 2570-2574 CAN 132 2575-2579 CAN 133 2580-2584 CAN 134 2585-2589 CAN 135 2590-2594 CAN 136 2595-2599 CAN 137 2600-2604 CAN 138 2605-2609 CAN 139 2610-2614 CAN 140 2615-2619 CAN 141 2620-2624 CAN 142 2625-2629 CAN 143 2630-2634 CAN 144 2635-2639 CAN 145 2640-2644 CAN 146 2645-2649 CAN 147 2650-2654 CAN 148 2655-2659 CAN 149 2660-2664 CAN 150 2665-2669 CAN 151 2670-2674 CAN 152 2675-2679 CAN 153 2680-2684 CAN 154 2685-2689 CAN 155 2690-2694 CAN 156 2695-2699 CAN 157 2700-2704 CAN 158 2705-2709 CAN 159 2710-2714 CAN 160 2715-2719 CAN 161 2720-2724 CAN 162 2725-2729 CAN 163 2730-2734 CAN 164 2735-2739 CAN 165 2740-2744 CAN 166 2745-2749 CAN 167 2750-2754 CAN 168 2755-2759 CAN 169 2760-2764 CAN 170 2765-2769 CAN 171 2770-2774 CAN 172 2775-2779 CAN 173 2780-2784 CAN 174 2785-2789 CAN 175 2790-2794 CAN 176 2795-2799 CAN 177 2800-2804 CAN 178 2805-2809 CAN 179 2810-2814 CAN 180 2815-2819 CAN 181 2820-2824 CAN 182 2825-2829 CAN 183 2830-2834 CAN 184 2835-2839 CAN 185 2840-2844 CAN 186 2845-2849 CAN 187 2850-2854 CAN 188 2855-2859 CAN 189 2860-2864 CAN 190 2865-2869 CAN 191 2870-2874 CAN 192 2875-2879 CAN 193 2880-2884 CAN 194 2885-2889 CAN 195 2890-2894 CAN 196 2895-2899 CAN 197 2900-2904 CAN 198 2905-2909 CAN 199 2910-2914 CAN 200 2915-2919 CAN 201 2920-2924 CAN 202 2925-2929 CAN 203 2930-2934 CAN 204 2935-2939 CAN 205 2940-2944 CAN 206 2945-2949 CAN 207 2950-2954 CAN 208 2955-2959 CAN 209 2960-2964 CAN 210 2965-2969 CAN 211 2970-2974 CAN 212 2975-2979 CAN 213 2980-2984 CAN 214 2985-2989 CAN 215 2990-2994 CAN 216 2995-2999 CAN 217 3000-3004 CAN 218 3005-3009 CAN 219 3010-3014 CAN 220 3015-3019 CAN 221 3020-3024 CAN 222 3025-3029 CAN 223 3030-3034 CAN 224 3035-3039 CAN 225 3040-3044 CAN 226 3045-3049 CAN 227 3050-3054 CAN 228 3055-3059 CAN 229 3060-3064 CAN 230 3065-3069 CAN 231 3070-3074 CAN 232 3075-3079 CAN 233 3080-3084 CAN 234 3085-3089 CAN 235 3090-3094 CAN 236 3095-3099 CAN 237 3100-3104 CAN 238 3105-3109 CAN 239 3110-3114 CAN 240 3115-3119 CAN 241 3120-3124 CAN 242 3125-3129 CAN 243 3130-3134 CAN 244 3135-3139 CAN 245 3140-3144 CAN 246 3145-3149 CAN 247 3150-3154 CAN 248 3155-3159 CAN 249 3160-3164 CAN 250 3165-3169 CAN 251 3170-3174 CAN 252 3175-3179 CAN 253 3180-3184 CAN 254 3185-3189 CAN 255 3190-3194 CAN 256 3195-3199 CAN 257 3200-3204 CAN 258 3205-3209 CAN 259 3210-3214 CAN 260 3215-3219 CAN 261 3220-3224 CAN 262 3225-3229 CAN 263 3230-3234 CAN 264 3235-3239 CAN 265 3240-3244 CAN 266 3245-3249 CAN 267 3250-3254 CAN 268 3255-3259 CAN 269 3260-3264 CAN 270 3265-3269 CAN 271 3270-3274 CAN 272 3275-3279 CAN 273 3280-3284 CAN 274 3285-3289 CAN 275 3290-3294 CAN 276 3295-3299 CAN 277 3300-3304 CAN 278 3305-3309 CAN 279 3310-3314 CAN 280 3315-3319 CAN 281 3320-3324 CAN 282 3325-3329 CAN 283 3330-3334 CAN 284 3335-3339 CAN 285 3340-3344 CAN 286 3345-3349 CAN 287 3350-3354 CAN 288 3355-3359 CAN 289 3360-3364 CAN 290 3365-3369 CAN 291 3370-3374 CAN 292 3375-3379 CAN 293 3380-3384 CAN 294 3385-3389 CAN 295 3390-3394 CAN 296 3395-3399 CAN 297 3400-3404 CAN 298 3405-3409 CAN 299 3410-3414 CAN 300 3415-3419 CAN 301 3420-3424 CAN 302 3425-3429 CAN 303 3430-3434 CAN 304 3435-3439 CAN 305 3440-3444 CAN 306 3445-3449 CAN 307 3450-3454 CAN 308 3455-3459 CAN 309 3460-3464 CAN 310 3465-3469 CAN 311 3470-3474 CAN 312 3475-3479 CAN 313 3480-3484 CAN 314 3485-3489 CAN 315 3490-3494 CAN 316 3495-3499 CAN 317 3500-3504 CAN 318 3505-3509 CAN 319 3510-3514 CAN 320 3515-3519 CAN 321 3520-3524 CAN 322 3525-3529 CAN 323 3530-3534 CAN 324 3535-3539 CAN 325 3540-3544 CAN 326 3545-3549 CAN 327 3550-3554 CAN 328 3555-3559 CAN 329 3560-3564 CAN 330 3565-3569 CAN 331 3570-3574 CAN 332 3575-3579 CAN 333 3580-3584 CAN 334 3585-3589 CAN 335 3590-3594 CAN 336 3595-3599 CAN 337 3600-3604 CAN 338 3605-3609 CAN 339 3610-3614 CAN 340 3615-3619 CAN 341 3620-3624 CAN 342 3625-3629 CAN 343 3630-3634 CAN 344 3635-3639 CAN 345 3640-3644 CAN 346 3645-3649 CAN 347 3650-3654 CAN 348 3655-3659 CAN 349 3660-3664 CAN 350 3665-3669 CAN 351 3670-3674 CAN 352 3675-3679 CAN 353 3680-3684 CAN 354 3685-3689 CAN 355 3690-3694 CAN 356 3695-3699 CAN 357 3700-3704 CAN 358 3705-3709 CAN 359 3710-3714 CAN 360 3715-3719 CAN 361 3720-3724 CAN 362 3725-3729 CAN 363 3730-3734 CAN 364 3735-3739 CAN 365 3740-3744 CAN 366 3745-3749 CAN 367 3750-3754 CAN 368 3755-3759 CAN 369 3760-3764 CAN 370 3765-3769 CAN 371 3770-3774 CAN 372 3775-3779 CAN 373 3780-3784 CAN 374 3785-3789 CAN 375 3790-3794 CAN 376 3795-3799 CAN 377 3800-3804 CAN 378 3805-3809 CAN 379 3810-3814 CAN 380 3815-3819 CAN 381 3820-3824 CAN 382 3825-3829 CAN 383 3830-3834 CAN 384 3835-3839 CAN 385 3840-3844 CAN 386 3845-3849 CAN 387 3850-3854 CAN 388 3855-3859 CAN 389 3860-3864 CAN 390 3865-3869 CAN 391 3870-3874 CAN 392 3875-3879 CAN 393 3880-3884 CAN 394 3885-3889 CAN 395 3890-3894 CAN 396 3895-3899 CAN 397 3900-3904 CAN 398 3905-3909 CAN 399 3910-3914 CAN 400 3915-3919 CAN 401 3920-3924 CAN 402 3925-3929 CAN 403 3930-3934 CAN 404 3935-3939 CAN 405 3940-3944 CAN 406 3945-3949 CAN 407 3950-3954 CAN 408 3955-3959 CAN 409 3960-3964 CAN 410 3965-3969 CAN 411 3970-3974 CAN 412 3975-3979 CAN 413 3980-3984 CAN 414 3985-3989 CAN 415 3990-3994 CAN 416 3995-3999 CAN 417 4000-4004 CAN 418 4005-4009 CAN 419 4010-4014 CAN 420 4015-4019 CAN 421 4020-4024 CAN 422 4025-4029 CAN 423 4030-4034 CAN 424 4035-4039 CAN 425 4040-4044 CAN 426 4045-4049 CAN 427 4050-4054 CAN 428 4055-4059 CAN 429 4060-4064 CAN 430 4065-4069 CAN 431 4070-4074 CAN 432 4075-4079 CAN 433 4080-4084 CAN 434 4085-4089 CAN 435 4090-4094 CAN 436 4095-4099 CAN 437 4100-4104 CAN 438 4105-4109 CAN 439 4110-4114 CAN 440 4115-4119 CAN 441 4120-4124 CAN 442 4125-4129 CAN 443 4130-4134 CAN 444 4135-4139 CAN 445 4140-4144 CAN 446 4145-4149 CAN 447 4150-4154 CAN 448 4155-4159 CAN 449 4160-4164 CAN 450 4165-4169 CAN 451 4170-4174 CAN 452 4175-4179 CAN 453 4180-4184 CAN 454 4185-4189 CAN 455 4190-4194 CAN 456 4195-4199 CAN 457 4200-4204 CAN 458 4205-4209 CAN 459 4210-4214 CAN 460 4215-4219 CAN 461 4220-4224 CAN 462 4225-4229 CAN 463 4230-4234 CAN 464 4235-4239 CAN 465 4240-4244 CAN 466 4245-4249 CAN 467 4250-4254 CAN 468 4255-4259 CAN 469 4260-4264 CAN 470 4265-4269 CAN 471 4270-4274 CAN 472 4275-4279 CAN 473 4280-4284 CAN 474 4285-4289 CAN 475 4290-4294 CAN 476 4295-4299 CAN 477 4300-4304 CAN 478 4305-4309 CAN 479 4310-4314 CAN 480 4315-4319 CAN 481 4320-4324 CAN 482 4325-4329 CAN 483 4330-4334 CAN 484 4335-4339 CAN 485 4340-4344 CAN 486 4345-4349 CAN 487 4350-4354 CAN 488 4355-4359 CAN 489 4360-4364 CAN 490 4365-4369 CAN 491 4370-4374 CAN 492 4375-4379 CAN 493 4380-4384 CAN 494 4385-4389 CAN 495 4390-4394 CAN 496 4395-4399 CAN 497 4400-4404 CAN 498 4405-4409 CAN 499 4410-4414 CAN 500 4415-4419 CAN 501 4420-4424 CAN 502 4425-4429 CAN 503 4430-4434 CAN 504 4435-4439 CAN 505 4440-4444 CAN 506 4445-4449 CAN 507 4450-4454 CAN 508 4455-4459 CAN 509 4460-4464 CAN 510 4465-4469 CAN 511 4470-4474 CAN 512 4475-4479 CAN 513 4480-4484 CAN 514 4485-4489 CAN 515 4490-4494 CAN 516 4495-4499 CAN 517 4500-4504 CAN 518 4505-4509 CAN 519 4510-4514 CAN 520 4515-4519 CAN 521 4520-4524 CAN 522 4525-4529 CAN 523 4530-4534 CAN 524 4535-4539 CAN 525 4540-4544 CAN 526 4545-4549 CAN 527 4550-4554 CAN 528 4555-4559 CAN 529 4560-4564 CAN 530 4565-4569 CAN 531 4570-4574 CAN 532 4575-4579 CAN 533 4580-4584 CAN 534 4585-4589 CAN 535 4590-4594 CAN 536 4595-4599 CAN 537 4600-4604 CAN 538 4605-4609 CAN 539 4610-4614 CAN 540 4615-4619 CAN 541 4620-4624 CAN 542 4625-4629 CAN 543 4630-4634 CAN 544 4635-4639 CAN 545 4640-4644 CAN 546 4645-4649 CAN 547 4650-4654 CAN 548 4655-4659 CAN 549 4660-4664 CAN 550 4665-4669 CAN 551 4670-4674 CAN 552 4675-4679 CAN 553 4680-4684 CAN 554 4685-4689 CAN 555 4690-4694 CAN 556 4695-4699 CAN 557 4700-4704 CAN 558 4705-4709 CAN 559 4710-4714 CAN 560 4715-4719 CAN 561 4720-4724 CAN 562 4725-4729 CAN 563 4730-4734 CAN 564 4735-4739 CAN 565 4740-4744 CAN 566 4745-4749 CAN 567 4750-4754 CAN 568 4755-4759 CAN 569 4760-4764 CAN 570 4765-4769 CAN 571 4770-4774 CAN 572 4775-4779 CAN 573 4780-4784 CAN 574 4785-4789 CAN 575 4790-4794 CAN 576 4795-4799 CAN 577 4800-4804 CAN 578 4805-4809 CAN 579 4810-4814 CAN 580 4815-4819 CAN 581 4820-4824 CAN 582 4825-4829 CAN 583 4830-4834 CAN 584 4835-4839 CAN 585 4840-4844 CAN 586 4845-4849 CAN 587 4850-4854 CAN 588 4855-4859 CAN 589 4860-4864 CAN 590 4865-4869 CAN 591 4870-4874 CAN 592 4875-4879 CAN 593 4880-4884 CAN 594 4885-4889 CAN 595 4890-4894 CAN 596 4895-4899 CAN 597 4900-4904 CAN 598 4905-4909 CAN 599 4910-4914 CAN 600 4915-4919 CAN 601 4920-4924 CAN 602 4925-4929 CAN 603 4930-4934 CAN 604 4935-4939 CAN 605 4940-4944 CAN 606 4945-4949 CAN 607 4950-4954 CAN 608 4955-4959 CAN 609 4960-4964 CAN 610 4965-4969 CAN 611 4970-4974 CAN 612 4975-4979 CAN 613 4980-4984 CAN 614 4985-4989 CAN 615 4990-4994 CAN 616 4995-4999 CAN 617 5000-5004 CAN 618 5005-5009 CAN 619 5010-5014 CAN 620 5015-5019 CAN 621 5020-5024 CAN 622 5025-5029 CAN 623 5030-5034 CAN 624 5035-5039 CAN 625 5040-5044 CAN 626 5045-5049 CAN 627 5050-5054 CAN 628 5055-5059 CAN 629 5060-5064 CAN 630 5065-5069 CAN 631 5070-5074 CAN 632 5075-5079 CAN 633 5080-5084 CAN 634 5085-5089 CAN 635 5090-5094 CAN 636 5095-5099 CAN 637 5100-5104 CAN 638 5105-5109 CAN 639 5110-5114 CAN 640 5115-5119 CAN 641 5120-5124 CAN 642 5125-5129 CAN 643 5130-5134 CAN 644 5135-5139 CAN 645 5140-5144 CAN 646 5145-5149 CAN 647 5150-5154 CAN 648 5155-5159 CAN 649 5160-5164 CAN 650 5165-5169 CAN 651 5170-5174 CAN 652 5175-5179 CAN 653 5180-5184 CAN 654 5185-5189 CAN 655 5190-5194 CAN 656 5195-5199 CAN 657 5200-5204 CAN 658 5205-5209 CAN 659 5210-5214 CAN 660 5215-5219 CAN 661 5220-5224 CAN 662 5225-5229 CAN 663 5230-5234 CAN 664 5235-5239 CAN 665 5240-5244 CAN 666 5245-5249 CAN 667 5250-5254 CAN 668 5255-5259 CAN 669 5260-5264 CAN 670 5265-5269 CAN 671 5270-5274 CAN 672 5275-5279 CAN 673 5280-5284 CAN 674 5285-5289 CAN 675 5290-5294 CAN 676 5295-5299 CAN 677 5300-5304 CAN 678 5305-5309 CAN 679 5310-5314 CAN 680 5315-5319 CAN 681 5320-5324 CAN 682 5325-5329 CAN 683 5330-5334 CAN 684 5335-5339 CAN 685 5340-5344 CAN 686 5345-5349 CAN 687 5350-5354 CAN 688 5355-5359 CAN 689 5360-5364 CAN 690 5365-5369 CAN 691 5370-5374 CAN 692 5375-5379 CAN 693 5380-5384 CAN 694 5385-5389 CAN 695 5390-5394 CAN 696 5395-5399 CAN 697 5400-5404 CAN 698 5405-5409 CAN 699 5410-5414 CAN 700 5415-5419 CAN 701 5420-5424 CAN 702 5425-5429 CAN 703 5430-5434 CAN 704 5435-5439 CAN 705 5440-5444 CAN 706 5445-5449 CAN 707 5450-5454 CAN 708 5455-5459 CAN 709 5460-5464 CAN 710 5465-5469 CAN 711 5470-5474 CAN 712 5475-5479 CAN 713 5480-5484 CAN 714 5485-5489 CAN 715 5490-5494 CAN 716 5495-5499 CAN 717 5500-5504 CAN 718 5505-5509 CAN 719 5510-5514 CAN 720 5515-5519 CAN 721 5520-5524 CAN 722 5525-5529 CAN 723 5530-5534 CAN 724 5535-5539 CAN 725 5540-5544 CAN 726 5545-5549 CAN 727 5550-5554 CAN 728 5555-5559 CAN 729 5560-5564 CAN 730 5565-5569 CAN 731 5570-5574 CAN 732 5575-5579 CAN 733 5580-5584 CAN 734 5585-5589 CAN 735 5590-5594 CAN 736 5595-5599 CAN 737 5600-5604 CAN 738 5605-5609 CAN 739 5610-5614 CAN 740 5615-5619 CAN 741 5620-5624 CAN 742 5625-5629 CAN 743 5630-5634 CAN 744 5635-5639 CAN 745 5640-5644 CAN 746 5645-5649 CAN 747 5650-5654 CAN 748 5655-5659 CAN 749 5660-5664 CAN 750 5665-5669 CAN 751 5670-5674 CAN 752 5675-5679 CAN 753 5680-5684 CAN 754 5685-5689 CAN 755 5690-5694 CAN 756 5695-5699 CAN 757 5700-5704 CAN 758 5705-5709 CAN 759 5710-5714 CAN 760 5715-5719 CAN 761 5720-5724 CAN 762 5725-5729 CAN 76 | | | | | |

606. BRANCH TRANSMITTAL FORM (See Figure 6-2). Must accompany all cheques being submitted to Dominion Command.

- Complete all applicable sections which include date and command and branch.
- Indicate the number of payments being submitted for corresponding year. To calculate the total, multiply the number of payments by the current year's per capita tax rate.

Note: If submitting half year or one third year payments calculate using 1/2 or 1/3 of the full year's per capita tax rate.

- Complete the total number of payments being submitted and the total of the transmittal.
- Complete cheque information by providing the cheque number and the total amount of the cheque being submitted.

| LEGION | | Branch Transmittal Form Formulaire de Remise de Filiale | | THE ROYAL CANADIAN LEGION LA LÉGION ROYALE CANADIENNE | |
|---|--------------|--|---------------------|--|------------------------------|
| DAY / JOUR | MONTH / MOIS | YEAR / ANNÉE | COMMAND / DIRECTION | BRANCH # / N° DE FILIALE | BRANCH NAME / NOM DE FILIALE |
| 25 | 09 | 2010 | 13 | 013 | DOMINION OTTAWA |
| NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS | | YEAR PAID FOR / ANNÉE PAYÉE | | RATE / TAUX | |
| 1 | | FULL YEAR FOR / ANNÉE COMPLÈTE POUR | | 2010 | \$ 45.56 |
| | | | | 20 | \$ |
| | | | | 20 | \$ |
| | | HALF YEAR (after June 30) DÉMI-ANNÉE (après 30 juin) | | 20 | \$ |
| | | | | 20 | \$ |
| | | THIRD YEAR (after August 31) TIERS D'ANNÉE (après 31 août) | | 20 | \$ |
| | | | | 20 | \$ |
| | | PREPAID FOR / PAIÉE D'AVANCE POUR | | 20 | \$ |
| | | | | 20 | \$ |
| | | | | 20 | \$ |
| | | LIFE MEMBERSHIPS / ADHESION À VIE | | \$ | \$ |
| | | NO. OF YEARS / N° D'ANNÉES | | \$ | \$ |
| | | NO. OF YEARS / N° D'ANNÉES | | \$ | \$ |
| | | DUPLICATE CARD / DEUXIÈME CARTE | | \$ | \$ |
| 1 | | TOTAL NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS | | TRANSMITTAL TOTAL / TOTAL REMISE \$ 45.56 | |
| FOR DOMINION COMMAND USE À L'USAGE DE LA DIRECTION NATIONALE | | CREDIT AVAILABLE / CRÉDIT DISPONIBLE | | DEDUCT CREDIT AMOUNT / MOINS MONTANT DU CRÉDIT | |
| | | DEBIT OWING / DÉBIT DÙ | | ADD DEBIT AMOUNT / PLUS MONTANT DU DÉBIT | |
| | | CHEQUE # / N° DU CHEQUE 0112 | | CHEQUE TOTAL / TOTAL DU CHEQUE \$ 45.56 | |
| | | X <i>B. Secretary</i> Branch Secretary or Membership Chairman / Le Secrétaire de la Filiale ou Président d'adhésion | | | |

1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 3rd: COPIE DE DIRECTION NATIONALE / 4th: COPIE DE FILIALE

800611 (11/2000)

FIGURE 6-2 — BRANCH TRANSMITTAL FORM

CHAPTER 7

HOW TO PROCESS A LIFE MEMBERSHIP

DESCRIPTION

A branch may nominate any Ordinary, Associate or Affiliate Voting member for a Life Membership Award for outstanding service in accordance with the General By-Laws and the Honours and Awards Manual. The membership period required is ten (10) consecutive years immediately prior to the date of nomination.

FORMS TO USE


- 701. APPLICATION FOR LIFE MEMBERSHIP FORM (See Figure 1-4)
(White single sided form) (Stock # 800282)
- 702. MEMBER REGISTRATION FORM (See Figure 1-1)
(MRF - White two part form) (Stock # 800613)
 - a. White - is the Dominion Command copy
 - b. Green - is the Branch copy
- 703. TRANSMITTAL FORM (See Figure 1-3)
(Pink two part form) (Stock # 800611)
 - a. 1st copy is the Dominion Command copy
 - b. 2nd copy is the Branch copy

PROCESS

- 704. LIFE APPLICATION FORM (See Figure 7-1)
 - a. Complete the appropriate application form and citation following the procedures set out in the Honours and Awards Manual. These must be approved by your Provincial Honours and Awards Committee prior to submission to Dominion Command.
 - b. The Life Application form must be presented and approved at a branch general meeting.

Application for Life Membership

Demande pour membre à vie



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 224-231) before completing this application. / SVP lire le Manuel du rituel, des récompenses et du protocole (Sections 224-231) avant de compléter cette demande.

Command / Direction: _____ Date: _____
Name and Number / Nom et Numéro

Branch / Filiale: _____ Membership Strength / Effectif d'adhésion: _____
Name and Number / Nom et Numéro

Branch Mailing Address / Adresse postale de la Filiale: _____

Name of Candidate / Nom du candidat/de la candidate: _____

Membership No. / No. du Membre: _____ Member Admission Date / Date d'admission du membre: _____

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

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

Age / Âge: _____ **Note:** Satisfactory proof that the age of the candidate as stated has been submitted to the undersigned. / Preuve satisfaisante reçue par le sousigné que l'âge du candidat/ de la candidate est bien tel qu'indiqué.

| | | | |
|--------------------------------|----------|---------------------------|--------|
| 59 years of age and under | 15 years | 59 ans ou moins | 15 ans |
| 60 - 64 years of age inclusive | 10 years | 60 - 64 ans inclusivement | 10 ans |
| 65 - 69 years of age inclusive | 7 years | 65 - 69 ans inclusivement | 7 ans |
| 70 years of age and over | 5 years | 70 ans et plus | 5 ans |

Number of years per capita tax / Nombre d'années de capitation: _____ Amount / Montant: \$ _____

Award approved at / Récompense approuvée à: _____ Date: _____
Type of meeting / Genre de réunion

Note: The citation attached to this application must be completed in detail as per regulations and must include services rendered in the Legion and may include services rendered in community. / La citation jointe à cette demande doit être complétée en détail, selon les règlements, et doit inclure les services rendus à la Légion et peut inclure les services rendus dans la communauté.

I, having prepared and/or reviewed the citation, certify that the information stated is fair and accurate. / Je, ayant préparé et/ou revu la citation mentionnée, certifie que l'information donnée est juste et équitable.

Name / Nom: _____ Date: _____
please print / lettre moulée

Signature: _____ Signature: _____
Senior Officer / Officier supérieur Secretary / Secrétaire

Recommend / Recommandé: _____ Date: _____
Provincial Command Honours and Awards Committee / Comité des Honneurs et Récompenses de la direction provinciale

Signature: _____ Signature: _____
Zone Commander / Commandant du Zone District Commander / Commandant du district

March / Mars 2015 800282 **legion.ca**

FIGURE 7-1 — APPLICATION FOR LIFE MEMBERSHIP

705. MEMBER REGISTRATION FORM (See Figure 7-2)
- a. After the Life Application Form had been approved by the general meeting of the branch, complete the Member Information Section of the Member Registration Form.
 - b. Complete Section E indicating the number of years being paid according to the member's age and as indicated on the Life Application Form and Section 205.a. of the General By-Laws.

- This is calculated by multiplying the number of years being paid by the current year's rate.
- c. Provincial Command approval is required for all Life applications prior to submission to Dominion Command. Approval must be shown on the document forwarded to Dominion Command with the per capita tax.
 - d. The approved Member Registration Form or copy of original Application Form is to be sent to Dominion Command. Do not send original application form – this should be kept on the member's file at the branch.
 - e. Cheque must be accompanied by the above forms as well as a Branch Transmittal Form. Cheque must be made payable to Dominion Command.





|  Member Registration Form Formulaire d'inscription du Membre | |  THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE | |
|---|----------------------------------|---|-------------------------------|
| A MEMBER INFORMATION - Complete Section "A" for all transactions / RENSEIGNEMENTS DU MEMBRE - Complétez Section "A" pour toutes transactions | | | |
| MEMBER NUMBER / NUMÉRO DU MEMBRE 1231234 | COMMAND / DIRECTION 05 | BRANCH NUMBER / NUMÉRO DE FILIALE 351 | DATE / DATE 15 |
| LAST NAME / NOM DE FAMILLE SMITH | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES JOHN | |
| BRANCH ADDRESS / ADRESSE DE COORDONNÉE 123 AVENUE RD. | | | |
| CITY / VILLE STITTSVILLE | PROVINCE ONT | POSTAL CODE / CODE POSTAL K2S2H8 | COUNTRY / PAYS CAN. |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION <input checked="" type="checkbox"/> LIFE / À VIE <input type="checkbox"/> ORDINARY / ORDINAIRE <input type="checkbox"/> ASSOCIATE / ASSOCIÉ <input type="checkbox"/> AFFILIATE VISITOR / AFFILIÉ VISITEUR <input type="checkbox"/> AFFILIATE NON-VISITOR / AFFILIÉ NON-VISITEUR | | | |
| B MANDATORY / MANDATOIRE PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE Permettre la collecte d'information au RCL, Member Benefits Package / L'autorisation de fournir de l'information pour le programme de bénéfices pour membres de la LRL <input checked="" type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON | | | |
| MAGAZINE / REVUE <input checked="" type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH / FRANÇAIS <input type="checkbox"/> NONE / AUCUNE | | YEAR OF BIRTH / ANNÉE DE NAISSANCE 1950 | |
| C MILITARY SERVICE / SERVICE MILITAIRE <input checked="" type="checkbox"/> WW1 / 1914-18 <input type="checkbox"/> WW2 / 1939-45 <input type="checkbox"/> WW3 / 1950-54 <input type="checkbox"/> NAVY / MARINE <input type="checkbox"/> ARMY / ARMÉE <input type="checkbox"/> AIR FORCE / AVIATION <input type="checkbox"/> CF / FC <input type="checkbox"/> RCMP / GRC <input type="checkbox"/> RESERVES / RÉSERVES <input type="checkbox"/> OTHER / AUTRE | | SERVICE NUMBER / NUMÉRO MATRICULE 20 20 20 | |
| D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE THIS MEMBERSHIP IS FOR / CETTE ADHESION EST POUR <input type="checkbox"/> RENEWAL / RENOUVELLEMENT <input type="checkbox"/> REINSTATEMENT / REINTEGRATION <input type="checkbox"/> NEW FULL YEAR / NOUVEAU ANNÉE COMPLÈTE <input type="checkbox"/> NEW - HALF YEAR (after Aug. 31) / NOUVEAU - DEMI-ANNÉE (après le 31 août) <input type="checkbox"/> NEW - THIRD YEAR (after Aug. 31) / NOUVEAU - TROIS ANNÉES (après le 31 août) | | | |
| E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES 1. PREPAID - INDICATE YEARS BEING PREPAID / ANTICIPÉES - INDIQUEZ LES ANNÉES ANTICIPÉES 20 20 20 20 20 | | | |
| 2. LIFE - INDICATE NO. OF YEARS BEING PAID / À VIE - INDIQUEZ LE NOMBRE D'ANNÉES PAYÉES <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 10 <input type="checkbox"/> 15 TOTAL AMOUNT COMMITTED / MONTANT TOTAL ENGAGÉ \$147.80 | | | |
| BRANCH APPROVAL / AUTORISATION DE FILIALE X B Secretary | | PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE X P. Command | |
| WHITE: DOMINION COMMAND COPY / GREEN: BRANCH COPY / BLANC: COPIE DE DIRECTION NATIONALE / VERT: COPIE DE LA FILIALE | | | |

FIGURE 7-2 — MEMBER REGISTRATION FORM

706. BRANCH TRANSMITTAL FORM (See Figure 7-3) Must accompany all cheques being submitted to Dominion Command.
- a. Complete all applicable sections which include date and command and branch.
 - b. Indicate the number of payments being submitted for corresponding year. To calculate the total, multiply the number of years by the current year's per capita tax rate.
 - c. Complete the total number of payments being submitted and the total of the transmittal.
 - d. Complete cheque information by providing the cheque number and the total amount of the cheque being submitted.



Branch Transmittal Form
Formulaire de Remise de Filiale



THE ROYAL CANADIAN
LEGION
LA LÉGIION
ROYALE
CANADIENNE

| DAY / JOUR | MONTH / MOIS | YEAR / ANNÉE | COMMAND / DIRECTION | BRANCH N° / N° DE FILIALE | BRANCH NAME / NOM DE FILIALE | |
|---|--------------|--|---------------------|---------------------------|---|------------------------------------|
| 07 | 01 | 2011 | 13 | 013 | DOMINION OTTAWA | |
| NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS | | YEAR PAID FOR / ANNÉE PAIÉE | | | RATE / TAUX | AMOUNT REMITTED / MONTANT REMIS |
| | | FULL YEAR FOR ANNÉE COMPLÈTE POUR | | | 20 | \$ |
| | | | | | 20 | \$ |
| | | | | | 20 | \$ |
| | | HALF YEAR (After June 30) DÉMI-ANNÉE (Après 30 juin) | | | 20 | \$ |
| | | THIRD YEAR (After August 31) TIERS D'ANNÉE (Après 31 août) | | | 20 | \$ |
| | | | | | 20 | \$ |
| | | | | | 20 | \$ |
| | | PREPAID FOR PAIÉ D'AVANCE POUR | | | 20 | \$ |
| | | | | | 20 | \$ |
| | | | | | 20 | \$ |
| 1 | | LIFE MEMBERSHIP ADHESION À VIE | | | NO. OF YEARS N° D'ANNÉES 5 | \$ 45.56 |
| | | | | | NO. OF YEARS N° D'ANNÉES | \$ |
| | | DUPLICATE CARD COPIÉ D'UNE CARTE | | | | \$ |
| 1 | | TOTAL NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS | | | TRANSMITTAL TOTAL / TOTAL REMISE \$ 227.80 | |
| FOR DOMINION COMMAND USE À L'USAGE DE LA DIRECTION NATIONALE | | CREDIT AVAILABLE / CRÉDIT DISPONIBLE | | | DEDUCT CREDIT AMOUNT / MOINS MONTANT DU CRÉDIT | |
| | | DEBIT CREDIT / DÉBIT CRÉDIT | | | ADD DEBIT AMOUNT / PLUS MONTANT DU DÉBIT | |
| | | CHEQUE N° / N° DU CHEQUE 001 | | | CHEQUE TOTAL / TOTAL DU CHEQUE \$ 227.80 | |
| | | X <i>P. Secretary</i> Branch Secretary or Membership Officer / Secrétaire de Filiale ou Préposé aux Adhésions | | | | |

1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 3rd: COPIE DE DIRECTION NATIONALE / 4th: COPIE DE FILIALE

80061113(2009)

www.legion.ca

FIGURE 7-3 — BRANCH TRANSMITTAL FORM

CHAPTER 8

HOW TO PROCESS A PREPAYMENT

DESCRIPTION

A member may prepay up to five years per capita tax which should be calculated at the current year's rate.

FORMS TO USE

- 801. MEMBER REGISTRATION FORM (See Figure 1-1)
(MRF - White two part form) (Stock # 800613)
 - a. White - is the Dominion Command copy
 - b. Green - is the Branch copy
- 802. TRANSMITTAL FORM (See Figure 1-3)
(Pink two part form) (Stock # 800611)
 - a. 1st copy is the Dominion Command copy
 - b. 2nd copy is the Branch copy

PROCESS

- 803. MEMBER REGISTRATION FORM (See Figure 8-1)
 - a. The member must be given a receipt for the dues paid.
 - b. Record payment on the member's master card file and any other applicable branch records.
 - c. Complete the Member Information Section of the Member Registration Form.
 - d. Complete Section D indicating if member is renewing for the current year.
 - e. Complete Section E indicating the years being pre-paid.

Note: per capita tax for the current year must be paid before a pre-payment of future years can be processed.

- f. When submitting per capita tax a cheque must be accompanied by the above forms as well as a Branch Transmittal Form. Cheque must be made payable to Dominion Command.

| LEGION | | Member Registration Form Formulaire d'Inscription du Membre | | THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE | |
|--|---------------------|---|---|--|--|
| A MEMBER INFORMATION - Complete Section "A" for all connections / RENSEIGNEMENTS DU MEMBRE - Remplir Section "A" pour toutes les connexions | | | | | |
| MEMBER NUMBER / NUMÉRO DU MEMBRE | COMMAND / DIRECTION | BRANCH NUMBER / NUMÉRO DE FILIALE | DAY / JOUR | MONTH / MOIS | YEAR / ANNÉE |
| 111111 | 13 | 013 | 01 | 08 | 2010 |
| LAST NAME / NOM DE FAMILLE | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES | | | |
| SMITH | | JOHN | | | |
| MAILING ADDRESS / ADRESSE DE COURRIER | | | | | |
| 123 MAIN ST. | | | | | |
| CITY / VILLE | | PROVINCE | POSTAL CODE / CODE POSTAL | COUNTRY / PAYS | |
| OTTAWA | | ONT. | K1B1A1 | CAN | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION | | | | | |
| <input type="checkbox"/> LIFE / À VIE | | <input type="checkbox"/> ORDINARY / ORDINAIRE | <input checked="" type="checkbox"/> ASSOCIATE / ASSOCIÉ | <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT | <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT |
| B MANDATORY / MANDATOIRE | | | | | |
| CITIZENSHIP / CITOYENNETÉ | | PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE | | | |
| CDN. | | Permitted to release information for RCS Member Benefits Package: (Consentement de fournir de l'information pour le programme de bénéfices pour membres de la LRC) | | | |
| | | <input checked="" type="checkbox"/> YES / OUI | | <input type="checkbox"/> NO / NON | |
| MAGAZINE / REVUE | | <input type="checkbox"/> ENGLISH / ANGLAIS | <input type="checkbox"/> FRENCH / FRANÇAIS | <input type="checkbox"/> NONE / AUCUNE | YEAR OF BIRTH / ANNÉE-NAISSANCE |
| | | | | | |
| | | | | GENDER / SEXE | |
| | | | | <input checked="" type="checkbox"/> M / <input type="checkbox"/> F | |
| C MILITARY SERVICE / SERVICE MILITAIRE | | SERVICE NUMBER / NUMÉRO MATRICULE | | | |
| | | | | | |
| 2 WW I / 1 ^{re} GM | | 3 KOREA / CORÉE | 4 GULF / GOLFE | 5 NAVY / MARINE | 6 ARMY / ARMÉE |
| | | | | | |
| | | | | 7 AIR FORCE / AVIATION | 8 CF / FC |
| | | | | | |
| | | | | 9 RCMP / GRC | 10 RESERVES / RÉSERVES |
| | | | | | |
| | | | | | 11 OTHER / AUTRE |
| | | | | | |
| D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE | | | | | |
| THIS MEMBERSHIP IS FOR / CETTE ADHÉSION EST POUR | | | | | |
| 2011 | | 20 | 20 | <input type="checkbox"/> DUPLICATE CARD / DOUBLER CARTE | |
| | | | | 20 | |
| <input checked="" type="checkbox"/> RENEWAL / RENOUVELLEMENT | | | | | |
| <input type="checkbox"/> REINTEGRATION / REINTEGRATION | | <input type="checkbox"/> NEW FULL YEAR / NOUVEAU ANNÉE-ANNEE | | <input type="checkbox"/> NEW HALF YEAR (after Jan 30) / NOUVEAU DEMI-ANNÉE (après 30 Jan) | |
| | | | | | |
| | | | | <input type="checkbox"/> NEW THIRD YEAR (after Aug 31) / NOUVEAU TROIS D'ANNÉE (après 31 août) | |
| | | | | | |
| E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES | | | | | |
| 1. PREPAID - INDICATE YEARS BEING PREPAID / ANTICIPÉ - INDIQUE LES ANNÉES ANTICIPÉES | | | | | |
| 2012 | | 2013 | 2014 | 2015 | 2016 |
| | | | | | |
| 2. LIFE - INDICATE NO. OF YEARS BEING PAID / À VIE - INDIQUE LE NOMBRE D'ANNÉES PAYÉES | | | | | |
| <input type="checkbox"/> 5 | | <input type="checkbox"/> 7 | <input type="checkbox"/> 10 | <input type="checkbox"/> 15 | TOTAL AMOUNTS SUBMITTED / MONTANT TOTAL SOUMIS |
| | | | | \$ 177.36 | |
| BRANCH APPROVAL / AUTORISATION DE FILIALE | | | PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE | | |
| <input checked="" type="checkbox"/> B. Secretary / Secrétaire | | | <input checked="" type="checkbox"/> (if required) / (si requis) | | |
| WHITE: DOMINION COMMAND COPY / GREEN: BRANCH COPY / BLANC: COPIE DE DIRECTION NATIONALE / VERT: COPIE DE LA FILIALE | | | | | |

FIGURE 8-1 — MEMBER REGISTRATION FORM

804. BRANCH TRANSMITTAL FORM (See Figure 8-2). Must accompany all cheques being submitted to Dominion Command.
- Complete all applicable sections which include date and command and branch.
 - Indicate the number of payments being submitted for corresponding year. To calculate the total, multiply the number of payments by the current year's per capita tax rate.
 - Complete the total number of payments being submitted and the total of the transmittal.
 - Complete cheque information by providing the cheque number and the total amount of the cheque being submitted.

| LEGION | | Branch Transmittal Form Formulaire de Remise de Filiale | | THE ROYAL CANADIAN LEGION LA RÉGION ROYALE CANADIENNE | |
|---|--------------|--|---------------------|--|------------------------------------|
| DAY / JOUR | MONTH / MOIS | YEAR / ANNÉE | COMMAND / DIRECTION | BRANCH # / N° DE FILIALE | BRANCH NAME / NOM DE FILIALE |
| 01 | 12 | 2010 | 05 | 480 | WESTBORO |
| NUMBER OF PAYMENTS / NOMBRE DE PAIEMENTS | | YEAR PAID FOR / ANNÉE PAYÉE | | RATE / TAUX | AMOUNT REMITTED / MONTANT REMIS |
| 1 | | 2011 | | \$ 29.56 | \$ 29.56 |
| | | FULL YEAR FOR ANNÉE COMPLÈTE POUR | | 20__ | \$ |
| | | | | 20__ | \$ |
| | | HALF YEAR (after June 30) DÉMI-ANNÉE (après 30 juin) | | 20__ | \$ |
| | | THIRD YEAR (after August 31) TIERS D'ANNÉE (après 31 août) | | 20__ | \$ |
| 1 | | 2012 | | \$ 29.56 | \$ 29.56 |
| 1 | | 2013 | | \$ 29.56 | \$ 29.56 |
| 1 | | 2014 | | \$ 29.56 | \$ 29.56 |
| 1 | | 2015 | | \$ 29.56 | \$ 29.56 |
| 1 | | 2016 | | \$ 29.56 | \$ 29.56 |
| | | LIFE MEMBERSHIPS ADHESION À VIE | | NO. OF YEARS N° D'ANNÉES | \$ |
| | | | | NO. OF YEARS N° D'ANNÉES | \$ |
| | | DUPLICATE CARD DEUXIÈME CARTE | | \$ | \$ |
| 6 | | TOTAL NUMBER OF PAYMENTS / NOMBRE DE PAIEMENTS | | TRANSMITTAL TOTAL / TOTAL REMISE \$ 177.36 | |
| FOR DOMINION COMMAND USE À L'USAGE DE LA DIRECTION NATIONALE | | CREDIT AVAILABLE / CRÉDIT DISPONIBLE | | DEDUCT CREDIT AMOUNT / MOINS MONTANT DU CRÉDIT | |
| | | CREDIT DOWNS / CRÉDIT DU | | ADD CREDIT AMOUNT / PLUS MONTANT DU DÉBIT | |
| | | CHEQUE # / N° DU CHÈQUE | | CHEQUE TOTAL / TOTAL DU CHÈQUE | |
| | | 0011 | | \$ 177.36 | |
| | | X <i>B. Secretary</i> Branch Secretary or Membership Chairman / Secrétaire de la Filiale ou Président d'affiliation | | | |

1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 3rd: COPIE DE DIRECTION NATIONALE / 4th: COPIE DE FILIALE

800611 (1/12/09)

FIGURE 8-2 — BRANCH TRANSMITTAL FORM

CHAPTER 9

HOW TO REQUEST A DUPLICATE CARD

DESCRIPTION

If a member's card has been lost, stolen or destroyed a duplicate card can be ordered at a cost of \$3.00. A duplicate card cannot be issued unless per capita tax for the year requested has been paid.

FORMS TO USE

901. MEMBER REGISTRATION FORM (See Figure 1-1)
(MRF - White two part form) (Stock # 800613)

- a. White - is the Dominion Command copy
- b. Green - is the Branch copy

902. TRANSMITTAL FORM (See Figure 1-3)
(Pink two part form) (Stock # 800611)

- a. 1st copy is the Dominion Command copy
- b. 2nd copy is the Branch copy

PROCESS

903. MEMBER REGISTRATION FORM (See Figure 9-1)

- a. Complete the Member Information Section of the Member Registration Form.
- b. Complete Section D by checking the box for a duplicate card. Indicate the year that is required.
- c. Cheque must be accompanied by the above forms as well as a Branch Transmittal Form. Cheque must be made payable to Dominion Command.


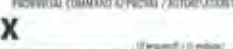


|  | | Member Registration Form Formulaire d'Inscription du Membre | | | |  | |
|--|--|---|--|---|--|---|--|
| A MEMBER INFORMATION / RENSEIGNEMENTS DU MEMBRE | | | | | | | |
| MEMBER NUMBER / NUMÉRO DU MEMBRE | | COMMAND / DIRECTION | | BRANCH NUMBER / NUMÉRO DE FILIALE | | DATE / DATE | |
| 111111 | | 13 | | 013 | | 01 07 2010 | |
| (LAST NAME / NOM DE FAMILLE) | | | | (FIRST NAME & INITIALS / PRÉNOM ET INITIALES) | | | |
| SMITH | | | | JOHN | | | |
| MAILING ADDRESS / ADRESSE DE COURRIER | | | | | | | |
| 123 MAIN ST. | | | | | | | |
| CITY / VILLE | | PROVINCE | | POSTAL CODE / CODE POSTAL | | COUNTRY / PAYS | |
| OTTAWA | | ON | | K1B 1A1 | | CAN | |
| EMAIL / COURRIEL | | | | | | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION | | | | | | | |
| <input type="checkbox"/> LIFE À VIE | | <input type="checkbox"/> ORDINARY ORDINAIRE | | <input checked="" type="checkbox"/> ASSOCIATE ASSOCIÉ | | <input type="checkbox"/> AFFILIATE VOTING AFFILIÉ VOTANT | |
| | | | | | | <input type="checkbox"/> AFFILIATE NON-VOTING AFFILIÉ NON-VOTANT | |
| B MANDATORY / MANDATOIRE | | | | | | | |
| CITIZENSHIP / CITIZENNETÉ | | PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE Permettez à notre information for BCJ Member Benefits Package (Consentement de fournir de l'information pour le programme de bénéfices pour membres de la LRC) | | | | | |
| CAN | | <input checked="" type="checkbox"/> YES OUI <input type="checkbox"/> NO NON | | | | | |
| MAGAZINE REVUE | | <input type="checkbox"/> ENGLISH ANGLAIS | | <input type="checkbox"/> FRENCH FRANÇAIS | | YEAR OF BIRTH / ANNÉE DE NAISSANCE | |
| | | | | | | GENDER / SEXE | |
| | | | | | | <input checked="" type="checkbox"/> M <input type="checkbox"/> F | |
| C MILITARY SERVICE / SERVICE MILITAIRE | | | | SERVICE NUMBER / NUMÉRO MATRICULE | | | |
| <input checked="" type="checkbox"/> NEW FULL YEAR NOUVEAU ANNÉE COMPLÈTE <input type="checkbox"/> ADDA (CODE) <input type="checkbox"/> ADDI (CODE) <input type="checkbox"/> NAVY MARINE <input type="checkbox"/> ARMY ARMÉE <input type="checkbox"/> AIR FORCE AVIATION <input type="checkbox"/> CF PC <input type="checkbox"/> REARM REC <input type="checkbox"/> RESERVES RÉSERVES <input type="checkbox"/> OTHER AUTRE | | | | | | | |
| D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE | | | | | | | |
| THIS MEMBERSHIP IS FOR / CETTE ADHÉSION EST POUR | | | | | | | |
| 20 | | 20 | | 20 | | <input checked="" type="checkbox"/> DUPLICATE CARD / DE CÔTÈME CARTE: 2010 | |
| <input type="checkbox"/> RENEWAL / RENOUVELLEMENT | | <input type="checkbox"/> REINTEGRATION / RÉINTEGRATION | | <input type="checkbox"/> NEW FULL YEAR / NOUVEAU ANNÉE COMPLÈTE | | <input type="checkbox"/> NEW HALF YEAR / NOUVEAU DEMI-ANNÉE (après 50 ans) | |
| | | | | | | <input type="checkbox"/> NEW THIRD YEAR / NOUVEAU TROISIÈME ANNÉE (après 75 ans) | |
| E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES | | | | | | | |
| 1. PREPAID — INDICATE YEARS BEING PREPAID / ANTIPOÉES — INDIQUEZ LES ANNÉES ANTIPOÉES | | 20 | | 20 | | 20 20 20 | |
| 2. LIFE — INDICATE NO. OF YEARS BEING PAID / À VIE — INDIQUEZ LE NOMBRE D'ANNÉES PAYÉES | | <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 10 <input type="checkbox"/> 15 | | TOTAL AMOUNT SUBMITTED / MONTANT TOTAL SOUMIS | | \$ 3.00 | |
| BRANCH APPROVAL / AUTORISATION DE FILIALE | | | | PROVINCIAL COMMAND APPROVAL / AUTORISATION EN DIRECTION PROVINCIALE | | | |
| X  Secretary Branch Secretary or Membership Officer / Secrétaire de la Filiale ou Responsable des Membres | | | | X  (Signature) | | | |
| WHITE: COMMAND COPY / GREEN: BRANCH COPY / BLANC: COPIE DE DIRECTION NATIONALE / VERT: COPIE DE LA FILIALE | | | | | | | |

FIGURE 9-1 — MEMBER REGISTRATION FORM

904. BRANCH TRANSMITTAL FORM (See Figure 9-2). Must accompany all cheques being submitted to Dominion Command.
- a. Complete all applicable sections which include date and command and branch.
 - b. Indicate the number of duplicate cards being requested. Cost for a duplicate card is \$3.00. To calculate the total, multiply the number of duplicate cards requested by \$3.00.
 - c. Complete the total number of payments being submitted and the total of the transmittal.
 - d. Complete cheque information by providing the cheque number and the total amount of the cheque being submitted.



Branch Transmittal Form
Formulaire de Remise de Filiale



THE ROYAL
CANADIAN
LEGION
LA LÉGIION
ROYALE
CANADIENNE

| | | | | | | |
|--|---------------------------|--|----------------------------------|--|--|----------------|
| DAY / JOUR 01 | MONTH / MOIS 07 | YEAR / ANNÉE 2010 | COMMAND / DIRECTION 13 | BRANCH # / N° DE FILIALE 013 | BRANCH NAME / NOM DE FILIALE DOMINION OTTAWA | |
| NUMBER OF PAYMENTS / NOMBRE DE PAIEMENTS | | TRAID PAID FOR / ANNÉE PAIÉE | | INFL / TAUX | AMOUNT REMITTED / MONTANT REMIS | |
| | | FULL YEAR FOR ANNÉE COMPLÈTE POUR | | 20 | \$ | \$ |
| | | | | 20 | \$ | \$ |
| | | | | 20 | \$ | \$ |
| | | HALF YEAR (after June 30) DEMI-ANNÉE (après 30 juin) | | 20 | \$ | \$ |
| | | | | 20 | \$ | \$ |
| | | THIRD YEAR (after August 31) TIERS D'ANNÉE (après 31 août) | | 20 | \$ | \$ |
| | | PREPAID FOR PAIÉ D'AVANCE POUR | | 20 | \$ | \$ |
| | | | | 20 | \$ | \$ |
| | | | | 20 | \$ | \$ |
| | | | | 20 | \$ | \$ |
| | | | | 20 | \$ | \$ |
| | | | | 20 | \$ | \$ |
| | | LIFE MEMBERSHIPS ADHESION À VIE | | NO. OF YEARS N° D'ANNÉES | \$ | \$ |
| | | | | NO. OF YEARS N° D'ANNÉES | \$ | \$ |
| 1 | | DUPLICATE CARD DE DOUBLER CARTE | | \$ 3.00 | \$ 3.00 | |
| 1 | | TOTAL NUMBER OF PAYMENTS / NOMBRE DE PAIEMENTS | | TRANSMITTAL TOTAL / TOTAL REMISE \$ 3.00 | | |
| FOR DOMINION COMMAND USE: À L'USAGE DE LA DIRECTION NATIONALE | | CREDIT AVAILABLE / CRÉDIT DISPONIBLE | | DROIT CRÉDIT AMOUNT / MONTANT CRÉDIT | | \$ |
| | | DEBIT OWING / DÉBIT DUE | | ADD DEBIT AMOUNT / PLUS MONTANT DU DÉBIT | | +\$ |
| | | CHEQUE # / N° DU CHEQUE 002 | | CHEQUE TOTAL / TOTAL DU CHEQUE | | \$ 3.00 |
| | | X <i>P. Secretary</i> <small>Branch Secretary or Membership Chairman / Secrétaire de la Filiale ou Président d'adhésion</small> | | | | |

1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 3rd: COPIE DE DIRECTION NATIONALE / 4th: COPIE DE FILIALE

800611 (11/12/03)

www.legion.ca

FIGURE 9-2 — BRANCH TRANSMITTAL FORM

CHAPTER 10

HOW TO PROCESS A TRANSFER

DESCRIPTION

Members may apply to any branch to transfer their membership. The branch that the member wishes to transfer to must initiate the transfer. A transfer cannot be initiated by the old branch. Transfers must be approved at a branch general meeting before submitting to Dominion Command for processing.

FORMS TO USE

- 1001. TRANSFER APPLICATION FORM (See Figure 1-6)
(White two sided form) (Stock # 800792)
- 1002. MEMBER DATA CHANGE FORM (See Figure 1-2)
(Yellow two part form) (Stock # 800669)
 - a. Yellow - is the Dominion Command copy
 - b. Blue - is the Branch copy
- 1003. MEMBER REGISTRATION FORM (See Figure 1-1)
(MRF - White two part form) (Stock # 800613)
 - a. White - is the Dominion Command copy
 - b. Green - is the Branch copy
- 1004. TRANSMITTAL FORM (See Figure 1-3)
(Pink two part form) (Stock # 800611)
 - a. 1st copy is the Dominion Command copy
 - b. 2nd copy is the Branch copy

PROCESS

- 1005. TRANSFER APPLICATION FORM (See Figures 10-1 and 10-2).
 - a. Members who wish to transfer must complete a Transfer Application Form at the branch they wish to transfer to. They may only apply to transfer if they are in good standing or if lapsed for not more than the current or immediate preceding two years and the arrear years are paid at the time of transfer.
 - b. If the member does not have a Membership Card to prove current status, the branch should contact the previous branch or Dominion Command for confirmation.

- c. The branch membership committee should review the application form and contact the previous branch to ensure that the member is in good standing and obtain any information that may be pertinent.
- d. The application must be presented to a general meeting of the branch for approval or otherwise.



|  THE ROYAL CANADIAN LEGION APPLICATION FOR TRANSFER <small>(Type or Print in BLOCK letters)</small> | |  | |
|---|-------------------------------|---|--|
| Command: <u>05</u> | Branch Name: <u>WESTBORO</u> | Branch No: <u>480</u> | |
| Branch Address: <u>389 RICHMOND RD. OTTAWA ON</u> | | <u>K2A 0E7</u> | |
| MEMBER INFORMATION | | | |
| Applicant's Name: Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> <u>SMITH</u> | | JOHN | |
| Address: <u>123 MAIN ST.</u> | | <u>OTTAWA ON K1R 1A1</u> | |
| Previous Address: <u>85 ANY AVENUE OTTAWA ON</u> | | <u>K0A 1B0</u> | |
| Phone No: (Home) <u>613-456-1234</u> (Other) _____ | | E-Mail _____ | |
| Date of Birth: _____ | Place of Birth: <u>OTTAWA</u> | Citizenship: <u>CDN</u> | M <input checked="" type="checkbox"/> F <input type="checkbox"/> |
| Next of Kin: <u>P. SMITH</u> | | Relationship: <u>SPOUSE</u> | |
| Membership No.: <u>111111</u> | | Membership Category: <u>ASSOCIATE</u> Years of Service: <u>9</u> | |
| Last year paid as per membership card: <u>2009</u> (Please complete Record of Legion Service on reverse) | | | |
| PREVIOUS BRANCH INFORMATION | | | |
| Command: <u>13</u> | | Branch Name: <u>DOMINION OTTAWA</u> Branch No: <u>013</u> | |
| Branch Address: <u>85 AIRD PLACE OTTAWA ON</u> | | <u>K2L 0A1</u> | |
| Branch Phone No: <u>613-591-3335</u> | | Branch Secretary: _____ | |
| I hereby certify to the correctness of all particulars contained herein and make application to transfer membership. | | | |
| Applicant's Signature: _____ | | Date: _____ | |
| FOR BRANCH USE | | | |
| Note: Contact previous branch for confirmation of membership status prior to submission to Dominion Command. | | | |
| Date of Contact: _____ | | Person Contacted: _____ | |
| Information from Previous Branch: _____ | | | |
| Approval of Branch Membership Committee: _____ Date: _____ | | | |
| Date documentation received from previous Branch: _____ | | | |
| (Should be received shortly after receipt of "Transfer Report" from Dominion Command) | | | |
| Please Note: Transfer Application must be passed at branch general meeting PRIOR to submission to Dominion Command. Transfer cannot be canceled once processed by Dominion Command. | | | |
| Date passed at General Meeting: _____ | | | |
| DOCUMENTATION SUBMITTED TO DOMINION COMMAND | | | |
| Please Note: Transfer cannot be processed unless Per Capita Tax for the current year has been paid or is being paid at time transfer is submitted to Dominion Command. If submitting Per Capita Tax at time of transfer, a Member Registration Form must be attached to the Member Data Change Form. | | | |
| Member Data Change Form <input type="checkbox"/> Per Capita Tax AND Member Registration Form <input type="checkbox"/> Date Submitted: _____ | | | |
| (Transfer Application Form to be retained at the Branch) | | | |

FIGURE 10-1 — APPLICATION FOR TRANSFER FORM (FRONT)

- e. If paying dues at the time of the transfer, a receipt should be given as proof of membership until a membership card is received.
- f. The member's file will not be forwarded from the old branch until the transfer has been processed by Dominion Command; therefore, you should record the receipt number and date of payment in a temporary file until the member's file is received. At this time the payment should be recorded on the member's master card.

| RECORD OF LEGION SERVICE | | | |
|---|--------------------------|-------------------------------|--------------------------|
| Date of original admission to Legion: _____ | | | |
| Name and Number of Branch, location and date of initiation: _____ | | | |
| List of Branches in which you have been a member with dates of joining and leaving, if known: _____ | | | |
| _____ | | | |
| _____ | | | |
| List any offices held showing Branch and dates: _____ | | | |
| _____ | | | |
| _____ | | | |
| List any Honours and Awards granted, showing Branch and Command and dates: _____ | | | |
| _____ | | | |
| _____ | | | |
| _____ | | | |
| WHAT BRANCH ACTIVITIES INTEREST YOU MOST? | | | |
| Service Work—Welfare | <input type="checkbox"/> | Remembrance—Poppy | <input type="checkbox"/> |
| Branch Social Activities | <input type="checkbox"/> | Community Activities | <input type="checkbox"/> |
| Committee Work | <input type="checkbox"/> | Sports Program | <input type="checkbox"/> |
| Youth Activities | <input type="checkbox"/> | Organization - Administration | <input type="checkbox"/> |
| Other _____ | <input type="checkbox"/> | Other _____ | <input type="checkbox"/> |

www.legion.ca

FIGURE 10-2 — APPLICATION FOR TRANSFER FORM (BACK)

1006.MEMBER DATA CHANGE FORM (See Figure 10-3)

- a. Complete the Member Information Section "A" including member number, command/branch number, name and address, etc;
- b. Complete Section "B" indicating new command and new branch;
- c. Complete any other applicable areas in Section "B" such as the address if the member's address has also changed;
- d. A transfer cannot be processed if the current year's per capita tax has not been or is not being submitted to Dominion Command at the time of the transfer – see Member Registration Form (below) if submitting per capita tax.



|  Member Data Change Form Modifications des Données sur le Membre | |  <small>THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE</small> |
|---|---|--|
| ATTACH REGISTRATION FORM OR RENEWAL CARD IF MAKING PAYMENT / INCLURE UN FORMULAIRE D'INSCRIPTION OU CARTE DE RENEUVELLEMENT SI VOUS FAITES UN PAIEMENT | | |
| A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE <small>(Complete Section "A" for all "Previous Members") (Complétez Section "A" pour tous les membres anciens)</small> | | |
| MEMBER NUMBER / NUMÉRO DU MEMBRE 111111 | COMMAND / COMMANDE 13 | BRANCH NUMBER / NUMÉRO DE FILIALE 013 |
| DAY / JOUR 09 | MONTH / MOIS 07 | YEAR / ANNÉE 2010 |
| LAST NAME / NOM DE FAMILLE SMITH | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES JOHN |
| MAILING ADDRESS / ADRESSE DE COURRIER 123 MAIN ST. | | |
| CITY / VILLE OTTAWA | PROVINCE ON | POSTAL CODE / CODE POSTAL K1B 1A1 |
| COUNTRY / PAYS CAN | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION <input type="checkbox"/> LIFE / À VIE <input type="checkbox"/> ORDINARY / ORDINAIRE <input checked="" type="checkbox"/> ASSOCIATE / ASSOCIÉ <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT <input type="checkbox"/> MULTIGENOUS LIFE / À VIE MULTIGÉNÉ | | |
| CITIZENSHIP / CITIZENSHIP CDN | | |
| PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE <small>Permettez à la Légion d'utiliser vos données personnelles pour le programme de bénéfices pour membres de la LRC.</small> | | |
| <input checked="" type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON | | |
| B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS | | |
| COMMAND / DIRECTION 05 | BRANCH NUMBER / NUMÉRO DE FILIALE 480 | YES OF CONTINUOUS SERVICE / OUI DE SERVICE CONTINUÉ 20 |
| LAST NAME / NOM DE FAMILLE | | TOTAL YES / ANS TOTAL |
| MAILING ADDRESS / ADRESSE DE COURRIER 85 ANY AVENUE | | |
| CITY / VILLE OTTAWA | PROVINCE ON | POSTAL CODE / CODE POSTAL K0A 1B0 |
| COUNTRY / PAYS CAN | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION <input type="checkbox"/> LIFE / À VIE <input type="checkbox"/> ORDINARY / ORDINAIRE <input type="checkbox"/> ASSOCIATE / ASSOCIÉ <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT | | |
| REASON FOR CHANGE / RAISON POUR CHANGEMENT <input type="checkbox"/> MILITARY SERVICE / SERVICE MILITAIRE <input type="checkbox"/> SERVICE NUMBER / NUMÉRO MILITAIRE | | |
| MAGAZINE / REVUE <input checked="" type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH / FRANÇAIS <input type="checkbox"/> NONE / AUCUNE | | |
| BRANCH APPROVAL / AUTORISATION DE FILIALE X <i>B. Secretary</i> | | |
| PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE X | | |

FIGURE 10-3 — MEMBER DATA CHANGE FORM



1007. MEMBER REGISTRATION FORM (See Figure 10-4)

- If the current year's per capita tax is not paid then you must include per capita tax when submitting the Member Data Change Form.
- Complete the Member Information Section of the Member Registration Form and attach it to the Membership Data Change Form.
- Complete Section D indicating the year for which the member is renewing. If in arrears for more than the current year indicate all years being paid. Note: that a member can renew for only the current and/or two immediate preceding years.
- When submitting per capita tax, a cheque made payable to Dominion Command must accompany the above forms as well as a Branch Transmittal Form.

| LEGION | | Member Registration Form Formulaire d'Inscription du Membre | | THE ROYAL CANADIAN LEGION LE LÉGIION ROYAL CANADIENNE | |
|---|--|--|--|--|--|
| A MEMBER INFORMATION / RENSEIGNEMENTS DU MEMBRE | | | | | |
| MEMBER NUMBER / NUMÉRO DU MEMBRE 111111 | | COMMAND / DIRECTION 05 | | BRANCH NUMBER / NUMÉRO DE FILIALE 480 | |
| DAY / JOUR 01 | | MONTH / MOIS 07 | | YEAR / ANNÉE 2010 | |
| LAST NAME / NOM DE FAMILLE SMITH | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES JOHN | | | |
| MAILING ADDRESS / ADRESSE DE CORRESPONDANCE 85 ANY AVENUE | | | | | |
| CITY / VILLE OTTAWA | | PROVINCE ON | | POSTAL CODE / CODE POSTAL K0A 1B0 | |
| COUNTRY / PAYS CAN | | | | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION | | | | | |
| <input type="checkbox"/> LIFE / À VIE | | <input type="checkbox"/> GROWING / EN DÉVELOPPEMENT | | <input checked="" type="checkbox"/> ASSOCIATE / ASSOCIÉ | |
| <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT | | <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON VOTANT | | | |
| B MANDATORY / MANDATOIRE | | | | | |
| CITIZENSHIP / CITIZENNETÉ CDN | | PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE | | | |
| | | Permitting the release of information for the PCI Member Benefits Package Consentement de fournir de l'information pour le programme de bénéfices pour membres de la LRC. | | | |
| | | <input checked="" type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON | | | |
| MAGAZINE / REVUE | | <input type="checkbox"/> ENGLISH / ANGLAIS | | <input type="checkbox"/> FRENCH / FRANÇAIS | |
| <input type="checkbox"/> SUPPLEMENT / SUPPLÉMENT | | <input type="checkbox"/> ENGLISH / ANGLAIS | | <input type="checkbox"/> FRENCH / FRANÇAIS | |
| YEAR OF BIRTH / ANNÉE-NAISSANCE | | GENDER / SEXE | | | |
| | | <input checked="" type="checkbox"/> M <input type="checkbox"/> F | | | |
| C MILITARY SERVICE / SERVICE MILITAIRE | | | | | |
| SERVICE NUMBER / NUMÉRO MATRICULE | | | | | |
| 1 WW I / 1 ^{ère} GM | | 2 WW II / 2 ^{ème} GM | | 3 GOLF / GOLF | |
| 4 NAVY / MARINE | | 5 ARMY / ARMÉE | | 6 AIR FORCE / AVIATION | |
| 7 CF / FC | | 8 RCMP / GRC | | 9 RESERVES / RÉSERVES | |
| 10 OTHER / AUTRE | | | | | |
| D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE | | | | | |
| THIS MEMBERSHIP IS FOR / CETTE ADHÉSION EST POUR | | 2011 | | 2012 | |
| | | 2013 | | 2014 | |
| <input checked="" type="checkbox"/> RENEWAL / RENOUVELLEMENT | | <input type="checkbox"/> REINSTATEMENT / RÉINTEGRATION | | <input type="checkbox"/> NEW-FULL YEAR / NOUVEAU ANNÉE ANNUÉ | |
| <input type="checkbox"/> NEW-HALF YEAR / NOUVEAU ANNÉE ANNÉE (up to 5 years) | | <input type="checkbox"/> NEW-THIRD YEAR / NOUVEAU ANNÉE ANNÉE (up to 3 years) | | <input type="checkbox"/> DUPLICATE CARD / DOUBLER CARTE | |
| | | 2011 | | 2012 | |
| E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES | | | | | |
| 1. PREPAID—INDICATE YEARS BEING PREPAID / ANTICIPÉES—INDIQUEZ LES ANNÉES ANTICIPÉES | | 2011 | | 2012 | |
| | | 2013 | | 2014 | |
| 2. LIFE—INDICATE NO. OF YEARS BEING PAID / À VIE—INDIQUEZ LE NOMBRE D'ANNÉES PAYÉES | | <input type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 10 <input type="checkbox"/> 15 | | TOTAL AMOUNT SUBMITTED / MONTANT TOTAL SOUMIS | |
| | | | | \$ 29.56 | |
| BRANCH APPROVAL / AUTORISATION DE FILIALE | | PROVINCIAL / COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE | | | |
| X T.B. Secretary | | X | | | |
| Branch Secretary or Membership Liaison / Secrétaire de la Filiale / Relations d'Affiliation | | Provincial / Command Secretary / Secrétaire de la Direction Provinciale | | | |
| WHITE: DOMINION COMMAND COPY / GREEN: BRANCH COPY / BLANC: COPIE DE DIRECTION NATIONALE / VERT: COPIE DE LA FILIALE | | | | | |

FIGURE 10-4 — MEMBER REGISTRATION FORM

- a. Complete all applicable sections which include date and command and branch.
- b. Indicate the number of payment being submitted. To calculate the total, multiply the per capita tax rate by the number of payments.
- c. Complete the total number of payments being submitted and the total of the transmittal.
- d. Complete cheque information by providing the cheque number and the total amount of the cheque being submitted.

|  LEGION | | | | | Branch Transmittal Form Formulaire de Remise de Filiale | |  THE ROYAL CANADIAN LEGION LA LEGION ROYALE CANADIENNE | |
|---|--------------|--|--|--------------------------|--|---|--|--|
| DAY / JOUR | MONTH / MOIS | YEAR / ANNEE | COMMAND / DIRECTION | BRANCH # / N° DE FILIALE | BRANCH NAME / NOM DE FILIALE | | | |
| 01 | 07 | 200 | 05 | 480 | WESTBORO | | | |
| NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS | | YEAR PAID FOR / ANNEE PAIEE | | | RATE / TAUX | | AMOUNT REMITTED / MONTANT REMIS | |
| 1 | | FULL YEAR FOR ANNEE COMPLETE POUR | | | 2011 | \$ 29.56 | \$ 29.56 | |
| | | | | | 20__ | \$ | \$ | |
| | | | | | 20__ | \$ | \$ | |
| | | HALF YEAR (after June 30) DEMI-ANNEE (après 30 juin) | | | 20__ | \$ | \$ | |
| | | | | | 20__ | \$ | \$ | |
| | | THIRD YEAR (after August 31) TROIS D'ANNÉES (après 31 août) | | | 20__ | \$ | \$ | |
| | | | | | 20__ | \$ | \$ | |
| | | | | | 20__ | \$ | \$ | |
| | | PREPAID FOR PAIEE D'AVANCE POUR | | | 20__ | \$ | \$ | |
| | | | | | 20__ | \$ | \$ | |
| | | | | | 20__ | \$ | \$ | |
| | | LIFE MEMBERSHIPS ADHESION À VIE | | | N° OF YEARS N° D'ANNÉES | \$ | \$ | |
| | | | | | N° OF YEARS N° D'ANNÉES | \$ | \$ | |
| | | DUPLICATE CARD DEUXIÈME CARTE | | | | \$ | \$ | |
| 1 | | TOTAL NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS | | | TRANSMITTAL TOTAL / TOTAL REMISE | | \$ 29.56 | |
| FOR DOMESTIC COMMAND USE À L'USAGE DE LA DIRECTION NATIONALE | | | CREDIT AVAILABLE / CREDIT DISPONIBLE | | | DEDUCT CREDIT AMOUNT / RAIEN MONTANT DU CREDIT | | |
| | | | DEBIT DOWNS / DEBIT DU | | | ADD DEBIT AMOUNT / PLUS MONTANT DU DEBIT | | |
| | | | CHECK # / N° DU CHEQUE 0010 | | | CHECK TOTAL / TOTAL DU CHEQUE \$ 29.56 | | |
| | | | X <i>CP Secretary</i> <small>Branch Secretary or Membership Chairman / Secrétaire de la Filiale ou Président d'affiliation</small> | | | | | |

www.legion.ca

1st DOMINION COMMAND COPY / 2nd BRANCH COPY / 3rd COPIE DE DIRECTION NATIONALE / 2^{ème} COPIE DE FILIALE

©2004 11/12/2015

FIGURE 10-5 — BRANCH TRANSMITTAL FORM

CHAPTER 11

HOW TO PROCESS A DECEASED MEMBER

DESCRIPTION

Dominion Command must be advised of the death of any member regardless of membership category. Legion Magazine publishes a removable Last Post Section in the magazine twice a year in the spring and fall and posts the entries in a searchable database on their website www.legionmagazine.com. The Last Post is reserved for Ordinary members of The RCL at the time of death; RCL Life members who were previously Ordinary members and Canadian War Veterans. The branch should complete and submit a Last Post Death Notice for members who have had military service in order to publish an announcement in Legion Magazine. Only those received within a year of the date of death are published in the magazine.

FORMS TO USE

- 1101. MEMBER DATA CHANGE FORM (See Figure 1-2)
(Yellow two part form) (Stock # 800669)
 - a. Yellow - is the Dominion Command copy
 - b. Blue - is the Branch copy
- 1102. LAST POST DEATH NOTICE (See Figure 1-8)
(Blue single sided form) (Stock # 800430)

PROCESS

- 1103. MEMBER DATA CHANGE FORM (See Figure 11-1)
 - a. Complete a Member Data Change Form for all categories of membership;
 - b. Complete the Member Information Section "A", including member #, command/branch, name and address;
 - c. Complete Section "B" NEW INFORMATION – Under the section for Legion Magazine at the bottom of the form, mark the box DECEASED to identify any deceased member.



|  Member Data Change Form Modifications des Données sur le Membre | |  | |
|---|--|---|---|
| AT EACH RE-ENTRY TO THE FORM OR RENEWAL, CLIP IT MAKING PAYMENT / À CHAQUE RÉ-ENTRÉE DU FORMULAIRE D'ADHÉSION, CLIPER LE FORMULAIRE D'ADHÉSION À CHAQUE RÉ-ENTRÉE DU FORMULAIRE D'ADHÉSION | | | |
| A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE (Complete Section "A" for all members) / (Compléter l'Annexe "A" pour tous les membres) | | | |
| MEMBER NUMBER / NUMÉRO DU MEMBRE 2222222 | | COMMAND / DIRECTION 13 | |
| BRANCH NUMBER / NUMÉRO DE FILIALE 013 | | GAT / YEAR 30 | |
| MONTH / MOIS 08 | | YEAR / ANNÉE 2010 | |
| LAST NAME / NOM DE FAMILLE JOHNSON | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES PATRICK | |
| MAILING ADDRESS / ADRESSE DE CORRESPONDANCE 456 WILSON AVE | | | |
| CITY / VILLE OTTAWA | | PROVINCE ON | POSTAL CODE / CODE POSTAL K2L 0A1 |
| COUNTRY / PAYS CAN | | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION <input type="checkbox"/> LIFE / À VIE <input checked="" type="checkbox"/> ORDINARY / ORDINAIRE <input type="checkbox"/> ASSOCIATE / ASSOCIÉ <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT <input type="checkbox"/> HONORARIOUS LIFE / À VIE HONORARIOUS | | | |
| PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE I authorize the release of my personal information to the RCL for the purpose of providing services to me. / J'autorise la divulgation de mes renseignements personnels à la LRC pour le but de me fournir des services. | | | |
| <input type="checkbox"/> YES / OUI <input checked="" type="checkbox"/> NO / NON | | | |
| B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS | | | |
| COMMAND / DIRECTION | | BRANCH NUMBER / NUMÉRO DE FILIALE | |
| YEARS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINUÉ 20 | | TOTAL YRS / ANN. TOTAL | |
| LAST NAME / NOM DE FAMILLE | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES | |
| MAILING ADDRESS / ADRESSE DE CORRESPONDANCE | | | |
| CITY / VILLE | | PROVINCE | POSTAL CODE / CODE POSTAL |
| COUNTRY / PAYS | | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION <input type="checkbox"/> LIFE / À VIE <input type="checkbox"/> ORDINARY / ORDINAIRE <input type="checkbox"/> ASSOCIATE / ASSOCIÉ <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT | | | |
| REASON FOR CHANGE / RAISON POUR CHANGEMENT | | | |
| MILITARY SERVICE / SERVICE MILITAIRE | | SERVICE NUMBER / NUMÉRO MATRICULE | |
| <input type="checkbox"/> WW I / 1 ^{ère} GM <input type="checkbox"/> WW II / 2 ^e GM <input type="checkbox"/> KOREA / CORÉE <input type="checkbox"/> GULF / GOLFE <input type="checkbox"/> NAVY / MARINE <input type="checkbox"/> ARMY / ARMÉE <input type="checkbox"/> AIR FORCE / AVIATION <input type="checkbox"/> CF / FC <input type="checkbox"/> RCMP / GRC <input type="checkbox"/> RESERVES / RÉSERVES <input type="checkbox"/> OTHER / AUTRE | | | |
| MAGAZINE / REVUE | | YEAR OF BIRTH / ANNÉE DE NAISSANCE | |
| <input type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH / FRANÇAIS <input type="checkbox"/> SUPPLEMENT / SUPPLÉMENT | | <input type="checkbox"/> DECEASED / DÉCÉDÉ <input checked="" type="checkbox"/> DECEASED / DÉCÉDÉ | |
| BRANCH APPROVAL / AUTORISATION DE FILIALE | | PROVINCIAL COMMAND APPROVAL / AUT. RÉGIONALE DE DIRECTION PROVINCIALE | |
| <input checked="" type="checkbox"/> B Secretary Branch Secretary or Membership Chairman / Secrétaire de Branche ou Président d'Adhésion | | <input checked="" type="checkbox"/> X Provincial Command Approval / Aut. Régionale de Direction Provinciale | |

FIGURE 11-1 — MEMBER DATA CHANGE FORM

1104. LAST POST DEATH NOTICE (if applicable) (See Figure 11-2)

- a. An announcement will be published in the Legion Magazine for any member who has had military service and notification for the death has reached Legion Magazine within one year of the date of death. The onus is on the branches to submit these notices promptly. Late notices will only be entered in the Last Post database on the Legion Magazine website. Notices without a date of death will not be published.
- b. Complete appropriate section on the form providing all known information regarding the deceased.
- c. Provide membership information including Command/Branch, membership number and the last year membership dues were paid.
- d. If the deceased was a Legion member and the widow(er) is not and wishes to receive Legion magazine for the duration of the calendar year, please complete the section "WIDOW(ER) INFORMATION"; otherwise the deceased's subscription will be cancelled.

If the deceased was a Legion member and the widow(er) is also a Legion member but is currently not receiving the magazine, please complete all areas under this section in order to reactivate the widow(er)'s subscription.

- e. The Last Post Notice must be mailed to:

Last Post, Legion Magazine

86 Aird Place
Kanata, ON K2L 0A1

LAST POST DEATH NOTICE

Legion Magazine publishes a removable Last Post Section in print twice a year, in the spring and fall, and at that time posts the entries in a searchable database on the Web site www.legionmagazine.com.

Last Post is reserved for these groups: 1) **Ordinary members** of The Royal Canadian Legion at time of death; 2) **RCL life members** who were previously ordinary members; and 3) **Canadian war veterans** (WW I, WW II, Korean War, Gulf War) who were not RCL members at time of death.

The focus is on branches to submit notices promptly. Type or print to ensure legibility. Be thorough and accurate. We only publish in the print magazine those notices received at our Ottawa office within one year of death. Late notices will only be entered in the Last Post database on our Web site, where they will have historical value. We do not publish notices that lack a date of death.

Please note that because of the growing public concern about identity theft, we will no longer publish any service number that consists of 9 numerals since this could also be a social insurance number. Your understanding is appreciated.

| | | | | | |
|--|--------------------------------|-------------------------------------|--|--|--|
| SURNAME (INCLUDE MAIDEN NAME IF APPLICABLE) | | RANK | GIVEN NAMES | | GALLANTRY AWARDS |
| JOHNSON | | | PATRICK | | |
| SERVICE NUMBER UNIT/BRANCH OF SERVICE | | | | | |
| WW I <input type="checkbox"/> | WW II <input type="checkbox"/> | KOREAN WAR <input type="checkbox"/> | GULF WAR <input checked="" type="checkbox"/> | | |
| DATE OF DEATH | 03 / 17 / 2010 | AGE | 70 | LIFE MEMBER <input type="checkbox"/> | ORDINARY MEMBER <input checked="" type="checkbox"/> |
| | MONTH DAY YEAR | | | VETERAN NON-MEMBER <input type="checkbox"/> | |
| NAME OF BRANCH AND LOCATION (TOWN OR CITY) | | | | | |
| DOMINION OTTAWA BRANCH OTTAWA | | | ON | O13 | |
| PROVINCE BRANCH NO. | | | | | |
| LAST ADDRESS | | | | | |
| APT OR PO BOX NO. | | ADDRESS | | | |
| | | 456 WILSON AVE | | | |
| CITY | | PROVINCE | | POSTAL CODE | |
| OTTAWA | | ON | | K2L 0A1 | |
| DECEASED'S LEGION MEMBER NUMBER | | | LAST YEAR MEMBER PAID FOR | | |
| 2222222 | | | 2010 | | |
| NOTICE SUBMITTED BY | | | TITLE | | |

WIDOW(ER) INFORMATION

If the deceased was a Legionnaire and the widow(er) is not a Legion member and wishes Legion Magazine to be mailed for the duration of the calendar year, please provide the information requested below; otherwise the deceased's subscription will be cancelled as of this notice.

If the deceased was a Legionnaire and the widow(er) is a Legion member but is not currently receiving the magazine, please provide the information requested below to reactivate the widow(er)'s subscription.

| | | | | | |
|----------------------|---------------|-----------------------------|---|-------------|--------|
| SPOUSAL INFO: | LEGION MEMBER | NO <input type="checkbox"/> | YES <input checked="" type="checkbox"/> | LEGION NO. | 111111 |
| SURNAME OF WIDOW(ER) | | GIVEN NAME | | | |
| JOHNSON | | MARY | | | |
| APT OR PO BOX NO. | | ADDRESS | | | |
| | | 456 WILSON AVE | | | |
| CITY | | PROVINCE | | POSTAL CODE | |
| OTTAWA | | ON | | K2L 0A1 | |

MAIL THIS NOTICE TO: LAST POST, LEGION MAGAZINE, 88 AIRD PLACE, KANATA, ON K2L 0A1.

REORDER FROM: SUPPLY DEPT., THE ROYAL CANADIAN LEGION, 88 AIRD PLACE, KANATA, ON K2L 0A1, ASKING FOR FORM NO. 800430—August 2006

FIGURE 11-2 — LAST POST DEATH NOTICE

CHAPTER 12

HOW TO PROCESS MEMBER INFORMATION CHANGES

DESCRIPTION

Any changes to a member's information must be submitted to Dominion Command by completing the appropriate sections on a Member Data Change Form. This form is used to provide Dominion Command with new or changed information pertaining to an existing member. A new Membership Card will be issued if the change affects the information reflected on the Membership Card, (ie. transfers, name changes, category changes) providing per capita tax has been paid for the current year. If not paid, a new card will be issued at the time the per capita tax is processed.

FORMS TO USE

1201. MEMBER DATA CHANGE FORM (See Figure 1-2).
(Yellow two part form) (Stock # 800669)
- a. Yellow - is the Dominion Command copy
 - b. Blue - is the Branch copy

PROCESS

1103. MEMBER DATA CHANGE FORM Complete the Member Information Section providing all applicable information including member number, command/branch number, address, category, citizenship and privacy information. For any changes, complete the appropriate area under the section "New Information."

a. **Privacy Statement:** (See Figure 12-1) in order to change the privacy information complete the Privacy Statement.

Member Data Change Form
Modifications des Données sur le Membre

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE

MEMBER NUMBER / NUMÉRO DU MEMBRE: 111111
COMMAND / SECTION: 13
BRANCH NUMBER / BUREAU DE FILIALE: 013
DAY / JOUR: 31
MONTH / MOIS: 08
YEAR / ANNÉE: 2010

LAST NAME / NOM DE FAMILLE: SMITH
FIRST NAME & INITIALS / PRÉNOM ET INITIALES: JOHN

MAILING ADDRESS / ADRESSE DE CORRESPONDANCE: 123 MAIN ST.
CITY / VILLE: OTTAWA
PROVINCE: ON
POSTAL CODE / CODE POSTAL: K2L 0A1
COUNTRY / PAYS: CAN

BRANCH / LOCAUX: [blank]

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☒ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT ☐ MILITARY / MILITAIRE ☐ JUVENILE / JEUNE

CITIZENSHIP / CITIZENNETÉ: CDN

PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE
Permit me to release information for RCL Member Benefit Package
Consentez-moi de fournir de l'information pour le programme de bénéfices pour membres de la RCL ☒ YES / OUI ☐ NO / NON

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

COMMAND / SECTION: [blank] BRANCH NUMBER / NUMÉRO DE FILIALE: [blank] YRS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINUES: 20 TOTAL YRS / ANS TOTAL: [blank]

LAST NAME / NOM DE FAMILLE: [blank] FIRST NAME & INITIALS / PRÉNOM ET INITIALES: [blank]

MAILING ADDRESS / ADRESSE DE CORRESPONDANCE: [blank]
CITY / VILLE: [blank] PROVINCE: [blank] POSTAL CODE / CODE POSTAL: [blank] COUNTRY / PAYS: [blank]

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT

REASON FOR CHANGE / RAISON POUR CHANGEMENT: [blank]

MILITARY SERVICE / SERVICE MILITAIRE: [blank] SERVICE NUMBER / NUMÉRO MATRICULE: [blank]

☐ WWI / 1^{re} GM ☐ WWII / 2^e GM ☐ KOREA / CORÉE ☐ GULF / GOLFE ☐ NAVY / MARINE ☐ ARMY / ARMÉE ☐ AIR FORCE / AVIATION ☐ CS / FC ☐ RCMP / GRC ☐ RESERVES / RÉSERVES ☐ OTHER / AUTRE

MAGAZINE / REVUE: ☐ ENGLISH / ANGLAIS ☐ FRENCH / FRANÇAIS ☐ NONE / AUCUNE ☐ DECEASED / DÉCÉDÉ ☐ YEAR OF BIRTH / ANNÉE DE NAISSANCE: [blank] GENDER / SEXE: ☐ M ☐ F

BRANCH APPROVAL / APPROBATION DE FILIALE: [blank] PROVINCIAL COMMAND APPROVAL / APPROBATION DE DIRECTION PROVINCIALE: [blank]

X [Signature] **X**

YELLOW: DOMINION COMMAND COPY / BLUE: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE

FIGURE 12-1 — MEMBER DATA CHANGE FORM—PRIVACY STATEMENT

- b. **Transfer:** (See Figure 12-2) please refer to “How to Process a Transfer”.

LEGION Member Data Change Form
Modifications des Données sur le Membre

THE ROYAL CANADIAN LEGION
LA LÉGION ROYALE CANADIENNE

ATTACH REGISTRATION FORM OR RE-ENTRY CARD IF MAKING PAYMENT (INCLUDES OR Fournir à la RCL si vous faites un paiement)
Carte d'adhésion ou Carte de ré-entrée si vous faites un paiement

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
Command / Direction: 13 Branch Number / Numéro de Filiale: 013 Day / Jour: 28 Month / Mois: 08 Year / Année: 2010

LAST NAME / NOM DE FAMILLE: SMITH FIRST NAME & INITIALS / PRÉNOM ET INITIALES: JOHN

MAILING ADDRESS / ADRESSE DU COURRIER: 123 MAIN ST. OTTAWA ON K2L 0A1 CAN

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION: ☒ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT ☐ MEMBERSHIP CPT / À VIE MEMBRANT

PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE
Permission to release information for RCL Member Benefits Package
Consentement de fournir de l'information pour le programme de bénéfices pour membres de la LRC: ☐ YES / OUI ☐ NO / NON

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS
Command / Direction: 15 Branch Number / Numéro de Filiale: 015 YRS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINU: 20 TOTAL YRS / ANS TOTAL: 20

LAST NAME / NOM DE FAMILLE: SMITH FIRST NAME & INITIALS / PRÉNOM ET INITIALES: JOHN

MAILING ADDRESS / ADRESSE DU COURRIER: 123 MAIN ST. OTTAWA ON K2L 0A1 CAN

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT

REASON FOR CHANGE / RAISON POUR CHANGEMENT: ☐ TRANSFER / TRANSFERT

MILITARY SERVICE / SERVICE MILITAIRE: ☒ WW I / 1^{re} GM ☐ WW II / 2^e GM ☐ KOREA / CORÉE ☐ GOLF / GOLFE ☐ NAVY / MARINE ☐ ARMY / ARMÉE ☐ AIR FORCE / AVIATION ☐ CF / FC ☐ RCMP / GRC ☐ RESERVES / RÉSERVES ☐ OTHER / AUTRE

MAGAZINE / REVUE: ☐ ENGLISH / ANGLAIS ☐ FRENCH / FRANÇAIS ☐ DECEASED / DÉCÉDÉ YEAR OF BIRTH / ANNÉE DE NAISSANCE: GENDER / SEXE: M ☐ F ☐ OTHER / AUTRE

BRANCH APPROVAL / AUTORISATION DE FILIALE: ☒ X **Secretary** PROVINCIAL COMMAND APPROVAL / AUTORISATION DE COMMANDEMENT PROVINCIAL: ☒ X

YELLOW: DOMINION COMMAND COPY / BLUE: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE

FIGURE 12-2 — MEMBER DATA CHANGE FORM—TRANSFER

- c. **Category Change:** (See Figure 12-3) When a membership category changes, the current membership category should appear in the information section and the new category should be entered under the section titled "NEW INFORMATION". You must also complete the section "REASON FOR CHANGE", providing a reason for the category change. For appropriate reason please refer to the eligibility requirements for the new category indicated.



|  Member Data Change Form Modifications des Données sur le Membre | |  THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE |
|--|--|---|
| ATTACH REQUESTION FORM OR RENEWAL CARD IF MAKING PRINTING / INCLURE UN FORMULAIRE D'INSCRIPTION OU CARTE DE RENOUVELLEMENT SI VOUS FAITES UN PAIEMENT | | |
| A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE <small>(Complete Section "A" for all transactions) / (Remplir Section "A" pour toutes transactions)</small> | | |
| MEMBER NUMBER / NUMÉRO DU MEMBRE 111111 | COMMAND / DIRECTION 13 | BRANCH NUMBER / NUMÉRO DE FILIALE 03 |
| LAST NAME / NOM DE FAMILLE SMITH | | DATE OF BIRTH / DATE DE NAISSANCE 28 08 2010 |
| MAILING ADDRESS / ADRESSE DE COURRIER 123 MAIN ST. | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES JOHN |
| CITY / VILLE OTTAWA | PROVINCE ON | POSTAL CODE / CODE POSTAL K2L 0A1 |
| COUNTRY / PAYS CAN | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION <input type="checkbox"/> LIFE / À VIE <input type="checkbox"/> ORDINARY / ORDINAIRE <input type="checkbox"/> ASSOCIATE / ASSOCIÉ <input checked="" type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT <input type="checkbox"/> HONORARIUS / À VIE HONORAIRE | | |
| CITIZENSHIP / CITIZENNETÉ CDN | | |
| PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE Permitted to mix my information for RCL Member Benefits Package / Autorisé de mélanger de l'information pour le package de bénéfices pour membres de la RCL <input type="checkbox"/> YES / OUI <input checked="" type="checkbox"/> NO / NON | | |
| B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS | | |
| COMMAND / DIRECTION 13 | BRANCH NUMBER / NUMÉRO DE FILIALE 03 | YES OR CONTINUOUS SERVICE / ANNÉES DE SERVICE (CONTINUÉ) 20 |
| LAST NAME / NOM DE FAMILLE SMITH | | TOTAL YRS. ANS TOTAL 20 |
| MAILING ADDRESS / ADRESSE DE COURRIER 123 MAIN ST. | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES JOHN |
| CITY / VILLE OTTAWA | PROVINCE ON | POSTAL CODE / CODE POSTAL K2L 0A1 |
| COUNTRY / PAYS CAN | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION <input type="checkbox"/> LIFE / À VIE <input type="checkbox"/> ORDINARY / ORDINAIRE <input checked="" type="checkbox"/> ASSOCIATE / ASSOCIÉ <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT | | |
| REASON FOR CHANGE / RAISON POUR CHANGEMENT QUALIFIED UNDER FATHER | | |
| MILITARY SERVICE / SERVICE MILITAIRE | | SERVICE NUMBER / NUMÉRO MATRICULE |
| MAGAZINE / REVUE <input checked="" type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH / FRANÇAIS <input type="checkbox"/> SUPPLEMENT / SUPPLÉMENT <input type="checkbox"/> JOURNAL / JOURNAL <input type="checkbox"/> NEWS / NOUVELLES <input type="checkbox"/> ARMY / ARMÉE <input type="checkbox"/> AIR FORCE / FORCE AÉRIENNE <input type="checkbox"/> NAVY / MARINE <input type="checkbox"/> RCAF / RCAF <input type="checkbox"/> RESERVE / RÉSERVE <input type="checkbox"/> OTHER / AUTRE | | |
| BRANCH APPROVAL / AUTORISATION DE FILIALE B Secretary | | PROVINCIAL COMMAND APPROVAL / AUTORIZATON DU DIRECTEUR PROVINCIAL X |

FIGURE 12-3 — MEMBER DATA CHANGE FORM—CATEGORY CHANGE

- d. **Name Change:** (See Figure 12-4) When a change to a member's name is required, the old name should be shown in the Member Information Section and the new name should appear under the section titled "NEW INFORMATION". Member numbers can be easily confused for members with similar names; therefore, the reason for the name change is required and you must also complete the section "REASON FOR CHANGE", providing a reason for the name change. The operator can then more easily verify if the name and number are consistent. If a reason is not given and there appears to be no logical reason for the name change, the Member Data Change Form will be returned to the branch. Please ensure that you provide the full first name for the individual.

LEGION Member Data Change Form
Modifications des Données sur le Membre

A. PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
(Complete section "A" de cette fiche)
(Remplissez la section "A" de cette fiche)

MEMBER NUMBER / NUMÉRO DU MEMBRE: 13
BRANCH NUMBER / NUMÉRO DE FILIALE: 013
DAY / JOUR: 30
MONTH / MOIS: 08
YEAR / ANNÉE: 2010

LAST NAME / NOM DE FAMILLE: SMITH
FIRST NAME & INITIALS / PRÉNOM ET INITIALES: JANE

MAILING ADDRESS / ADRESSE DE COURRIER: 123 MAIN ST
CITY / VILLE: OTTAWA
PROVINCE: ON
POSTAL CODE / CODE POSTAL: K2L 0A1
COUNTRY / PAYS: CAN

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: ☐ LIFE / VIE ☐ JUNIOR / JUNIOR ☒ ASSOCIATE / ASSOCIE ☐ AFFILIATE VOTING / AFFILIE VOTANT ☐ AFFILIATE NON-VOTING / AFFILIE NON VOTANT ☐ NON-TITULAR / NON-TITULAIRE

B. NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS
(Complete section "B" de cette fiche)
(Remplissez la section "B" de cette fiche)

MEMBER NUMBER / NUMÉRO DU MEMBRE: 13
BRANCH NUMBER / NUMÉRO DE FILIALE: 013
DAY / JOUR: 20
MONTH / MOIS: 08
YEAR / ANNÉE: 2010

LAST NAME / NOM DE FAMILLE: BRADFORD
FIRST NAME & INITIALS / PRÉNOM ET INITIALES: JANE

MAILING ADDRESS / ADRESSE DE COURRIER: 123 MAIN ST
CITY / VILLE: OTTAWA
PROVINCE: ON
POSTAL CODE / CODE POSTAL: K2L 0A1
COUNTRY / PAYS: CAN

REASON FOR CHANGE / RAISON POUR CHANGEMENT: MARRIAGE

MAGAZINE / REVUE: ☒ YES / OUI ☐ NO / NON

Signature: X B. Secretary
Date: X

YELLOW: DOMINION COMMAND COPY / BLUE: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE

FIGURE 12-4 — MEMBER DATA CHANGE FORM—NAME CHANGE

FIGURE 12-5 — MEMBER DATA CHANGE FORM—LEGION MAGAZINE

- f. **Deceased Member:** (See Figure 12-6) Dominion Command must be advised of the death of any member regardless of membership category. If the member has had military service and an announcement is to be published in the Legion Magazine, the branch should also submit a Last Post Death Notice to Legion Magazine.

LEGION **Member Data Change Form**
Modifications des Données sur le Membre

ATTACH REGISTRATION FORM OR RE-NEWAL CARD OR MAKING PAYMENT / ATTACHEZ CARTE D'ADHESION OU FORMULAIRE D'ENTRETIENMENT OU CARTE DE RENOUVELLEMENT SI VOUS AVEZ ENVOYÉ UN PAIEMENT

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
(Complete Section "A" for all members) / Remplir Section "A" pour tous les membres

MEMBER NUMBER / NUMÉRO DU MEMBRE: 111111 COMMAND / DIVISION: 13 BRANCH NUMBER / NUMÉRO DE FILIALE: 013 DAY / JOUR: 30 MONTH / MOIS: 08 YEAR / ANNÉE: 2000

LAST NAME / NOM DE FAMILLE: SMITH FIRST NAME & INITIALS / PRÉNOM ET INITIALES: JOHN

MAILING ADDRESS / ADRESSE DE COURRIER: 123 MAIN ST.

CITY / VILLE: OTTAWA PROVINCE: ON POSTAL CODE / CODE POSTAL: K2L 0A1 COUNTRY / PAYS: CAN

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: ☐ LIFE / À VIE ☐ INDIVIDUAL / INDIVIDUELLE ☒ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT ☐ HONORARIES / LIFE / À VIE MÉRITE

CITIZENSHIP / CITIZENNETÉ: CON

PRIVACY STATEMENT / DECLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE
(Permettre le transfert d'information des BCL Member Benefits Package)
(Consentement de fournir de l'information pour le programme de bénéfices pour membres de la LRL) ☐ YES / OUI ☐ NO / NON

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

COMMAND / DIVISION: BRANCH NUMBER / NUMÉRO DE FILIALE: YEAR OF COMPLETION / SERVICE / ANNÉES DE SERVICE COMPLETÉES: 20 TOTAL YRS. / ANS TOTAL:

LAST NAME / NOM DE FAMILLE: MAILING ADDRESS / ADRESSE DE COURRIER: CITY / VILLE: PROVINCE: POSTAL CODE / CODE POSTAL: COUNTRY / PAYS:

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: ☐ LIFE / À VIE ☐ INDIVIDUAL / INDIVIDUELLE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT

REASON FOR CHANGE / RAISON POUR CHANGEMENT:

MILITARY SERVICE / SERVICE MILITAIRE: ☐ WW I / 1^{re} GM ☐ WW II / 2^e GM ☐ KOREA ☐ GULF / GOLFE ☐ NAVY / MARINE ☐ ARMY / ARMÉE ☐ AIR FORCE / AVIATION ☐ CR ☐ RC ☐ RCMP / GRC ☐ RESERVES / RÉSERVES ☐ OTHER / AUTRE

MAGAZINE / REVUE: ☐ ENGLISH / ANGLAIS ☐ FRENCH / FRANÇAIS ☐ NONE / AUCUN ☒ DECEASED / DÉCÉDÉ

YEAR OF BIRTH / ANNÉE DE NAISSANCE: GENDER / SEXE: ☐ M ☐ F

BRANCH APPROVAL / APPROBATION DE FILIALE: ☒ X **B Secretary** ☒ Y

PROVINCIAL / DOMINION APPROVAL / APPROBATION DE LA DIRECTION NATIONALE / BLEU: COPIE DE FILIALE

YELLOW: DOMINION COMMAND COPY / BLEU: BRANCH COPY / JAUNE: COPIE DE LA DIRECTION NATIONALE / BLEU: COPIE DE FILIALE

8066P(13/2010)

FIGURE 12-6 — MEMBER DATA CHANGE FORM—DECEASED MEMBER

- g. **Year of Birth & Gender:** (See Figure 12-7) Dominion Command maintains membership statistics based on age and gender. Although this information should be provided when a new member is submitted, this is not always done; therefore, Dominion Command may periodically ask branches to provide this information. It is recommended that whenever a Member Data Change Form or a Member Registration Form is being submitted to Dominion Command that this information be included.

LEGION **Member Data Change Form**
Modifications des Données sur le Membre

ATTENTION: NO DETACHMENT FORM OR BIRTH DATE IF MAKING PAYMENT / NE PAS DÉTACHER LE FORMULAIRE D'INSCRIPTION OU CARTES DE RÉCEPTION S'IL Y A UN PAIEMENT

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
 (Completter Section "A" pour les membres existants) (Remplir Section "A" pour les membres existants)

MEMBER NUMBER / NUMÉRO DU MEMBRE: 111111 COMMAND / COMMANDE: 13 BRANCH NUMBER / NUMÉRO DE FILIALE: 013 DAY / JOUR: 30 MONTH / MOIS: 08 YEAR / ANNÉE: 2010

LAST NAME / NOM DE FAMILLE: SMITH FIRST NAME & INITIALS / PRÉNOM ET INITIALES: JOHN

MAILING ADDRESS / ADRESSE DE CORRESPONDANCE: 123 MAIN ST. OTTAWA ON K2L 0A1 CAN

CITY / VILLE: OTTAWA PROVINCE: ON POSTAL CODE / CODE POSTAL: K2L 0A1 COUNTRY / PAYS: CAN

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☒ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT ☐ MEMBERSHIP LIFE / À VIE MEMBRE

CITIZENSHIP / CITIZENNETÉ: CDN **PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE**
 I authorize the release of information for the RCL Member Benefits Package / J'autorise la divulgation de données de l'information pour le programme de bénéfices pour membres de la LRC ☐ YES / OUI ☒ NO / NON

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

COMMAND / DIRECTION: BRANCH NUMBER / NUMÉRO DE FILIALE: YEARS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINU: INCL. 20 TOTAL YRS. / ANS TOTAL: 20

LAST NAME / NOM DE FAMILLE: FIRST NAME & INITIALS / PRÉNOM ET INITIALES:

MAILING ADDRESS / ADRESSE DE CORRESPONDANCE: CITY / VILLE: PROVINCE: POSTAL CODE / CODE POSTAL: COUNTRY / PAYS:

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT

REASON FOR CHANGE / RAISON POUR CHANGEMENT:

MILITARY SERVICE / SERVICE MILITAIRE: ☒ WW I / 1^{re} GM ☐ WW II / 2^{de} GM ☐ KOREA / CORÉE ☐ GULF / GOLFE ☐ NAVY / MARINE ☐ ARMY / ARMÉE ☐ AIR FORCE / FORCES AÉRIENNES ☐ CF / FC ☐ RCMP / GRC ☐ RESERVES / RÉSERVES ☐ OTHER / AUTRE

REMARKS / REMARQUES: ☒ YES / OUI ☐ NO / NON

BRANCH AFFILIATION / AUTOCISATION DE FILIALE: ☒ YES / OUI ☐ NO / NON

www.legion.ca

YELLOW: DOMINION COMMAND COPY / BLU: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE

FIGURE 12-7 — MEMBER DATA CHANGE FORM—YEAR OF BIRTH AND GENDER

h. Years of Continuous Service: (See Figure 12-8) Dominion Command does not maintain individual member files and did not always maintain years of continuous service on their records. Prior to 1987 branches were requested to submit this information; however, not all branches did. Therefore, some records may be inaccurate. If this information is incorrect in our records the branch must advise us accordingly. Branches must ensure that if a change to years of service is submitted that their branch records indicate that the member has had continuous service without interruption. We do know that any per capita tax payments processed since 1987 have been recorded correctly to the member's records.

LEGION **Member Data Change Form** **Modifications des Données sur le Membre** **THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE**

ATTENTION: REGISTRATION FORM FOR NEW MEMBERS, CARD OF MEMBERS, PREVIOUS / ATTENTION: UN FORMULAIRE D'INSCRIPTION DU CARTE DE MEMBRE, D'ANCIENS RENSEIGNEMENTS DU MEMBRE

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
(Complete Section "A" for all transactions) (Complétez Section "A" pour toutes transactions)

MEMBER NUMBER / NUMÉRO DU MEMBRE: 11111111 COMMAND / DIRECTION: 13 BRANCH NUMBER / NUMÉRO DE FILIALE: 013 DAY / JOUR: 30 MONTH / MOIS: 08 YEAR / ANNÉE: 2010

LAST NAME / NOM DE FAMILLE: SMITH FIRST NAME & INITIALS / PRÉNOM ET INITIALES: JOHN

MAILING ADDRESS / ADRESSE DE CORRESPONDANCE: 123 MAIN ST.

CITY / VILLE: OTTAWA PROVINCE: ON POSTAL CODE / CODE POSTAL: K2L 0A1 COUNTRY / PAYS: CAN

EMAIL / COURRIEL:

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☒ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT ☐ MERITORIOUS LIFE / À VIE MÉRITAIRE

CITIZENSHIP / CITIZENNETÉ: CDN

PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
I authorize the release of my personal information to the RCL for the purpose of providing services to its members. / J'autorise la divulgation de mes renseignements personnels à la LRC afin de fournir des services aux membres de la LRC. ☐ YES / OUI ☒ NO / NON

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

COMMAND / DIRECTION: BRANCH NUMBER / NUMÉRO DE FILIALE: YEARS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINU: ENCL. 2010 TOTAL YRS / ANS TOTAL: 15

LAST NAME / NOM DE FAMILLE: FIRST NAME & INITIALS / PRÉNOM ET INITIALES:

MAILING ADDRESS / ADRESSE DE CORRESPONDANCE:

CITY / VILLE: PROVINCE: POSTAL CODE / CODE POSTAL: COUNTRY / PAYS:

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: ☐ LIFE / À VIE ☐ ORDINARY / ORDINAIRE ☐ ASSOCIATE / ASSOCIÉ ☐ AFFILIATE VOTING / AFFILIÉ VOTANT ☐ AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT

REASON FOR CHANGE / RAISON POUR CHANGEMENT:

MILITARY SERVICE / SERVICE MILITAIRE: ☒ WW I / 1^{re} GUERRE MONDIALE ☐ WW II / 2^e GUERRE MONDIALE ☐ KOREA / CORÉE ☐ GULF / GOLFE ☐ HAITI / HAÏTI ☐ ARMY / ARMÉE ☐ AIR FORCE / FORCES AÉRIENNES ☐ CF / CF ☐ RCMP / GRC ☐ RESERVES / RÉSERVES ☐ OTHER / AUTRE

MAGAZINE / REVUE: ☐ ENGLISH / ANGLAIS ☐ FRENCH / FRANÇAIS ☐ SUPPLEMENT / SUPPLÉMENT ☐ NONE / RIEN ☐ DECEASED / DÉCÉDÉ ☐ YEAR OF BIRTH / ANNÉE-NAISSANCE: GENDER / SEXE: ☐ M ☐ F

BRANCH APPROVAL / AUTORISATION DE FILIALE: **B. Secretary** PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE: **X**

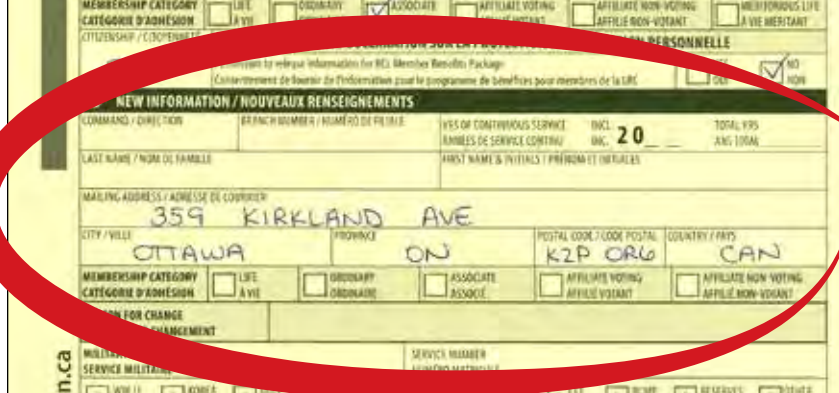
YELLOW: DOMINION COMMAND COPY / BLEU: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE

FIGURE 12-8 — MEMBER DATA CHANGE FORM—YEARS OF CONTINUOUS SERVICE

FIGURE 12-9 — MEMBER DATA CHANGE FORM—MILITARY SERVICE

- j. **Change of Address:** (See Figure 12-10) It is important that Dominion Command has the correct mailing address for all members. Enter the member's previous address under Part "A" (PREVIOUS MEMBER INFORMATION) and the member's new address in Part "B" (NEW INFORMATION). The address provided must be the mailing address which is not always the same as the civic address. If a member has a street address but has mail delivered to a PO Box #, then it is the PO Box # that we require. If the member lives on a rural route and also has a street address, we need both the RR# and the street address. It is the mailing address that we require and you must always include the postal code.

Note: Labels for the magazine are produced 6-8 weeks in advance of the delivery date of each issue; therefore, address changes may not become effective immediately.



| LEGION | | Member Data Change Form Modifications des Données sur le Membre | | TRIP ROYAL CANADIAN LEGION E. LEGLION RÉPUBLICAIN CANADIENNE | |
|---|--|--|--|---|--|
| ATTACH REGISTRATION / ATTACHEZ VOTRE CARTE DE MEMBRE / ATTACHEZ VOTRE CARTE DE MEMBRE / ATTACHEZ VOTRE CARTE DE MEMBRE | | | | | |
| A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE (Complete Section "A" for all members) (Complétez la Section "A" pour tous les membres) | | | | | |
| BRANCH NUMBER / NUMÉRO DU MEMBRE | | COMMAND / DIRECTION | | BRANCH NUMBER / NUMÉRO DU FILIAL | |
| 111111 | | 13 | | 013 | |
| LAST NAME / NOM DE FAMILLE | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES | | DAY / JOUR | |
| SMITH | | JOHN | | 30 | |
| MAILING ADDRESS / ADRESSE DE COURRIER | | CITY / VILLE | | MONTH / MOIS | |
| 123 MAIN ST | | OTTAWA | | 08 | |
| CITY / VILLE | | PROVINCE | | YEAR / ANNÉE | |
| OTTAWA | | ON | | 2010 | |
| POSTAL CODE / CODE POSTAL | | COUNTRY / PAYS | | | |
| K2L 0A1 | | CAN | | | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION | | | | | |
| <input type="checkbox"/> LIFE / À VIE <input type="checkbox"/> ORDINARY / ORDINAIRE <input checked="" type="checkbox"/> ASSOCIATE / ASSOCIÉ <input type="checkbox"/> AFFILIATE VOTING / AFFILIÉ VOTANT <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT <input type="checkbox"/> MULTIFUNCTIONAL LIFE / À VIE MERITANT | | | | | |
| NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS | | | | | |
| COMMAND / DIRECTION | | BRANCH NUMBER / NUMÉRO DU FILIAL | | YES OF CONTINUOUS SERVICE / OUI | |
| | | | | 20 | |
| LAST NAME / NOM DE FAMILLE | | FIRST NAME & INITIALS / PRÉNOM ET INITIALES | | TOTAL YRS / ANS TOTAL | |
| | | | | | |
| MAILING ADDRESS / ADRESSE DE COURRIER | | CITY / VILLE | | POSTAL CODE / CODE POSTAL | |
| 359 KIRKLAND AVE | | OTTAWA | | K2P 0R6 | |
| CITY / VILLE | | PROVINCE | | COUNTRY / PAYS | |
| OTTAWA | | ON | | CAN | |
| MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION | | LIFE / À VIE | | ORDINARY / ORDINAIRE | |
| | | | | | |
| ASSOCIATE / ASSOCIÉ | | AFFILIATE VOTING / AFFILIÉ VOTANT | | AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT | |
| | | | | | |
| BRANCH APPROVAL / AUTORISATION DE FILIAL | | | | | |
| X | | B. Secretary | | X | |
| YELLOW: DOMINION COMMAND COPY / BLEU: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIAL | | | | | |

FIGURE 12-10 — MEMBER DATA CHANGE FORM—CHANGE OF ADDRESS

CHAPTER 13

REPORTS

BRANCH TRANSMITTAL REPORT

1301. DESCRIPTION

- a. Each per capita tax submission processed at Dominion Command is assigned a Transmittal Number. This number is indicated on the header (top) of the Branch Transmittal Report which is sent to the branch for each per capita tax submission processed. The report is a summary of the items processed and shows the details of the cheque the branch sent with the submission and any debits or credits that may have resulted. The body of the report lists the member numbers and names and other details of the items processed.

1302. PROCESS

- a. Header—The top section shows the date the submission was processed, the Command and Branch numbers and the transmittal number assigned by Dominion Command. It also shows your cheque number and amount, the amount of the items processed and any suspense amount (shortage or overage). Check the "Suspense" amount which will be zero if the transmittal balanced. If this is other than zero, it means that the payment did not correspond with the items processed and you should refer to the Transmittal Summary. A Per Capita Tax Suspense Statement showing the balance in the suspense account, will be attached to any "out of balance" Transmittal Report.
- b. Body—The main section of the Transmittal Report lists all items processed. Check this section carefully to ensure that all the items submitted were processed. The member numbers and names are listed as well as the year processed. The type of transaction is indicated with an "R" for renewals, "S" for reinstatements and "N" for new registrations. The membership year being paid is also shown with an "F", "H" or "T", which indicates whether the payment was processed at the full year ("F"), half year ("H") or 1/3 year ("T") per capita tax rate. The membership category is indicated under "Mbr Type" and the code under the "Card Code" column indicates if a Membership Card is included or the reason why one is not, as detailed in the "Card Summary" section.

- c. Card Summary—This section summarizes the number of items processed, the reason and number of Membership Cards not issued and the number of Membership Cards issued with the Transmittal Report.
- d. Check the cards and report carefully and advise Dominion Command of any discrepancies immediately. File the report in your branch records for future reference.

| BC15056 | | BRANCH TRANSMITTAL REPORT THE ROYAL CANADIAN LEGION | | March 04, 201* | | |
|--|--|--|--------|--------------------|-----------|---|
| COMMAND | 01 | CHECK# | M2692 | | | |
| BRANCH | 01-094 | CHECK AMOUNT | 529.31 | | | |
| TRANSMITTAL# | BC15056 | TOTAL | 449.54 | | | |
| PROCESSED ON | 01-Oct-2010 | SUSPENSE AMT* | 79.47 | | | |
| *IF OTHER THAN ZERO, SEE THE PER CAPITA SUSPENSE STATEMENT AND TRANSMITTAL SUMMARY BELOW | | | | | | |
| Member # | Name | YEAR | F/H/T | MEMBER TYPE | CARD CODE | |
| 10112010 | CLEMENTS, STEPHEN P | 2011 | R | F | AN | 1 |
| 7335298 | EASY, MAURINE | 2009 | R | F | AV | 4 |
| 7335298 | EASY, MAURINE | 2010 | R | F | AV | 5 |
| 7335298 | EASY, MAURINE | 2011 | R | F | AV | 5 |
| 4606801 | EVANS, W D | 2011 | R | F | OR | 1 |
| 4635259 | GIEGERICH, MICHAEL E | 2011 | R | F | OR | 1 |
| 7530166 | GOODMAN, ARTHUR E | 2011 | R | F | AS | 1 |
| 4534431 | GREGG, PAT G | 2011 | R | F | AS | 1 |
| 6702454 | HOPKINS, ROY M | 2011 | R | F | OR | 1 |
| 7897269 | HORN, DARCEY C | 2010 | R | F | AV | 5 |
| 7902320 | HORN, MARGARET A | 2010 | R | F | AV | 5 |
| 4534397 | INSCHO, DOROTHY | 2011 | R | F | AS | 3 |
| 10083168 | IVES, EMILY E | 2010 | R | F | AS | 1 |
| 10083168 | IVES, EMILY E | 2011 | R | F | AS | 5 |
| 10058419 | JAWANDA, BALDEV SINGH | 2010 | R | F | AS | 1 |
| 6742165 | MILLS, CAROL E | 2010 | R | F | AS | 1 |
| 4861035 | PUMPHREY, WES E | 2011 | R | F | OR | 1 |
| 7820040 | WINTER, MARY D | 2011 | R | F | AS | 1 |
| TOTAL NUMBER OF TRANSACTIONS PROCESSED | | | | | 18 | |
| F = FULL YEAR | | H = HALF | | T = ONE THIRD YEAR | | |
| CARD CODE | CARD CODE SUMMARY REMARKS | # OF TRANS | | | | |
| 1 = | MEMBERSHIP CARD PREVIOUSLY ISSUED WITH RENEWAL CARD | 11 | | | | |
| 2 = | PREPAID - CARD TO BE ISSUED SEPTEMBER PRIOR TO YEAR PAID | 0 | | | | |
| 3 = | ALREADY PAID - CARD PREVIOUSLY ISSUED ACCOUNT CREDITED | 1 | | | | |
| 4 = | NO CARD ISSUED FOR THIS TRANSACTION TRANSACTION | 1 | | | | |
| 5 = | NEW CARD | 5 | | | | |
| 6 = | DUPLICATE CARD | 0 | | | | |
| 7 = | CARD AUTOMATICALLY REPLACED | 0 | | | | |
| 8 = | REFUND ISSUED AND SUSPENSE CREDITED | 0 | | | | |
| 18 | | | | | | |
| Cards issued : 5 | | | | | | |

Note: Per capita tax is not processed unless a Member Registration Form or Renewal Card is included with the submission. Membership Cards for the previous year are not issued after January 31st.

TRANSMITTAL SUMMARY / SUSPENSE STATEMENT

1303. DESCRIPTION

- a. If a transmittal is out of balance, the computer printed Branch Transmittal Report will show a (-)debit or credit amount in the suspense area. The out-of-balance amount goes into your branch suspense account and a Transmittal Summary will be forwarded with the Branch Transmittal Report. The summary lists any out-of-balance amount on the specific transmittal and identifies items which may have caused the debit or credit amount. A Suspense Statement is attached to the Transmittal Summary indicating the current balance in the suspense account.

1304. PROCESS

- a. Header—The top section shows the transmittal number assigned by Dominion Command, the date the submission was processed and the branch number. It also shows the suspense amount created on this particular transmittal. **If the Suspense Amount has a (-) before the total this indicates a debit (shortage). If the Suspense Total does not indicate (-) before the total – then this indicates a credit (overage).**
- b. Body—The main section of the Transmittal Summary identifies the reason for the suspense amount. There could be one or more reasons why the submission did not balance. For example:
 - i. Returned items - If items could not be processed and were returned to the branch, it will indicate the number of items and the rate of per capita tax paid. Any returned items will be included with a letter giving details why the items were returned.
 - ii. Number of members paid for - If the number of items processed is different from the number of items paid for, the transmittal will be out of balance. Check the Branch Transmittal Report carefully to ensure that all the members

you intended to pay for are listed. A missing name would indicate that we did not receive the transaction with your submission and you would end up with a credit. Conversely, if you included more items in the submission than you paid for you would end up with a debit.

BC15056

BRANCH TRANSMITTAL REPORT

THE ROYAL CANADIAN LEGION

March 04, 2011

CARIBOO

TRANSMITTAL SUMMARY

| | | | | | |
|--------------|-----------------|--------------------|----|-----------------|--------|
| Transmittal: | BC15056 | Members Processed: | 18 | Cheque Amount | 529.31 |
| Branch: | 01-094 | Members Paid For: | 20 | Transmittal Amt | 449.84 |
| Date: | 05-October-2010 | Members +/- : | 2 | Suspense Amount | 79.47 |

| Breakdown of Members Processed | | | | | Detailed Explanation of Transactions Submitted | | | | |
|--------------------------------|-----------|------|-------|----------|--|----------|------------|----------|----------|
| Year | Processed | Type | Rate | Extended | Paid For | Returned | Return Amt | Amt Paid | Suspense |
| 2009 | 1 | Full | 26.00 | 26.00 | 1 | 0 | 0.00 | 26.00 | 0.00 |
| 2010 | 6 | Full | 26.49 | 158.94 | 6 | 0 | 0.00 | 158.94 | 0.00 |
| 2011 | 11 | Full | 26.49 | 291.39 | 13 | 2 | 52.98 | 344.37 | 79.47 |
| 1 ALREADY PROCESSED | | | | | | | | | |
| Subtotal | | | | | | | | | 79.47 |
| Adjustments | | | | | | | | | 0.00 |
| Suspense Total | | | | | | | | | 79.47 |
| (-) Debit | | | | | | | | | |

SUSPENSE STATEMENT

| | | |
|--------------------------------|-------------|---------|
| Balance as of: 01-October-2010 | | \$48.41 |
| BC15056 | 06-Oct-2010 | 79.47 |
| Subtotal | | 79.47 |
| Suspense Total | | 127.88 |
| (-) Debit / (+) Credit | | |

- iii. Applied to Suspense Account - If you included a debit note or credit note from a previous transaction, it would create an out of balance situation on the current submission. The debit or credit amount will be applied to the suspense account and will appear in the "adjustments" area.
- iv. Adjustments - This section identifies other reasons why the submission may be out of balance.

- v. **Suspense Total**—this identifies the amount owing to Dominion Command (-) Debit or the Credit due to the branch on this particular transmittal.
- vi. **Check the Suspense Statement**—You should refer to the Suspense Statement that is attached to any “out of balance” Transmittal Report for the current balance of the account. The Statement lists the balance at the beginning of the current month and details of any suspense amounts incurred during the month. Payment for any amount owing (debit) should be forwarded by a separate cheque, or if you will be sending in another submission shortly you may include this amount. If you have a credit, you may apply it to your next submission.

Note: Each Transmittal Summary pertains only to the transmittal report in question. Please refer to the Suspense Statement for the balance in your suspense account.

TRANSFER/REINSTATEMENT REPORTS

1305. DESCRIPTION

- a. **Transfer/Reinstatement Reports** are produced at the end of each month and sent to all branches who have had members transferring in or out that month, including members who have reinstated in a new branch. The date on the top of the page indicates when the report was produced and any transfers processed after that date will be included on the next report. Members are listed by member number and name and shows the other branch number and address. As indicated on the report, branches with members transferring out, must forward their files to the new branches immediately.

1306. PROCESS

- a. **Header**—The top section indicates if the report is for members transferred to or from the branch, the branch name and the date.
- b. **Body**—The main section of the report lists all members who have transferred in or out of the branch. Check the name and

member numbers carefully to ensure that all members listed are correct.

- c. For members transferring out of your branch, forward the members' files, including Master Cards, to the new branch at the address provided. It is very important that this be done promptly.

BRANCH MEMBERSHIP REGISTER

1307. DESCRIPTION

- a. The Branch Membership Register indicates how Dominion Command records stand for your members. Listed will be all members whose per capita tax has been paid for the current year and all members paid for the previous year, but whose per capita tax has not been received for the current year. These members are not in good standing and will not receive the Legion Magazine. The date on the top of the pages indicate the date the register was produced. Any transactions received after this date would not be reflected. Members are listed in alphabetical order, with each category listed separately in the following sequence: Life, Ordinary, Associate, Affiliate Voting, Affiliate Non-Voting and Meritorious Life. The Branch Membership Register is for information only and cannot be used for statistical purposes. It has no bearing on the final year-end statistics. Statistical information should be obtained from your Zone, District or Provincial Command. ***A Branch Membership Register is sent to each branch in February and July of each year.*** Additional requests for a Branch Membership Register will result in a processing charge.

1308. PROCESS

- a. Member Number and Name—Check each membership category to ensure all members are listed correctly. Deceased members are not included on the register so if the name of a deceased member is shown you must notify Dominion Command immediately.
- b. Address—Dominion Command must have a complete and accurate mailing address for every member in order to send out the Legion Magazine. If an address is incorrect or the member

has moved, the magazine will be returned by Canada Post, or if an incomplete address has been submitted the magazine cannot be mailed. Suspension of the magazine is indicated by a "P" or an "I" in the mail status (MS) column and an "M" and date of suspension in the street address column. The magazine will be suspended until new or correct addresses are received. Check members' addresses carefully and submit new addresses immediately by completing a Member Data Change Form.

- c. Language Code—An "F" in the language code (LC) column indicates the member wishes to receive the French insert in the Legion Magazine.
- d. Mail Status—This column will advise you as to the status regarding the delivery of the Legion Magazine. The following codes can be found in the mail status column. Note: Codes N, P, I or C in this column indicates that delivery of the magazine has been suspended. See below for detailed explanation.
 - i. **A** – this code indicates that the member will receive the magazine as long as PCT for the current year is paid.
 - ii. **N** – this code will suspend delivery of the magazine. It indicates that the member does not wish to receive the Legion Magazine. This is usually because there are two members in the household. If this situation changes and the member wishes to receive the magazine you must notify Dominion Command by completing a Member Data Change Form.
 - iii. **P** - this code will suspend delivery of the magazine. This indicates that the magazine was returned to our office by Canada Post as undeliverable. A new address is required to reinstate delivery; therefore, complete a Member Data Change Form and forward to Dominion Command.
 - iv. **I** - this code will suspend delivery of the magazine. This indicates that the address is missing a key piece of information such as an apartment number. As delivery of the magazine cannot be completed without the information please verify that all elements of the address have been provided by completing a Member Data Change Form and forwarding to Dominion Command.

- v. **C** - this code will suspend delivery of the magazine. This code would indicate that the magazine was previously suspended for non-payment of dues. This code is also used if a former member indicates that he does not wish to receive any further correspondence (such as a renewal notice) from Dominion Command. Please notify us immediately if this code appears in the column and member has paid for the current year.
- e. **Years of Continuous Service**—The years of service (YR SV) column indicates the total years of continuous service the member has as of the last year paid. Dominion Command does not maintain individual records; therefore, we cannot confirm years of service prior to 1987. This information should be obtained from branch records.
- f. **Last Year Paid**—Check the year paid (Years Paid) column which indicates the last five years payment history for each member. Check that the per capita tax has been submitted for all members who have paid dues to the branch for the current year. If Dominion Command has not received the per capita tax, the last year paid will be the previous year. Payment must be submitted immediately for all members who have paid dues to the branch, but whose per capita tax has not been submitted to Dominion Command.
- g. **Cancel Date**—This indicates the date the magazine was returned to our office by Canada Post as undeliverable. See Mail Status (MS) column. This should have a “P” or “I” indicating the magazine was canceled pending receipt of a new address.
- h. **Category Totals**—the totals indicate the number of members paid for the current year and the number of members paid for the previous year.
- i. **February Branch Membership Register**—This lists all members whose per capita tax for the current year was received by February 6th. It also lists those members whose per capita tax was not received by February 6th; these members are no longer in good standing and will not receive the Legion Magazine. The name of a member appears in the branch register that is deceased, then he has not been recorded as deceased in the membership database at Dominion Command and you should

notify our office immediately. This applies to all categories of membership.

Note: Check the February Branch Membership Register carefully. If the information indicates that per capita tax or a notification of death has not be submitted, you must do so immediately.

- j. July Branch Membership Register—Two-part Renewal/Membership Cards for the following year are only produced for members whose per capita tax has been paid for the current year. Production of the two-part cards begins in July; therefore, any per capita tax payment received for the current year after June will mean that you will not receive a two-part card for these members. You must, therefore, submit the following year's payment on a Member Registration Form.

Note: Check the July Branch Membership Register carefully to determine who you have and have not received two-part Renewal/Membership Cards for.

Note: Deceased members are not shown on the Branch Membership Register; therefore, if you know someone is deceased and the name is listed you must notify Dominion Command immediately.

BRANCH NON-RENEWAL LIST

1309. DESCRIPTION

- a. Non-Renewal Lists are produced on a request basis only. The report indicates all members who have not renewed their membership for the current year. It also indicates members who are in arrears for the previous year. Branches are encouraged to contact these members and remind them to bring their membership dues up to date. Production of these lists will result in a processing charge.

1310. PROCESS

- a. If there are any members listed for whom you have received branch dues for the current year, you must submit the per capita tax to Dominion Command immediately. Please see section "Important Dates" to ensure that you do not miss a deadline date. Remember, these members no longer receive the Legion Magazine. Please see Section 1403 for important dates.
- b. If there are any deceased members listed, you must forward a Member Data Change Form to Dominion Command immediately so we can update our records. Please see section "Important Dates" to ensure that you do not miss a deadline date.
- c. Check for any "M" and date codes in the Street Address column and the Cancel Date column. The branch must follow-up with these members regarding their renewal. A change of address should be forwarded to Dominion Command.
- d. The members listed can still pay the current and immediate preceding two (2) years and retain their years of continuous service. The information is provided so that branches can contact the members in an effort to retain their membership.

CHAPTER 14

SUMMARY

IMPORTANT POINTS TO REMEMBER

1401. When making inquiries to Dominion Command regarding any transmittal or per capita tax submission always include: member name and number, date of the submission, amount and number of the cheque and transmittal number, if already processed.

1402. Always indicate your Command and branch number on all processing forms and correspondence, as well as members' names and membership numbers.

1403. **Important Dates:**

September 1 to November 30—Early Bird Campaign.

November 1—Submission for pre-paid NEW members.

December 15—Deadline for Early Bird submissions to reach Dominion Command. If received after this date, submissions will not to be included in campaign figures.

December 31—Membership Renewals - Membership year runs to December 31st. Members should renew before this date.

January 31—Deadline for members to renew for the current year and remain in good standing.

February 6—Deadline for renewal submissions, for the current year, to reach Dominion Command in order to avoid suspension of the Legion Magazine.

March 31—Deadline for per capita tax to reach Dominion Command to avoid member being included on Non-Renewal Lists.

June 30—Deadline for per capita tax to reach Dominion Command in order to receive a Two-Part Renewal/Membership Card for the following year.

**Remember, Transactions Must Reach
Dominion Command By The Above Dates**

LEGION MAGAZINE PRODUCTION SCHEDULE

1404. Labels for Legion Magazine are produced two months in advance of the issue date; therefore, new and reinstating members and members renewing after their subscription has been cancelled, may not receive the next immediate issue. To assist you in determining the next issue a member will receive, the following list is the estimated label production dates and the applicable issue:

| <u>Date</u> | <u>Issue</u> |
|--------------------|---------------------|
| February 6 | March/April |
| April 6 | May/June |
| June 3 | July/August |
| August 5 | September/October |
| October 4 | November/December |
| December 2 | January/February |

Note: While every effort has been made to detail fully all procedures to be used in every case by the branch, a problem or situation might arise which has not been covered in this GUIDE. If this happens, check with Dominion Command for the proper procedure.

ANNEX A

PROVINCIAL COMMAND CODES

A space is provided on the Membership Processing Forms indicating "Provincial Command Code". These are two-digit numerical codes which must be used on all forms to designate the Provincial Command in conjunction with the branch number.

They are as follows:

- 01 — BC/Yukon**
- 02 — Alberta/Northwest Territories**
- 03 — Saskatchewan**
- 04 — Manitoba/Northwestern Ontario**
- 05 — Ontario**
- 06 — Quebec**
- 07 — New Brunswick**
- 08 — Nova Scotia/Nunavut**
- 09 — Prince Edward Island**
- 10 — Newfoundland/Labrador**
- 13 — Dominion Ottawa Branch**
- 15 — Military Member at Large Branch**
- 16 — Retired Military Member at Large Branch**
- 17 — Eastern US Zone**
- 18 — Western US Zone**
- 19 — Europe Zone**

ANNEX B

PROVINCIAL COMMAND INSTRUCTIONS

1. **Life Application Forms**

- a. Provincial Command Approval is required.
- b. Dominion Command approval is required for US and Europe Zones.

NOTE: All applications for Life must be submitted to Provincial Command for approval before submitting to Dominion Command for processing. Applications must be accompanied by a Member Registration Form and Member Data Change Form. Provincial Command approval must be shown on processing forms forwarded to Dominion Command. If approval is not shown on the documentation, the transaction cannot be processed and will be returned to the branch.

2. **New Member Application Forms**

Applies to Saskatchewan Command only—a photocopy of all new member application forms should be forwarded to Saskatchewan Provincial Command.

PART III

MEMBERSHIP CHAIRMAN'S GUIDE

PART III of this manual is intended for the branch membership chairman and will also be useful to others at the zone, district and Provincial level who are involved in membership.

To meet the membership challenge each branch must have a Membership Committee and each Committee must have a leader - that leader is you the Branch Membership Chairman. This guide will give you the information that you need to do the job.

The guide explains the importance that membership plays in our branches, our commands and our organization. It tells you what you need to know to develop active membership recruitment and renewal programs. It also contains many helpful hints on ways to make the membership process better for you and the member.

This should be used in conjunction with "The General By-Laws", the Processing Guide and the Eligibility Guide indicated in Part I and Part II of this manual.

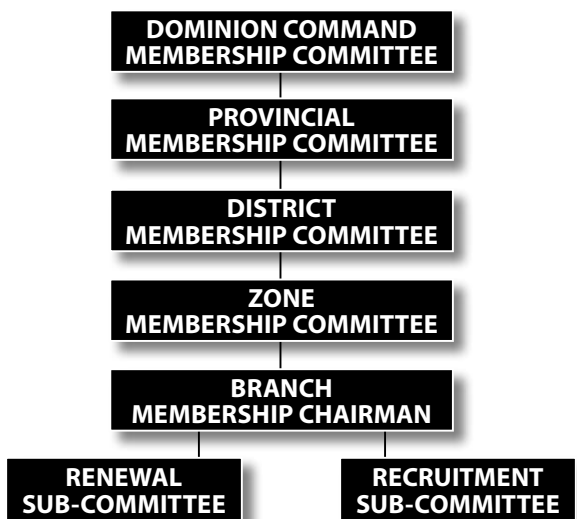
Note: The use of words indicating the masculine imparts the feminine.

CHAPTER 15

MEMBERSHIP—THE LIFE BLOOD OF THE LEGION

1501. Membership is one of the most important committees in the Royal Canadian Legion. It is also one of the toughest committees to run.
1502. Each year we are faced with the challenge to maintain and increase our membership. This is essential if the Royal Canadian Legion is to survive as a healthy and viable organization. Every year, we lose members for many reasons, one of which is the passing on of veterans who are now in their advanced years. To these members The Royal Canadian Legion owes its very existence, therefore we must do all we can to ensure that the work they started so many years ago continues in the future.
1503. There are three distinct activities that the Membership Chair must undertake: renewing current members, recruiting new members and the administration of Membership. It is essential for us to have active renewal and recruitment programs at all levels of the organization, but none of these programs is as important as the one at the grassroots level, the Branch. Through the effective administration of Membership and a focus on making your Legion branch an appealing place to visit and volunteer, the task of renewing and recruiting new members is more successful.

MEMBERSHIP ORGANIZATIONAL CHART



1504. This chart identifies the membership structure within the various levels of the Legion. Each level should have a committee headed by a membership chairman. Some commands may have zones and districts while others have one or the other. The branch should have two sub-committees, one for renewals and one for recruitments.

THE DOMINION COMMAND MEMBERSHIP CHAIRMAN

1505. The following is a brief description of a Dominion Command Membership Chairman, what qualities he should possess and his responsibilities.

- a. One of the Senior Elected Officers of Dominion Command;
- b. Gives leadership and direction towards the retention of present members and the recruitment of new members;
- c. Monitors existing membership programs and develops new ones to enhance membership activity at all levels;
- d. Provides recommendations for programs and materials to promote membership at all levels;
- e. Liaises with Provincial Commands and other national committees as required;
- f. Maintains a communication link from Dominion Command throughout all levels of the Royal Canadian Legion;
- g. Has sound knowledge of the various aspects of membership including policy, eligibility and processing;
- h. Accepts responsibility for membership at the national level.
- i. Motivates Membership Chairmen at both the provincial and branch level;
- j. Meets regularly with the Dominion Command Membership Committee to assess and review the national membership situation; and
- k. Analyzes statistical information, identifies problem areas and provides solutions.

THE PROVINCIAL MEMBERSHIP CHAIRMAN

1506. The following is a brief description of a Provincial Membership Chairman, what qualities he should possess and his responsibilities.

- a. Is usually an elected officer of the command;
- b. Has sound knowledge of the various aspects of membership including policy, eligibility and processing;
- c. Accepts full responsibility for membership within the command.;
- d. Is prepared and able to give generously of time and energy to membership;
- e. Preferably does not hold other committee chairs;
- f. Has developed a system to review and report through the various membership levels within the command, from Provincial, district, zone to branches, on a regular basis;
- g. Is aware of the membership picture in each individual district, zone or branch in the command as appropriate to the command size;
- h. Assures the appointment of membership representatives at district, zone and branch levels and works closely with them;
- i. Has a reasonable budget at his disposal;
- j. Keeps interest in membership alive throughout the year through meetings, workshops, bulletins, letters, etc., with particular emphasis on specific campaigns/programs, ie., Early Bird, renewals, recruitment, follow-up, CF base seminars, etc.;
- k. Keeps the Command and Dominion Command Membership Chairman informed of its current membership picture;
- l. Sets meaningful targets and goals for all levels of command;
- m. Supports all categories of membership and is prepared to solve membership problems and settle differences within the command, districts, zones and branches as they occur;
- n. Is thoroughly familiar with membership program materials and knows how to use them;

- o. Gives praise, honour and encouragement where due and censures when necessary;
- p. Rates effectiveness above popularity;
- q. Works closely with the Provincial Secretary;
- r. Thoroughly briefs a successor; and
- s. Turns over "The Membership Machine" in better shape than when accepted.

THE ZONE AND DISTRICT MEMBERSHIP CHAIRMAN

1507. The following is a brief description of a Zone or District Membership Chairman, what qualities he should possess and his responsibilities.

- a. Represents branches within their zone or district;
- b. Assumes responsibility for branches within their zone or district;
- c. Provides a liaison between Provincial Chairman and branches;
- d. Possesses many of the same qualities as a Provincial Membership Chairman but at the zone and district level;
- e. Organizes workshops and seminars;
- f. Trains the Branch Membership Chairman; and
- g. Zone and District Membership Chairmen work together to give support and guidance to branches and their members.

THE BRANCH MEMBERSHIP CHAIRMAN

1508. The following is a brief description of a Branch Membership Chairman, what qualities he should possess and his responsibilities.

- a. Is active and full of ideas;
- b. Is knowledgeable of what the Legion offers, what the branch offers, and of all regulations affecting membership;
- c. Studies and utilizes membership materials each year and orders what is required on a timely basis;

- d. Ensures that a committee is formed consisting of two sub-committees, one for renewals and one for recruitment and trains committee members appropriately;
- e. Conducts an Early Bird campaign and ensures follow-up through letters, telephone calls and personal visitations by committee members;
- f. Finds out why members have not renewed, tries to rectify any mistakes or misunderstandings and suggests improved programs to ensure member satisfaction;
- g. Organizes a recruitment campaign every year, making sure all potential members are canvassed. In conjunction with the branch Public Relations Officer, utilizes press, radio and TV in the campaign as well as membership materials available from Provincial and Dominion Commands;
- h. Promotes the work of the Legion by showing Legion films in the community, by having a Legion booth at local fairs etc., and by ensuring that the branch is the kind of branch a person would want to join;
- i. Attends membership workshops in the command and translates the ideas into action;
- j. Is a tireless worker who generates enthusiasm; and
- k. Is responsible for setting branch membership goals and ensuring the necessary tools are in place to achieve them.

THE BRANCH MEMBERSHIP COMMITTEE

1509. It is your responsibility as Membership Chairman to establish a Membership Committee by inviting current members who have expressed an interest in this activity to join you. The larger the Membership Committee, the easier it will be to cover all the activities required to achieve your goals. Every Branch Membership Committee is different, so you must find what works best for you. Having separate sub-committees for renewals and for recruitment works well.

1510. With your Committee, review the manuals and guides provided by Dominion Command to get a better grasp of how the Legion functions, the procedures and processes that guide activities and

to seek ideas on how to address particular issues. The following manuals are highly recommended for the Membership Chair, and any individuals who are involved in membership activities:

- a. The General By-Laws of the Royal Canadian Legion; and
- b. The Membership Manual, which includes sections on renewals, recruitment, eligibility and administration.

1511. The more comfortable and knowledgeable you are about all areas of Legion Membership, as well as office procedure, bookkeeping and record maintenance, the more manageable Membership becomes. You will feel confident in dealing with members when problems arise and will be able to resolve them more quickly and to the member's satisfaction. Patience, tact and diplomacy will generally lead to a positive conclusion.

1512. The Membership Committee should meet regularly throughout the year. While the Committee may focus a great deal of attention on the Annual Membership Renewal Campaign, membership activities should be ongoing all year long.

1513. All members of the Membership Committee should be fully trained in the functions they will be performing. Attendance at command, district and zone seminars should be a prerequisite to accepting the position and the Branch President should encourage attendance of all committee chairmen and committee members. Your Provincial Command should be contacted to obtain any training aids that may be available to assist you.

MEMBERSHIP CHALLENGES AND POTENTIAL SOLUTIONS

1514. There are many reasons why renewal and recruitment of members may be a challenge. Some of these reasons you may already be aware of, while others may surprise you. Each branch has its own particular dynamic, and your role as Membership Chairman is to identify and address some of the issues that impact Membership in your own Branch.

- a. **Aging Veteran Population**—There is a direct correlation between the loss of Ordinary Members (due to aging or death) and the loss of their family members as Associate Members. It is important to contact Associate Members upon the loss of the Ordinary Member in order to encourage them in renewing their Membership. The Legion still needs them!

- b. **Lack of Interest in Branch Activities**—Members, and particularly volunteers, like to make positive contributions and have fun at the same time. Staying in touch with members, especially those who seem disgruntled or uninterested, and actively seeking their feedback, will give you the opportunity to recommend some changes to your branch executive to revitalize branch programming;
- c. **Negative Branch Dynamics**—Petty bickering, cliques and prejudice amongst members can lead to a negative branch environment, and this can dissuade new members from joining. Again, actively seeking feedback from your members will give you a “heads up” when the branch executive needs to intercede to change a negative branch dynamic into a more positive one. Simply talking to the aggrieved parties may go a long way to satisfying everyone’s needs; and
- d. **Legion’s Public Image**—Consistent and effective use of Legion colours, symbols and slogans is important in presenting a unified front to the public. Promoting your branch by creating a very positive image in the community can often divert or disperse negative media attention. The Legion must tell its story, over and over, in order to let the public know who we are and what it is we do.

MEMBERSHIP MUST BE GIVEN TOP PRIORITY

1515. Membership is everyone’s responsibility, but as the leader of the Membership Committee, it is up to you to organize and delegate activities in a way that will lead to the ultimate goal: Increased Membership.

There are three components to Membership:

- a. **Renewal**—Ensuring that new and existing members are getting what they need, and expect, from the Legion, so that they choose to renew their Membership year after year;
- b. **Recruitment**—Attracting new members to join the Branch; and
- c. **Administration**—Managing the paperwork and processing it efficiently and in a timely manner to give members the best possible service.

CHAPTER 16

RECRUITMENT

1601. The most effective method of recruiting new members is to personally invite them to join your branch. A strong image, effective advertising and word of mouth all help to communicate that the Legion is a wonderful organization: an organization people will want to join. This section will help you develop the recruitment component of your Membership Program.

1602. Creating a recruitment plan, selecting recruitment tools, setting goals, assigning responsibilities to your committee members and then evaluating what was and was not successful, are essential to your Membership Program. There must be one new member recruited for each member who does not renew in order to maintain your membership numbers. If your goal is to increase membership, then the number of new members must surpass the number of those who do not renew. Reviewing and understanding your Membership Statistical Reports will assist you in estimating the number of members needed to be recruited.

RECRUITMENT CAMPAIGN GUIDELINES

INTRODUCTION

1603. A Recruitment Campaign is an activity that has a defined beginning and end date, with the ultimate goal of attracting and signing up new members to your branch. Having more paying members leads to a more vibrant and financially stable branch. The Dominion Command Membership Committee produced this document in order to assist you with the preparation and planning of your Branch Membership Recruitment Programs. You may already be doing some of the things mentioned, however you may also learn a few new tricks to improve your current program.

RECRUITMENT CAMPAIGN PLAN

1604. There are several elements you might consider including in your Recruitment Campaign plan, such as:

- a. Goals of the Campaign;
- b. Timing of the Campaign;

- c. Assigning Responsibility of Tasks;
- d. Target Area;
- e. Target Audience;
- f. Promotion and Marketing; and
- g. Follow Up.

GOALS

1605. With your committee, establish your recruitment goals based on the size of the target area and population within it. Setting an actual number, and then tracking your progress, is an effective way to update your committee and/or branch. People like to see visual proof that their efforts are working.

Suggestions:

- i. Put up a drawing of a thermometer in a high traffic area of your branch with the new member goal at the top. Periodically, colour in the thermometer and write down the number of new members signed up to date; and
- ii. Create a slogan for your campaign to generate interest and to get members to help out in the effort.

TIMING OF THE CAMPAIGN

1606. Set start and finish dates for the campaign. Timing can be crucial so careful consideration should be given to any factors that may conflict with this event.

1607. Your Provincial Command may have already set a date for a command recruitment campaign; if this is the case, your campaign should coincide with this event. Of course, your recruitment efforts should be ongoing throughout the year and you may wish to run a secondary campaign at a different time.

ASSIGNING RESPONSIBILITY OF TASKS

1608. All committee members should be asked which activities they would like to undertake and given the resources they require. As the campaign progresses, it will be their responsibility to report back to the committee on the status of their activities.

1609. If the committee member is only assisting in a chosen activity, they should be reminded that their participation is essential to the success of the campaign, and their efforts are very much appreciated.

TARGET AREA

1610. Decide on what geographic area to focus on within the location of the branch.

1611. Estimate the population in the above area and set a goal for the campaign that is reasonable and attainable. Determine the amount of effort required to meet this goal.

TARGET AUDIENCE

1612. Ensure that your committee members are familiar with the different categories of Membership. This will dictate your target audience and the types of messages that would work best in attracting them.

a. **Ordinary Membership**—Veterans, ex-service and still-serving military personnel, reservists, RCMP, Police Officers, Canadian Coast Guard, and others listed in the General By-Laws are eligible for Ordinary Membership. This Target Audience truly understands the meaning of service; which is the foundation upon which the Legion was built;

Suggestions:

- i. If your branch is near a military base or a police headquarters, ask if you can make a presentation, leave some promotional material to be distributed to those working there, or hang a poster; and
- ii. Work with your Branch Service Officer to identify any Veterans or families of Veterans in the area who are not yet members.

b. **Associate Membership**—Connecting with the family members of the individuals who are eligible for Ordinary Membership is a great way to sign people up for Associate Membership. This Target Audience possesses strong ties to those who have served and form a strong link to the past.

Suggestions:

- i. You can initiate a promotional event and offer an incentive to get Ordinary Members to sign up their family members (ie. “Bring in three, get one free”).
- c. **Affiliate Membership**—This category is possibly the one that will ensure the survival of our great organization. These members have no direct link to those who have served and yet they believe in what the Legion stands for. Baby Boomers (ages 50-65) in particular, may be looking for fun activities during their retirement and may be interested in making productive contributions to their community through volunteering at the Legion.
 - i. **Affiliate Voting Membership:** This is the newest category of membership open to Canadian Citizens and Commonwealth subjects of federal voting age, who do not qualify for Ordinary or Associate Membership; and
 - ii. **Affiliate Non-Voting Membership:** At the Dominion Convention in 2006 the eligibility requirements for this category of membership were changed to allow Non-Canadian Citizens and Non-Commonwealth subjects who are citizens of an allied country to apply for membership. Affiliate Non-Voting members have the same rights and privileges as other members except the right to vote and hold office.

Suggestions:

- i. Any guests who walk into the Branch are potential members and should be approached;
- ii. Encourage the parents of any young people who benefit from Legion sponsored activities to become members;
- iii. Approach guests who express an interest in playing sports such as darts, slow pitch, 8-ball etc and encourage them to join the Legion;
- iv. Set up an “open-house” at your branch and invite community members to attend;
- v. Set up a booth or table at the local shopping mall and hand out promotional material; and
- vi. Invite speakers to make presentations at the branch and invite community members to attend.

PROMOTION AND MARKETING

1613. Work with the Branch Public Relations Chairman and his or her committee to promote the recruitment campaign in the local media including local newspapers, radio and television. The Public Relations Committee can assist in producing a written appeal to the community for members by listing all the activities that the branch has supported in the community. Stress the need for the Legion's presence to continue supporting their programs and to provide a base for Remembrance and to ensure our seniors, Veterans and military personnel are cared for.
1614. Decide on what techniques will be used to conduct and promote the campaign, for example:
- a. Set up a booth or table in a public forum such as a shopping mall, arena, marketplace, store, sidewalk, fairground, etc., or at an appropriate function such as a health or home-show, sports forum or at a production of the local theatre group doing a show with a military theme;
 - b. When using a booth in a public forum you may want to invite the Service Officer or Public Relations Chairman to help in the booth in order to enhance the information you are offering to the public;
 - c. Use all the free resources from Dominion Command in the booth such as posters, pamphlets, leaflets, bookmarks etc. Items that are available are listed on the Supply Requisition Form and can be ordered from Dominion Command free of charge;
 - d. Use the same free material mentioned above to post on public bulletin boards and shop windows in the campaign area. The committee may want to make their own posters using their own themes or slogans; and
 - e. Use incentives to encourage other members to help bring in new members such as, "Bring in Three Get Yours Free". This offers a free membership to those who bring in three or more new members.

DOMINION COMMAND MEMBERSHIP RECRUITMENT TOOLS

1615. Dominion Command has developed some communication tools and items to assist branches with their recruitment campaign:

- a. **Welcome to the RCL Booklet (for new members)**—Insert your new member's card inside this handy booklet for Legion information "at a glance";
- b. **RCL Bookmark**—This is an ideal item for placing in libraries and other public areas. They take up very little room and yet can provide a strong message about the Legion to the general public;
- c. **Flyers**—There a number of flyers available for general and military target markets;
- d. **The Royal Canadian Legion Needs You Brochure**—This brochure is aimed at the general public and it outlines what the Legion is and what we do. It should be used to promote membership in the branch, shopping malls, at local community events etc.;
- e. **The Royal Canadian Legion & The Canadian Forces Brochure**—This brochure is aimed at serving members of the Canadian Forces and emphasizes the close connection the Legion has with the military. It outlines what the Legion can do for members of the forces, and how they in turn can help the Legion maintain the important work it does for veterans, serving and ex-serving members of the forces and the community at large;
- f. **"See you at the Legion" Cards**—These business cards provide contact information for someone at the branch;
- g. **Postcards**—These postcards can be used as hand outs or mailed to prospective members in your target area; and
- h. **Gift Membership Kit**—This is a great way for current members to participate in recruitment by signing up a loved one or friend.

OTHER RECRUITING SUGGESTIONS

1616. The following are just a few suggestions that may help in your recruitment programs. Each branch may have their own unique situations that should also be considered.

- a. Stimulate all members of the branch to become involved in bringing in new members;
- b. Use the brochures and posters that are available from Dominion Command to let potential members know what the Legion is doing;
- c. Invite potential members to accompany you or a friend to your branch, especially for a social occasion;
- d. When guests are in the branch make them feel welcome and don't hesitate to approach them with the suggestion of becoming a member;
- e. When potential members decide to join, assist them in completing application forms and ensure that all the information required is included in the forms;
- f. Membership Statistical Reports are posted on the Royal Canadian Legion website and should be reviewed each month in order to familiarize yourself and your committee with your branch membership. These reports will help you determine your recruitment requirements; and
- g. In order to reward your top recruiters you may wish to order specially designed Membership tie clips, bracelets, card holders etc. that are available from the Dominion Command Supply Department. For more details see the Dominion Command Supply Catalogue. You may also wish to reward your recruiters with items from your Provincial Command supply departments such as jackets, watches etc.

FOLLOW UP

1617. When your Recruitment Campaign is over, you should assess the success of your efforts and determine if you met the goals.

1618. Make a list of what was successful and what was not so that you will have this information to refer to for the next campaign.

NEW MEMBERS

1619. With a successful Recruitment Campaign plan you will reap the rewards of new members. In order to ensure that your new members are made to feel like a part of the Legion as soon as possible you must process the application and integrate the new members into your branch.

PROCESSING THE APPLICATION

1620. Ensure that all applications are processed efficiently. Obtain all the necessary information and collect the appropriate dues for the current year (one-half year after June 30th, one-third year after August 31st).

1621. After the application has been approved at a general meeting, send the per capita tax to Dominion Command in a timely manner and ensure all required paperwork is completed correctly. The Membership Card should be received in time to present to the member at the time of initiation.

Note: If the applicant does not pay dues for the current year, but pre-pays for the following year only, the applicant does not become a member until January 1st of the year paid and should be advised as such. These memberships must not be submitted to Dominion Command prior to November 1st.

1622. The “Membership Manual” should be used as a reference tool for processing new memberships.

INTEGRATING NEW MEMBERS

1623. As stated in the “General By-Laws”, all members initiated shall receive a copy of the General By-Laws. The branch should also provide them with lapel pins indicating their membership category.

1624. All new members should receive a copy of the “Welcome to The Royal Canadian Legion” booklet. This provides a comprehensive introduction to the organization and their membership cards can be inserted in the back of the booklets. These are available from Dominion Command at no cost to the branch.

1625. At the initiation ceremony branches may wish to present the new members with an information package to help them better understand The Royal Canadian Legion, as well as, the functions of the branch. This package would provide new members with information that they should be aware of. The package contents could include the following:

- a. Welcome letter;
- b. Initiation Certificate;
- c. Welcome book with Membership Card;
- d. Legion Pin;
- e. Branch By-Laws;
- f. General By-Laws;
- g. Member Benefits Executive Members;
- h. Bookmarks;
- i. List of Branch Executive Members;
- j. List of Committee Chairs;
- k. Poppy Campaign Review;
- l. Listing of Branch Events and Meeting Schedule;
- m. List of Branch Community Support and Community Donations;
- n. Copy of Branch Newsletter;
- o. Branch History;
- p. Branch Contact Business Card; and
- q. Branch House Rules.

1626. Once you have a new member signed up and initiated, the work of the Membership Committee does not stop there. The final part of your Recruitment Campaign is important to ensure that all your efforts provide long-lasting results. Research has shown that the majority of our non-renewals (not including the deceased) occur during the first and second years of membership. While your committee may be able to assist in this endeavour, it is crucial that the rest of the branch executive and their committees provide assistance.

1627. Make sure new members are introduced to other members, especially to those with the same interests. Ideally, this should be done during social hour following the initiation.
1628. The Branch Executive must make sure new members are made to feel welcome by members and staff. They must be encouraged to participate in some small way that will eventually establish them as contributing members. These new members will create a pool of potential future leaders in the organization. While some may be content to give the occasional helping hand, others may go on to become Dominion President. The key is to help all members find their niche where they can be both comfortable and productive.
1629. Pair new members with seasoned members to act as mentors. Ensure all new members are given an orientation of the branch and the Legion in general.
1630. Determine the likes and dislikes of new members and get them involved in the branch accordingly.
1631. All members should be encouraged to serve on branch committees. Find out how their expertise can benefit the branch and offer them the opportunity to serve on an appropriate committee where their skills can be best utilized.
1632. Explain the functions of the various committees so that the new members have a full understanding of what is expected of them. All branches should have committees as follows:
 - a. **Social & Entertainment**—This includes branch social functions such as dances, socials, bingos etc., as well as entertainment in the canteen or lounge;
 - b. **Ways and Means**—Fundraising projects of all descriptions;
 - c. **Building and Property Maintenance**—Projects required to keep the branch building and other property in proper state of repair;
 - d. **Public Relations**—An invaluable area for participation where many possibly have experience and connections;
 - e. **Bulletin**—Editorial and policy matters, typing, copying, mailing, etc.;

- f. **Veterans Service**—An excellent area for participation with Service Officers;
- g. **Bursaries and Scholarships**—Those who are in education or have benefited from this program would probably appreciate an opportunity to serve on such a committee;
- h. **Sports and Youth Leadership**—Those who have worked with young people in the community would enjoy being involved in the many youth programs the Legion supports;
- i. **Housing & Care of the Aged**—Here again, those with special skills could be of valuable assistance such as nursing, property management, catering, entertainment, etc.;
- j. **Community Involvement**—Many community projects are undertaken by branches. This is an excellent field for those who are outgoing and community minded;
- k. **Poppy Program and Remembrance Day**—Another excellent committee to educate members in the aims and objects of the Legion;
- l. **Colour Party**—Properly trained members could fill this important function, at the same time making them aware of the traditions of service and also an awareness of a Canadian identity;
- m. **Hospital Visiting**—Could cover hospital, nursing home and residence visiting; and
- n. **Membership**—This committee is one of the most important in the branch. It should consist of two sub-committees; one to manage renewals and one to manage new members.

CHAPTER 17

MEMBERSHIP RENEWALS

1701. Renewals are an important aspect of all membership programs. It is easier to get a member to renew than to go out and recruit a new member. The renewal period begins in September with the Early Bird Campaign and members should be renewed by January 1st, however, members are considered in good standing until January 31st. Those not renewed by this date cannot participate in branch activities and delivery of Legion Magazine will be suspended.

MEMBERSHIP RENEWAL PROGRAMS

1702. The national renewal goal is to achieve a 90% renewal rate every year. Current members are more likely to renew if they feel the branch is meeting most of their needs and they feel an attachment to the branch and other members. People are also very busy, and may not automatically remember to renew their membership, even though they fully intend to. It is important to participate in the national renewal campaign and to take advantage of the communication tools/processes that have been developed to assist branches.

EARLY BIRD & RENEWAL CAMPAIGNS

1703. The Dominion Command Membership Committee has set the national renewal goal at 90%. The sooner you begin your renewal campaign, the more likely it is that your branch will achieve or surpass this goal. August is a great time to start planning your renewal campaign.

1704. The most successful branch renewal programs are those that begin with the Early Bird Campaign, which commences in September. A member must pay by November 30th to qualify as an Early Bird and payment must reach Dominion Command by December 15th. The branch has the opportunity to receive an Early Bird Award if it renews 75% or more of its members during the Early Bird Campaign period. The branch will receive a certificate from Dominion Command for which a seal is issued each year that the branch achieves between 75-100% renewals before November 30th.

1705. Your branch's Early Bird and Renewal Campaign may incorporate some or all of these components:

- a. Promote the Early Bird Campaign with an event launch, advertisements, announcements, and use incentives to encourage early renewals, i.e. free membership draw;
- b. Send at least one dues notice to all members during the Early Bird and Renewal Campaign period – September 1st to December 31st. Many members are busy and do not think about renewing unless they receive a reminder notice. Any members who have not paid their membership dues by November 30th should receive a friendly reminder;
- c. Provide Early Bird stickers for members who participate in the campaign. This is a tangible indication to the members that their early renewal is recognized. These stickers can be ordered from the Dominion Command Supply Department free of charge. You may also consider other incentives to recognize Early Bird members such as hosting a dinner in their honour, or having an Early Bird draw for the chance to have their dues reimbursed or to win some other prize;
- d. Organize telephone committees to follow up on non-renewals and inactive members. If you discover that a member has moved or passed away, then complete the appropriate forms to indicate the change to Dominion Command, so that membership records may be updated. Personal contact may also help resolve some small complaint that may be leading to their reluctance to renew their membership;
- e. Encourage members to renew even if they are not actively involved in the branch and make them feel like a part of the Legion family. Their dues support many branch programs and their contribution is essential to the financial health of the branch. They also lend their voice to the national advocacy efforts to make changes in how governments create and manage programs for veterans, seniors and for Canadian citizens across the country;
- f. As you make contact with members, seek feedback on how to make the branch and its programs more attractive and interesting; and

- g. Impress upon members that branch dues are payable the first day of January to maintain their “good standing” status. A member who is no longer in good standing will lose their right to vote, their ability to participate in branch activities and delivery of Legion Magazine will be suspended. There is a one month grace period, but the reminder of these facts will encourage them to renew.

DOMINION COMMAND MEMBERSHIP RENEWAL TOOLS

1706. Dominion Command has developed some renewal tools and items to assist branches with their Early Bird and Renewal Campaigns:

- a. **Early Bird Letter/Letterhead**—The Early Bird form letter is designed to be a quick and simple way to remind members to support the Early Bird Campaign. The branch has only to insert the amount of the dues and sign the letter. Plain letterhead is also available and may be used to print your own individual branch message promoting the Early Bird Campaign. These letters should be sent between September and November;
- b. **Dues Notice**—These invoice-type notices are designed to be sent out to members as a reminder that it is time to pay their membership dues. They are business-like and easy to use. Branches are encouraged to send these to all members who have not renewed during the renewal period. These notices should be sent between September and January;
- c. **Reminder Postcards**—This “Time is Running Out” notice offers a light-hearted approach to encourage members to renew their membership. These postcards should be sent between September and January;
- d. **Early Bird Stickers**—Recognize your members’ effort to renew early by giving them a sticker to place on their membership card;
- e. **Early Bird Poster**—These can be placed around the branch as a reminder to all members who have not yet renewed. These posters should be displayed between September and November; and
- f. **Renewal Poster**—Once the Early Bird portion of the campaign is over, these posters can be displayed during the months of December and January. The change in image and message will attract branch members’ interest.

CHAPTER 18

OTHER COMMUNICATION AND REFERENCE TOOLS

BRANCH MEMBERSHIP COMMUNICATION TOOLS

1801. **Membership Board**—A suitable membership board, displayed in a prominent place in the branch is a credit to the membership committee and informs members of what is happening with its membership. Some branches use different coloured cards to differentiate between paid up and delinquent members; however, caution should be exercised by the committee to investigate the attitude of the branch before doing so, as the policy may not always be acceptable. It is important for the membership chairman to keep the board up-to-date at all times.
1802. **Branch Bulletin**—This is undoubtedly the best means of reaching your present members and should be used to its fullest advantage at all times in regards to membership. Again, branches must budget for the production and mailing of this publication.
- a. You should liaise with the editor of the publication to ensure that issue dates coincide with your branch membership campaigns;
 - b. Communication regarding programs, upcoming events and particularly membership dues, is a must to maintain contact with your members; and
 - c. This is especially important with those who do not or cannot frequent the branch regularly. Even though they may be passive members, they are still important because by paying their membership dues each year, they continue to support the Purposes and Objects of the Legion. They also provide the voice the Legion needs to make a difference when lobbying the government for veterans, seniors and other Canadian citizens across the country.
1803. **Public Relations**—In order to ensure successful renewal and recruitment campaigns you must promote your programs, your branch, and the Legion in your community through the

local media. Dominion Command publishes a “Public Relations Manual and Speakers Guide” for your reference. This manual will provide the information needed to conduct effective public relations campaigns supporting your branch activities.

1804. **Dominion Command Membership Calendar**—The Dominion Command Membership Section produces a membership calendar which includes the following key dates:

| | |
|-------------|---|
| September 1 | Launch of the Early Bird and Renewal Campaigns |
| November 30 | End of the Early Bird Campaign |
| December 15 | Dues must arrive at Dominion Command in order to be included in the Early Bird Campaign figures |
| December 31 | End of Renewal Campaign |
| January 1 | Members in Arrears |
| January 31 | Deadline for members to renew and remain in “Good Standing” |
| February 6 | Renewal submissions must arrive at Dominion Command to avoid cancellation of the LEGION Magazine. |

Please refer to the membership calendar to ensure you do not miss any important deadlines.

1805. **Information on Service Records**—Questions are often asked of Membership Chairmen, particularly from prospective members, regarding information on misplaced service records, medals etc. Unfortunately this information is not available from Dominion Command, nor under the Access to Information Act can Dominion Command obtain it. Under this act, personal information is only available to the individual concerned or, in certain cases, to a member of their immediate family. Please refer to the Eligibility Guide of the Membership Manual for information on who to contact to obtain service records and other such items.

CHAPTER 19

THE BIG PICTURE

1901. We have looked at membership activities at the branch level, but the branch cannot fight the membership battle alone. Dominion and Provincial Commands have a part to play.
1902. We have talked about some of the ways you can help to promote membership in your branch, by working together as a team. The success or failure of your branch to have a healthy membership does not depend on your membership committee alone. As we have said many times, Membership is Everybody's Business.
1903. The membership team does not stop at the branch; it is at all levels of the organization. If branch, zone, district, provincial and Dominion Command committees all work together to develop strong leaders, good programs and a good public image, we should have no trouble renewing and recruiting members from year to year.
1904. The bottom line is, if we are to be successful and maintain the level of service we give to Veterans, ex-service people, their families and our communities, we must maintain or increase our membership. To do this, we must ensure the highest possible rate of renewals, and for every member who does not renew, regardless of the reason, we must bring in new members to replace them.
1905. When we talk about membership, we are talking about the future of the Legion, and the future of the Legion depends on our existing members.
1906. Two of the many assets of age are the wisdom and experience gained over a lifetime. If we are to survive, this knowledge and sense of commitment must be passed on to new generations.
1907. To attract new people into our organization, we must be dynamic and in tune with the times. One of the challenges is to convince people that the Legion, with all its tradition and history, is very worthwhile and deserving of their attention and support.

1908. More importantly, we must convince these people that there are places for them in the Legion and make it attractive to them to the point that they are motivated to be a part of us.
1909. We must demonstrate that the original purpose, for which the practices and traditions of the Legion came into being, is still valid today. There are people who are more than capable, more than ready and more than deserving of the opportunity to carry on with, promote, enhance and retain that which we consider important to the Legion. Some of them know it; many more still need to be convinced. Our task, therefore, must be to rebuild and maintain a strong and active membership to take this great Canadian organization into the future.
1910. In those early days in 1926, Legionnaires held the torch of Remembrance high. They had a vision for a long and healthy future. Much has been done over the years to achieve that vision. Today we must continue to strive to hold the torch high.

PREPARED BY:
THE ROYAL CANADIAN LEGION
DOMINION COMMAND
86 AIRD PLACE
OTTAWA, ON
K2L 0A1
WWW.LEGION.CA

MARCH 2016



No. 700340