

MEMBERSHIP MANUAL



THE ROYAL CANADIAN LEGION



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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	– Awarded to ordinary members by Dominion Convention or Executive Council
1926	Associate (no Vote)	– His Majesty’s Armed Forces - Regular & Auxiliary
1926	Honorary (no vote)	– Awarded by branch to those who support aims & objects of RCL
1926	Women	– Women’s Auxiliary under control of branches & Provincial Commands
1928	Ordinary	– His Majesty’s Auxiliary Armed Forces (3 years)
1928	Life	– Awarded to ordinary members by the branch
1928	Junior	– Junior Auxiliary under control of Branches & Provincial Commands
1929	Ordinary	– RCMP (3 years)
1938	Ordinary	– 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.

		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					
<input type="checkbox"/> LIFETIME / À VIE		<input type="checkbox"/> HONORARY / HONORAIRE		<input type="checkbox"/> ASSOCIATE / ASSOCIÉ	
<input type="checkbox"/> JUNIOR / JUNIOR		<input type="checkbox"/> YOUTH / JEUNE		<input type="checkbox"/> SENIORS / ANCIENS	
B MANDATORY / MANDATOIRE					
CITIZENSHIP / CITOYENNETÉ		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			
		<input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON			
MAGAZINE / REVUE		YEAR OF BIRTH / ANNÉE-NAISSANCE		GENDER / SEXE	
<input type="checkbox"/> ENGLISH / ANGLAIS		<input type="checkbox"/> FRENCH / SUPPLÉMENT FRANÇAIS		<input type="checkbox"/> M <input type="checkbox"/> F	
<input type="checkbox"/> NONE / AUCUNE					
C MILITARY SERVICE / SERVICE MILITAIRE					
SERVICE NUMBER / NUMÉRO MATRICULE					
<input type="checkbox"/> NAVY / MARINE		<input type="checkbox"/> ARMY / ARMÉE		<input type="checkbox"/> AIR FORCE / FORCE AÉRIENNE	
<input type="checkbox"/> ROYAL CANADIAN MOUNTED POLICE / GENDARMERIE ROYALE		<input type="checkbox"/> CANADIAN COAST GUARD / GARDIENNE ROYALE		<input type="checkbox"/> RESERVES / RÉSERVES	
<input type="checkbox"/> OTHER / AUTRE					
D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE					
THIS MEMBERSHIP IS FOR / CETTE ADHESION EST POUR		20__ 20__		DUPLICATE CARD / DEUXIÈME CARTE	
				20__	
<input type="checkbox"/> RENEWAL / RENOUVELLEMENT		<input type="checkbox"/> REINSTATED / REINTEGRATION		<input type="checkbox"/> NEW-FULL YEAR / NOUVEAU UNE ANNÉE	
<input type="checkbox"/> NEW-HALF YEAR (after June 30) / NOUVEAU-DEMI-ANNÉE (après 30 juin)		<input type="checkbox"/> NEW-THIRD YEAR (after Aug. 31) / NOUVEAU-TIERS D'ANNÉE (après 31 août)			
E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES					
1. PREPAID — INDICATE YEARS BEING PREPAID / ANTICIPÉS — INDIQUE LES ANNÉES ANTICIPÉES		20__ 20__		20__ 20__	
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		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



		Member Data Change Form Modifications des Données sur le Membre		 <small>THE ROYAL CANADIAN LEGION LA LÉGLION ROYALE CANADIENNE</small>	
ATTACH REGISTRATION FORM OR RENEWAL CARD IF MAKING PAYMENT / INCLURE SUR FORMULAIRE D'INSCRIPTION OU CARTE DE RENOUVELLEMENT SI VOUS FAITES UN PAIEMENT					
A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE <small>(Example Section "A" For all Members) / (Exemple Section "A" pour tous les membres)</small>					
MEMBER NUMBER / NUMÉRO DU MEMBRE		COMMAND / DIRECTION		BRANCH NUMBER / NUMÉRO DE FILIALE	
LAST NAME / NOM DE FAMILLE		FIRST NAME & INITIALS / PRÉNOM ET INITIALES			
MAILING ADDRESS / ADRESSE DE COURRIER					
CITY / VILLE		PROVINCE		POSTAL CODE / CODE POSTAL	
EMAIL / COURRIEL					
MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: <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 <input type="checkbox"/> HONORARIUS LIFE / À VIE HONORARIUS					
CITIZENSHIP / CITOYENNETÉ: 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 de bénéfices pour membres de la LRC <input type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON					
B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS					
COMMAND / DIRECTION		BRANCH NUMBER / NUMÉRO DE FILIALE		YES OF CONTINUOUS SERVICE / INCL. ANNEES DE SERVICES CONTINUS: INC. 20 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	
MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: <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 ^{re} GM <input type="checkbox"/> WW II / 2 ^e GM <input type="checkbox"/> KOREA / COREES <input type="checkbox"/> GULF / GOLFE <input type="checkbox"/> NAVY / MARINE <input type="checkbox"/> ARMY / ARMÉE <input type="checkbox"/> AIRFORCE / AVIATION <input type="checkbox"/> CF / FC <input type="checkbox"/> RCMP / GRC <input type="checkbox"/> RESERVES / RÉSERVES <input type="checkbox"/> OTHER / AUTRE					
MAGAZINE / REVUE: <input type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH / FRANÇAIS <input type="checkbox"/> NONE / AUCUN			DECEASED / DÉCÉDÉ		
BRANCH APPROVAL / AUTORISATION DE FILIALE			YEAR OF BIRTH / ANNÉE-NAISSANCE: <input type="checkbox"/> M <input type="checkbox"/> F		
PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE			GENDER / SEXE		
X			X		
YELLOW: DOMINION COMMAND COPY / BLUE: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE					
www.legion.ca					

FIGURE 1-2 — MEMBER DATA CHANGE 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?

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 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: 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 Stepparent Niece/Nephew of a person who is/was eligible for Ordinary Membership; and is/was: Canadian citizen or Commonwealth subject USA citizen (date: _____) NATO country citizen (date: _____)

C (Must also complete Section "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: Reserve "C" Class Wartime Can. Reg. Force His Majesty's Reg. Force Reserve

NATO RCMP R.N.F. Constabulary Wartime Allied Force Undermanned Force

Coast Guard NORAD US Force Vietnam Police Force

Still Serving Other _____ Cadet Instructor Cadre (CIC)


Discharged Date: _____ Type of Discharge: _____

Theatres of Service: _____ Medals and Decorations: _____


Membership dues include a minimum value option rate of \$7.35 per year (including GST) in Legion Magazine. BC residents pay \$7.84, ON, NB and PE pay \$7.91 and NS pay \$8.05 per year.

ALL APPLICANTS MUST COMPLETE INFORMATION ON PAGE 2

FIGURE 1-5 — MEMBERSHIP APPLICATION FORM



THE ROYAL CANADIAN LEGION
APPLICATION FOR TRANSFER
(Type or Print in BLOCK LETTERS)



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

MEMBER INFORMATION

Applicant's Name: Mr Mrs Ms _____
 Address: _____
 Previous Address: _____
 Phone No. (Home) _____ (Other) _____ E-Mail _____
 Date of Birth _____ Place of Birth _____ Citizenship: _____ M F
 Next of Kin _____ Relationship: _____
 Membership No. _____ Membership Category: _____ Years of Service: _____
 Last year paid as per membership card: _____ *(Please complete Record of Legion Service on reverse)*

PREVIOUS BRANCH INFORMATION

Command: _____ Branch Name: _____ Branch No: _____
 Branch Address: _____
 Branch Phone No: _____ Branch Secretary: _____
 I hereby certify 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 Per Capita Tax Member Registration Form Date Submitted: _____
(Transfer Application Form to be retained at the Branch)

FIGURE 1-6 — APPLICATION FOR TRANSFER FORM

RILEY, PATRICK G 13-013 AS 10

RENEWAL CARD / CARTE DE RENOUELEMENT

 **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

MEMBERSHIP CARD / CARTE DE MEMBRE

 **The Royal Canadian Legion / La Légion royale canadienne 2011**

13 013 7889107 10 YEARS CONT SERV / ANS DE SERV. CONT.

COMANDOR / COMMANDANT NO. 11

NAME / NOM: RILEY, PATRICK G

STATUS / STATUT: ASSOCIATE MEMBER / MEMBRE ASSOCIE

MEMBER SIGNATURE / SIGNATURE DU MEMBRE: *P. G. Riley*

DATE ISSUED TO / DATE DE LA CARTE: DEC 31 2011

COTISATIONS INVOICES / COUPONS D'APPEL EN ATTENTE: AL 31 DECEMBRE 2011

COMANDOR SECRETARY / COMMANDANT SECRÉTAIRE NATIONAL: *B. H. White*

DETACH HERE AND RETURN TOP PORTION ONLY / DÉTACHER ICI ET RETOURNER LA PARTIE SUPÉRIEURE SEULEMENT

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 MIDDEN NAME IF APPLICABLE) _____ RANK _____ GIVEN NAMES _____ GALLANTRY AWARDS _____

SERVICE NUMBER _____ UNIT/BRANCH OF SERVICE _____

WW I WW II KOREAN WAR GULF WAR

DATE OF DEATH _____ AGE _____ LIFE MEMBER ORDINARY MEMBER VETERAN NON-MEMBER
MONTH DAY YEAR

NAME OF BRANCH AND LOCATION (TOWN OR CITY) _____ PROVINCE _____ BRANCH NO. _____

LAST ADDRESS _____
APT OR PO BOX NO. ADDRESS

CITY _____ PROVINCE _____ POSTAL CODE _____

DECEASED'S LEGION MEMBER NUMBER _____ LAST YEAR MEMBER PAID FOR _____

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 YES 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.
 REDDOR 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 Miss BLACK VERA
 Address: 85 CORONA CRES REGINA SK S4A 3R5
 Phone No. (Home) 350-456-1973 (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 (overseas)

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: 1958 Service No.: 256789 Rank: _____ Service Unit: _____
Type of Service: Reserve "C" Class
 Wartime
 Can. Reg. Force
 Her Majesty's Reg. Force
 Reserve
 NATO
 RCMP
 R.N.F. Constabulary
 Wartime Allied Force
 Underground Force
 Coast Guard
 NORAD
 US Force
 Vietnam
 Police Force
 Still Serving
 Other: _____
 Discharged Date: Oct 1990 Type of Discharge: HONORABLE

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, OR, NB 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**

ALL APPLICANTS MUST COMPLETE THIS PAGE

Page 2

Privacy Statement for The Royal Canadian Legion

Division Command, The Royal Canadian Legion, does not rent or sell the names of members to any organization or advertiser. On occasion, Division 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: 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: Oh 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 Division Command Date: Feb 2, 2011

members (only print)

**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.



LEGIION

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 S0A1B0

Applicant's Name: Mr Mrs Ms WHITE MARK
 Address: 456 PERFECT ST REGINA SK S0C1N0
 Phone No. (Home): 350-123-4567 (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 Free 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"; 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: BRIAN WHITE Relationship: FATHER who is/was an Ordinary Member of Branch: _____ Membership #: _____
Command and Branch:
 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.F. Constabulary Wartime Allied Force Underground Force
 Coast Guard NORAD US Force Vietnam Police Force
 Still Serving Other: _____ Cadet Instructor Cadre (IC)
 Discharged Date: _____ Type of Discharge: HONOURABLE
 Theatres of Service: WW2 Medals and Decorations: _____

Membership dues include a minimum subscriber rate of \$7.35 per year (including GST) in 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

www.legion.ca

**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 CANDY Signature: J. Candy

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			MONOUBS 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: M. 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

49029 (July 2010)


**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.

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



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 S0A1B0

Applicant's Name: Mr Mrs Ms BROWN DONALD
 Address: 225 SOMEWHERE RD REGINA SK S0A1B0
 Phone No: (Home) 356-457-7891 (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 (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 it was an Ordinary Member of Branch: _____ Membership #: _____
Command and Branch:
 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.F. Constabulary Wartime Allied Force Underground Force
 Coast Guard NORAD US Force Vietnam Police Force
 SIB Serving Other: _____ Cadet Instructor Cadre (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 \$7.64, ON, NB and NF pay \$7.91 and NS pay \$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;

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: D. Brown Date: Dec 1, 2010

- ◆ I hereby certify that I have never been dishonourably 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: J. 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

Certify 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 20, 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 – Seconder 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 – Seconder 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;



The Royal Canadian Legion

APPLICATION FOR MEMBERSHIP


Page 1

ORDINARY
 ASSOCIATE
 AFFILIATE VOTING
 AFFILIATE NON-VOTING
(All applicants must complete Pages 1-4 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
 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?
 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 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"; 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.J. Constabulary Wartime Allied Force Underground Force
 Coast Guard NWAC US Force Vietnam Police Force
 Still Serving Other: _____ Cadet Instructor (Cade)(IC)
 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

**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 dishonorably 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 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: 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

000201 (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.

DATE / JOUR	MONTH / MOIS	YEAR / ANNEE	COMMAND / DIRECTION	BRANCH # / N° DE FILIALE	BRANCH NAME / NOM DE FILIALE
NUMBER OF PAYMENTS / NOMBRE DE PAIEMENTS	YEAR PAID FOR / ANNEE PAIEE			RATE / TAUX	AMOUNT REMITTED / MONTANT REMIS
	FULL YEAR FOR ANNEE COMPLETE POUR			20__	\$
				20__	\$
				20__	\$
	HALF YEAR (after Jan-30) DEMI-ANNEE (après 30 juin)			20__	\$
	THREE YEAR (after August 31) TROIS ANNEES (après 31 août)			20__	\$
				20__	\$
	PREPAID FOR PAIEE D'AVANCE POUR			20__	\$
				20__	\$
				20__	\$
	LIFE MEMBERSHIP ADHESION A VIE			NO. OF YEARS N° D'ANNEES	\$
				NO. OF YEARS N° D'ANNEES	\$
	DUPLICATE CARD DEUXIEME CARTE				\$
TOTAL NUMBER OF PAYMENTS / NOMBRE DES PAIEMENTS				TRANSMITTAL TOTAL / TOTAL REMISE	
1 st DOMINION COMMAND COPY / 2 nd BRANCH COPY / 3 rd COPIE DE DIRECTION NATIONALE / 2 ^{de} COPIE DE FILIALE				CREDIT AVAILABLE / CREDIT DISPONIBLE	
				DEBIT OWING / DEBIT DUE	
				CHEQUE # / N° DU CHEQUE	
				TOTAL DUE CHEQUE	
				TOTAL REMISE	
				NET CREDIT AMOUNT / MONTANT NET DU CREDIT	
				ADD DEBIT AMOUNT / PLUS MINUIT DU DEBIT	
				TOTAL DUE CHEQUE	
X					

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Branch Secretary or Member Reg. Clerk / Secrétaire de la Filiale ou Président / Présidente

3006/11/0100

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
 COMMAND / DIRECTION: 123
 BRANCH NUMBER / NUMÉRO DE FILIALE: 15
 DAY / JOUR: 08
 MONTH / MOIS: 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

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: _____

D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE

THIS MEMBERSHIP IS FOR / CETTE ADHESION EST POUR: 2011 2020
 GENERAL / GÉNÉRALISÉ REINSTATED / REINTEGRATION NEW-FULL YEAR / NOUVEAU-UN ANNEE NEW-HALF YEAR (after age 70) / NOUVEAU-DÉMI-ANNÉE (après 70 ans) NEW-THIRD YEAR (after age 71) / NOUVEAU-TROIS QUARTS ANNÉE (après 71 ans)

E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES

1. PREPAID - INDICATE YEARS BEING PAID / ANTI-CIPÉS - 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
 PROVINCIAL COMMAND APPROVAL / APPROBATION DE DIRECTION PROVINCIALE: X

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WRITE: DOMINION COMMAND COPY / GREEN: BRANCH COPY / BLANC: COPIE DE DIRECTION NATIONALE / VERT: COPIE DE LA FILIALE 80613 (11/2010)

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 RECEIVED / MONTANT REÇU		
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 15) TIERCE D'ANNÉE (après 15 août)			2010 \$ 10.87	\$ 10.87		
				20__ \$	\$		
				20__ \$	\$		
	PREPAID FOR PAYÉ D'AVANCE POUR			20__ \$	\$		
				20__ \$	\$		
				20__ \$	\$		
	LIFE MEMBERSHIP ADHESION À VIE			NO. OF YEARS N° D'ANNÉES	\$	\$	
				NO. OF YEARS N° D'ANNÉES	\$	\$	
	DUPLICATE CARD DEUJÈME CARTE			\$	\$		
2 TOTAL NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS				TRANSMITTAL TOTAL / TOTAL REMISE		\$ 43.47	
FOR COMMAND / COMMAND USE À L'USAGE DE LA DIRECTION NATIONALE:				CREDIT AVAILABLE / CRÉDIT DISPONIBLE		DEBIT CREDIT AMOUNT / MONTANT DÉBIT CRÉDIT	
				CREDIT OWING / DÉBIT DÙ		ADD DEBIT AMOUNT / PLUS MONTANT DÉBIT	
				CHEQUE # / N° DU CHÈQUE		CHEQUE TOTAL / TOTAL DU CHÈQUE	
				0105	\$ 43.47		
				X <i>B Secretary</i> Branch Secretary or Membership Chairman / Secrétaire de la Branche ou Président d'adhésion			

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1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 1^{re}: COPIE DE DIRECTION NATIONALE / 2^{de}: COPIE DE FILIALE

800-111-1251(1)

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 LE LÉGION ROYALE CANADIENNE	
A MEMBER INFORMATION / RENSEIGNEMENTS DU MEMBRE					
MEMBER NUMBER / NUMÉRO DU MEMBRE 111111	COMMAND / DIVISION 13	BOOKING NUMBER / NUMÉRO DE FILLET 013	DAY / JOUR 27	MONTH / MOIS 01	YEAR / ANNÉE 2011
LAST NAME / NOM DE FAMILLE SMITH		FIRST NAME & INITIAL / 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'ADHÉSION					
<input type="checkbox"/> LIFE / À VIE <input type="checkbox"/> ORIGINAL / ORIGINAL <input type="checkbox"/> ASSOCIATE / ASSOCIÉ <input type="checkbox"/> ANTI-LAID WOODING / ANTI-LE WOODING <input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT					
B MANDATORY / MANDATOIRE					
CITIZENSHIP / CITIENNETÉ CAN		PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE Permission to release information for RCL Member Benefits Package. L'autorisation de divulguer de l'information pour le programme de bénéfices pour membres de la LRC.			
MAGAZINE / REVUE		YEARS OF SIBSON / ANNÉES D'ANNÉE		GENDER / SEXE	
<input type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH INSERT / SUPPLÉMENT FRANÇAIS <input type="checkbox"/> NONE / AUCUN		<input checked="" type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> YES / OUI <input checked="" type="checkbox"/> NO / NON	
C MILITARY SERVICE / SERVICE MILITAIRE					
SERVICES NUMBER / NUMÉRO MATRICULE					
<input checked="" type="checkbox"/> WW1 / 1 ^{re} 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					
D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE					
THIS MEMBERSHIP IS FOR / CETTE ADHÉSION EST POUR					
2011		20		20	
<input checked="" type="checkbox"/> ORIGINAL / RENOUVELLEMENT <input type="checkbox"/> RE-STARTED / RE-INSÉRIATION <input type="checkbox"/> NEW-HALF YEAR / NOUVEAU MOIÉ ANNÉE <input type="checkbox"/> NEW-HALF YEAR (After June 30) / NOUVEAU MOIÉ ANNÉE (après 30 juin) <input type="checkbox"/> NEW THIRD YEAR / NOUVEAU TERS ANNÉE (après 31 août)					
<input type="checkbox"/> DUPLICATE CARD / DOUBLE CARTE 20					
E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES					
1. PREPAID — INDICATE YEARS BEING PREPAID / ANTICIPÉES — INDIQUEZ LES ANNÉES ANTICIPÉES					
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 VERSÉ			
<input checked="" type="checkbox"/>		\$ 45.50			
BRANCH APPROVAL / AUTORISATION DE FILIALE			PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIVISION PROVINCIALE		
X B. Secretary			X		

FIGURE 5-2 — MEMBER REGISTRATION FORM

506. BRANCH TRANSMITTAL FORM (See Figure 5-3) 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 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.

- 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		
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 POURS			2011	\$ 45.56	\$ 45.56	
				20__	\$	\$	
				20__	\$	\$	
	HALF YEAR (after June 30) DEMI-ANNÉE (après le 30 juin)			20__	\$	\$	
	THIRD YEAR (after August 31) TRES D'ANNÉES (après le 31 août)			20__	\$	\$	
				20__	\$	\$	
	PREPAID FOR PAYÉ D'AVANCE POURS			20__	\$	\$	
				20__	\$	\$	
				20__	\$	\$	
	LIFE MEMBERSHIPS ADHESION À VIE			NL OF YEARS N° D'ANNÉES	\$	\$	
				NL OF YEARS N° D'ANNÉES	\$	\$	
	DUPPLICATE CARD DOUBLÉME 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 / CREDIT DISPONIBLE		DEDUCT CREDIT AMOUNT / MOINS MONTANT DS CREDIT		
			DEBIT DOWING / DEBIT DU		ADD CREDIT AMOUNT / PLUS MONTANT DU DÉBIT		
			CHECK # / N° DU CHÉQUE		CHECK TOTAL / TOTAL DU CHÉQUE		
			012		\$ 45.56		
			<input checked="" type="checkbox"/> Secretary Branch Secretary or Representative / Trésorier / Représentant de la Filiale ou Président / Caissier				

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1st: DOMINION COMMAND COPY / 2nd: BRANCH COPY / 1st: COPIE DE DIRECTION NATIONALE / 2nd: COPIE DE FILIALE

800611 (11.2010)

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 his 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 / DÉLÉGATION 13	BRANCH NUMBER / NUMÉRO DE FILIALE 013	DATE / DATE 20	MONTH / MOIS 09	YEAR / ANNÉE 2010
LAST NAME / NOM (FAMILIAL) SMITH		FIRST NAME & INITIALS / PRÉNOM(S) ET INITIALES JOHN			
MAILING ADDRESS / ADRESSE DE CORRESPONDANCE 123 MAIN ST.					
CITY / VILLE OTTAWA		PROVINCE ON	POSTAL CODE / CODE POSTAL K2P 0A6 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 / CITIZENNETÉ CDN		PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE Permettez la collecte d'information sur mes données personnelles. Permettez la collecte de l'information pour le programme de bénévolat pour les membres de la L.R.C. <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"/> FRENCH / FRANÇAIS	<input type="checkbox"/> NO / NON	YEAR OF BIRTH / ANNÉE-NAISSANCE 1960	GENDER / SEXE <input checked="" type="checkbox"/> M / <input type="checkbox"/> F	
C MILITARY SERVICE / SERVICE MILITAIRE					
7 1914-18 / 1914-18		3 1914-18 / 1914-18	4 1914-18 / 1914-18	5 1914-18 / 1914-18	6 1914-18 / 1914-18
THIS MEMBERSHIP IS FOR / CETTE ADHÉSION EST POUR 2010 20 20 <input type="checkbox"/> DUPLICATE CARD / CARTE DÉCOUPÉE: 20					
D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE					
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 type="checkbox"/> 5 <input type="checkbox"/> 7 <input type="checkbox"/> 10 <input type="checkbox"/> 15		TOTAL AMOUNT SUBMITTED / MONTANT TOTAL SOUMIS \$	
BRANCH APPROVAL / AUTORISATION DE FILIALE X <i>B. Secretary</i>			PROVINCIAL COMMAND APPROVAL / APPROUVATION DE DIRECTION PROVINCIALE X		

FIGURE 6-1 — MEMBER REGISTRATION FORM

606. BRANCH TRANSMITTAL FORM (See Figure 6-2). 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.

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		
25	09	2010	13	013	DOMINION OTTAWA		
NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS	YEAR PAID FOR / ANNÉE PAYÉE			RATE / TAUX		AMOUNT REMITTED / MONTANT REMIS	
1	FULL YEAR FOR / ANNÉE COMPLÈTE POUR			2010	\$ 45.56	\$ 45.56	
				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	\$	\$	
	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 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 / CREDIT DISPONIBLE		DEDUCT CREDIT AMOUNT / MONTANT MONTANT DU CREDIT	
				DEBIT OWING / DEBIT DU		ADD DEBIT AMOUNT / PLUS MONTANT DU DEBIT	
				CHEQUE # / N° DU CHEQUE 0112		CHEQUE TOTAL / TOTAL DU CHEQUE \$ 45.56	
				X <i>B. Secretary</i> Branch Secretary or Membership Chairman / Locataire de la Filiale ou Président-Exécuteur			

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.

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 registrations / RENSEIGNEMENTS DU MEMBRE							
MEMBER NUMBER / NUMÉRO DU MEMBRE 1231234		COMMAND / DIRECTION 05		BRANCH NUMBER / NUMÉRO DE FILIALE 351		DATE / DATE 15 01 2011	
LAST NAME / NOM DE FAMILLE SMITH				FIRST NAME & INITIALS / PRÉNOM & INITIALES JOHN			
MAILING ADDRESS / ADRESSE DE COURRIER 123 AVENUE RD.							
CITY / VILLE STITTSVILLE		PROVINCE ONT		POSTAL CODE / CODE POSTAL K2S2H8		COUNTRY / PAYS CAN.	
MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION <input checked="" 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							
B MANDATORY / MANDATOIRE							
COUNCIL / DISTRICT CAN		PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE I authorize the release of information for RLJ Member Benefits Package / J'autorise le partage de l'information pour le programme de bénéfices pour membres de la LRJ. <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 / RIEN		YEAR OF BIRTH / ANNÉE NAISSANCE		GENDER / SEXE <input checked="" type="checkbox"/> M / HOMME <input type="checkbox"/> F / FEMME			
C MILITARY SERVICE / SERVICE MILITAIRE				SERVICE NUMBER / NUMÉRO MATRICULE			
<input checked="" type="checkbox"/> WW1 / 1914-18	<input type="checkbox"/> WW2 / 1939-45	<input type="checkbox"/> KOREA / COREE	<input type="checkbox"/> GOLF / GOLFI	<input type="checkbox"/> NAVY / MARINE	<input type="checkbox"/> ARMY / ARMÉE	<input type="checkbox"/> AIRFORCE / AVIATION	<input type="checkbox"/> CF / FC
<input type="checkbox"/> RCMP / GRC	<input type="checkbox"/> RESERVES / RÉSERVES	<input type="checkbox"/> OTHER / AUTRE					
D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE							
TYPE / ADHÉSION EST POUR 20		20		20		<input type="checkbox"/> DUPLICATE CARD / RÉPÉTITION CARTON 20	
RENEWAL / RENOUVELLEMENT		<input type="checkbox"/> UNEXPIRED / PRÉ-ÉVALUATION <input type="checkbox"/> NEW FULL YEAR / NOUVEAU L'ANÉE		<input type="checkbox"/> NEW - HALF YEAR (after Jan. 31) / NOUVEAU - DEMI-ANNÉE (après le 31 jan.)		<input type="checkbox"/> NEW - THIRD YEAR (after Aug. 31) / NOUVEAU - TROIS D'ANNÉE (après le 31 août)	
E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES							
PREPAID - INDICATE YEARS BEING PAID / ANTICIPÉES - INDIQUEZ LES ANNÉES ANTICIPÉES: 20 20 20 20 20							
LIFE - INDICATE NO. OF YEARS BEING PAID / À VIE - INDIQUEZ LE NOMBRE D'ANNÉES PAYÉES: 5		<input type="checkbox"/> 7 <input type="checkbox"/> 10 <input type="checkbox"/> 15		TOTAL AMOUNT COMMITTED / MONTANT TOTAL S'ENGAGE: \$ 147.80			
BRANCH APPROVAL / AUTORISATION DE FILIALE X <i>B. Secretary</i>				PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE X <i>A. Command</i>			
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.

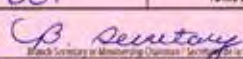
DAY / JOUR		MONTH / MOIS		YEAR / ANNÉE		COMMAND / DÉPART		BRANCH # / N° DE FILIALE		BRANCH NAME / NOM DE FILIALE			
07		01		2011		13		013		DOMINION OTTAWA			
NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS		YEAR PAID FOR / ANNÉE PAIÉE						RATE / TAUX		AMOUNT REMITTED / MONTANT REMIS			
		FULL YEAR FOR / ANNÉE COMPLÈTE POUR						20__		\$			
								20__		\$			
		HALF YEAR (after June 30) / DEMI-ANNÉE (après 30 juin)						20__		\$			
		THIRD YEAR (after August 31) / TERS D'ANNÉE (après 31 août)						20__		\$			
								20__		\$			
		PREPAID FOR / PAYÉ D'AVANCE POUR						20__		\$			
								20__		\$			
								20__		\$			
1		LIFE MEMBERSHIP / ADHESION À VIE		NO. OF YEARS / N° D'ANNÉES		5		\$ 45.56		\$ 227.80			
		DUPLICATE CARD / DÉUZIÈME CARTE		NO. OF YEARS / N° D'ANNÉES				\$		\$			
1		TOTAL NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS						TRANSMITTAL TOTAL / TOTAL REMISE		\$ 227.80			
www.legion.ca		TOP DOMINION COMMAND / 1 ^{er} NIVEAU DE LA DIRECTION NATIONALE		CREDIT AVAILABLE / CREDIT DISPONIBLE				DEDUCT CREDIT AMOUNT / MOINS MONTANT DU CRÉDIT				-	
				DEBIT OWING / DÉBIT DÙ				ADD DEBIT AMOUNT / PLUS MONTANT DU DÉBIT				+\$	
				CHEQUE # / N° DU CHEQUE				CHEQUE TOTAL / TOTAL DU CHEQUE				\$ 227.80	
				X				 Branch Secretary or Membership Officer / Secrétaire de la Filiale ou Responsable d'adhésion					
1 st : DOMINION COMMAND COPY / 2 nd : BRANCH COPY / 3 rd : COPIE DE DIRECTION NATIONALE / 2 nd : COPIE DE FILIALE													

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	ENR / ENRE	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 receive information for RCS Member Benefits Package / Autorisation de fournir de l'information pour le programme de bénéfices pour membres de la LR					
						<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		SLINDER / SEXE	
						<input checked="" type="checkbox"/> M / H	
C MILITARY SERVICE / SERVICE MILITAIRE				SERVICE NUMBER / NUMÉRO MATRICULE			
2. WW I / 1 ^{re} GM		3. WW II / 2 ^e GM		4. GULF / GOLFE		A. NAVY / MARINE	
						B. ARMY / ARMÉE	
						C. AIR FORCE / AVIATION	
						D. CF / FC	
						E. RCMP / GRC	
						F. RESERVES / RÉSERVES	
						G. 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-UNE ANNÉE		<input type="checkbox"/> NEW HALF YEAR (after Jan 31) / NOUVEAU-DÉMI-ANNÉE (après 31 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 / ANTICIPÉS - 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 AMOUNT 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"/>			
www.legion.ca				800613 113/2010			

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	FULL YEAR FOR ANNÉE COMPLÈTE POUR:			2011	\$ 29.56	\$ 29.56	
				20__	\$	\$	
				20__	\$	\$	
	HALF YEAR (after June 30) DEMI-ANNÉE (après le 30 juin)			20__	\$	\$	
	THIRD YEAR (after August 31) TIERS D'ANNÉE (après le 31 août)			20__	\$	\$	
1				2012	\$ 29.56	\$ 29.56	
1				2013	\$ 29.56	\$ 29.56	
1	PREPAID FOR PAIÉ D'AVANCE POUR:			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	\$	\$	
					\$	\$	
	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		-\$	
		DEBIT DOWNS / DÉBIT DU		ADD DEBIT AMOUNT / PLUS MONTANT DU DÉBIT		+\$	
		CHEQUE # / N° DU CHÉQUE		CHEQUE TOTAL / TOTAL DU CHÉQUE		\$ 177.36	
		0011					
		X <i>B. Secretary</i> Branch Secretary or Membership Liaison / Secrétaire de la Filiale ou Président d'affiliés					

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

800611 (1/12/2011)

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			
BRANCH NUMBER / NUMÉRO DU MEMBRE 111111	COMMAND / DIRECTION 13	BRANCH NUMBER / NUMÉRO CL. FILIALE 013	DAY / JOUR 01
(LAST) NAME / NOM DE FAMILLE SMITH		FIRST NAME & INITIALS / PRÉNOM(S) INITIAL(S) JOHN	
MAILING ADDRESS / ADRESSE DE COURRIER 123 MAIN ST.			
CITY / VILLE OTTAWA	PROVINCE ON	POSTAL CODE / CODE POSTAL K1B 1A1	COUNTRY / PAYS CAN
EMAIL / COURRIER _____			
MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION <input type="checkbox"/> LIFE À VIE <input type="checkbox"/> JUNIARY JUNIAIRE <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 Permission to release information for BCI Member Benefits Package Consentement de fournir de l'information pour le programme de bénéfices pour membres de G.L.R.C. <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"/> BIRTH ANNÉE ANNÉE NAISSANCE GENDER SEXE <input checked="" type="checkbox"/> M <input type="checkbox"/> F			
C MILITARY SERVICE / SERVICE MILITAIRE			
SERVICE NUMBER NUMÉRO MATRIKULE _____			
<input type="checkbox"/> NEW 11 / NOUVEAU 11 <input type="checkbox"/> ARMY / ARMÉE <input type="checkbox"/> NAVY / MARINE <input type="checkbox"/> RESERVE / RÉSERVES			
D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE			
THIS MEMBERSHIP IS FOR / CETTE ADHESION EST POUR 20__ 20__ 20__ <input checked="" type="checkbox"/> DUPLICATE CARD / DE COPIER CARTE: 2010			
<input type="checkbox"/> RENEWAL / RENOUVELLEMENT <input type="checkbox"/> RECONTACT / RECONTACTER <input type="checkbox"/> NEW FULL YEAR / NOUVEAU ANNÉE COMPLÈTE <input type="checkbox"/> NEW HALF YEAR / NOUVEAU ANNÉE PARTIELLE <input type="checkbox"/> NEW THIRD YEAR / NOUVEAU ANNÉE TROISIÈME			
E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES			
1. PREPAID — INDICATE YEARS BEING PREPAID / ANTIPOÉS — 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 AMOUNTS SUBMITTED / MONTANT TOTAL SOUMIS \$ 3.00			
BRANCH APPROVAL / AUTORISATION DE LA FILIALE X <i>D. Secretary</i>		PROVINCIAL COMMAND APPROVAL / AUTORISATION DE LA DIRECTION NATIONALE X	
WHITE: DOMINION 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.

THE ROYAL CANADIAN LEGION		Branch Transmittal Form Formulaire de Remise de Filiale			THE ROYAL CANADIAN LEGION LA LÉGIION RYALE CANADIENNE	
DAY / JOUR	MONTH / MOIS	YEAR / ANNÉE	COMMAND / DIRECTION	BRANCH # / N° DE FILIALE	BRANCH NAME / NOM DE FILIALE	
01	07	2010	13	013	DOMINION OTTAWA	
NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS		TRAI PAB FOR / ANNÉE PABE			IN FULLY	AMOUNT REMITTED / MONTANT REMIS
		FULL YEAR FOR ANNÉE COMPLETE POUR			20	\$
		HALF YEAR (after June 30) DEMI-ANNÉE (après 30 juin)			20	\$
		THIRD YEAR (after August 31) TIERS D'ANNÉE (après 31 août)			20	\$
		PREPAID FOR PAYÉ D'AVANCE POUR			20	\$
		LIFE MEMBERSHIPS ADHESION À VIE			NO. OF YEARS N° D'ANNÉES	\$
		DUPLICATE CARD DUPLICATE CARTI			\$ 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			DEDUCT CREDIT AMOUNT / MOINS MONTANT DU CRÉDIT	
		DEBIT OWING / DÉBIT DU			ADD DEBIT AMOUNT / PLUS MONTANT DU DÉBIT	
		CHEQUE # / N° DU CHEQUE 002			CHEQUE TOTAL / TOTAL DU CHEQUE \$ 3.00	
		X <i>B. Secretary</i> Branch Secretary or Membership Chairman / Secrétaire de la Filiale ou Président d'adhésion				

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

400611 (11/12/10)

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	
(Type or Print in BLOCK letters)		
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"/> Ms <input type="checkbox"/> <u>SMITH</u> <u>JOHN</u>		
Address: <u>123 MAIN ST. OTTAWA ON K1R 1A1</u>		
Previous Address: <u>85 ANY AVENUE OTTAWA ON 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 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		
<i>Note: Contact previous branch for confirmation of membership status prior to submission to Dominion Command.</i>		
Date of Contact: _____ Person Contacted: _____		
Information from Previous Branch: _____		
Approval of Branch Membership Committee: _____ Date: _____		
Date documentation received from previous Branch: _____		
<small>(Should be received shortly after receipt of "Transfer Report" from Dominion Command)</small>		
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		
<i>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.</i>		
Member Data Change Form <input type="checkbox"/> Per Capita Tax AND Member Registration Form <input type="checkbox"/> Date Submitted: _____		
<small>(Transfer Application Form to be retained at the Branch)</small>		

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"/>

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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.

LEGION		Member Data Change Form Modifications des Données sur le Membre				THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE	
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 transactions) / (Compléter Section "A" pour toutes transactions)</small>							
MEMBER NUMBER / NUMÉRO DU MEMBRE	COMMAND / CORPUS	BRANCH NUMBER / NUMÉRO DE FILIALE	DAY / JOUR	MONTH / MOIS	YEAR / ANNÉE		
111111	13	013	09	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		
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"/> RETIREMENTS LIFE / À VIE DÉCÉDÉ							
CITY/STATE / CITOYENNETÉ							
CAN							
PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE							
Permission to release information to: REC: Member Records Package / Consentement de divulguer de l'information pour le programme de bénéfices pour membres de la LRC:							
<input checked="" type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON							
B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS							
COMMAND / DIRECTION	BRANCH NUMBER / NUMÉRO DE FILIALE	YRS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINUÉ		INCL. / INCL.	TOTAL YRS / ANS TOTAL		
05	480			20			
LAST NAME / NOM DE FAMILLE		FIRST NAME & INITIALS / PRÉNOM ET INITIALES					
MAILING ADDRESS / ADRESSE DE COURRIER							
85 ANY AVENUE							
CITY / VILLE		PROVINCE	POSTAL CODE / CODE POSTAL		COUNTRY / PAYS		
OTTAWA		ON	K0A 1B0		CAN		
MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION							
<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 MILITAIRE			
<input type="checkbox"/> WW I / 1 ^{ère} GM <input type="checkbox"/> WW II / 2 ^e GM <input type="checkbox"/> NORCA / CORÉE <input type="checkbox"/> GULF / OZÉKÉ <input type="checkbox"/> A / NAVY / MARINE <input type="checkbox"/> B / ARMY / ARMÉE <input type="checkbox"/> C / AIRFORCE / AVIATION <input type="checkbox"/> D / LT / FC <input type="checkbox"/> E / RCMP / GRC <input type="checkbox"/> F / RESERVES / RÉSERVES <input type="checkbox"/> G / OTHER / AUTRE							
MAGAZINE / REVUE		FRENCH INSET / SUPPLÉMENT FRANÇAIS		YEAR OF BIRTH / ANNÉE-NAISSANCE		GENDER / SEXE	
		NONE / AUCUNE				<input type="checkbox"/> M / <input type="checkbox"/> F	
BRANCH APPROVAL / AUTORISATION DE FILIALE				PROVINCIAL COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE			
X <i>B. Secretary</i> <small>Branch Secretary or Member Unit Chairman / Secrétaire de la Unité / Président d'adhésion</small>				X <small>(Signature/Signature)</small>			
YELLOW: DOMINION COMMAND COPY / BLEU: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE							

FIGURE 10-3 — MEMBER DATA CHANGE FORM

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

- a. 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.
- b. Complete the Member Information Section of the Member Registration Form and attach it to the Membership Data Change Form.
- c. 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.
- d. 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 ROYALE CANADIENNE	
A MEMBER INFORMATION / RENSEIGNEMENTS DU MEMBRE					
BRANCH NUMBER / NUMÉRO DU MEMBRE	COMMAND / DIRECTION	BRANCH NUMBER / NUMÉRO DE FILIALE	DAY / JOUR	MONTH / MOIS	YEAR / ANNÉE
05	480	01	07	2010	
LAST NAME / NOM DE FAMILLE		FIRST NAME & INITIAL / PRÉNOM ET INITIALES			
SMITH		JOHN			
MAILING ADDRESS / ADRESSE DE CORRESPONDANCE					
85 ANY AVENUE					
CITY / VILLE		PROVINCE	POSTAL CODE / CODE POSTAL	COUNTRY / PAYS	
OTTAWA		ON	K0A 1B0	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 / AFFILIÉ		<input type="checkbox"/> AFFILIATE YOUTH / AFFILIÉ JEUNE		<input type="checkbox"/> AFFILIATE NON-YOUTH / AFFILIÉ NON JEUNE	
B MANDATORY / MANDATOIRE					
CITIZENSHIP / CITIZENNETÉ		PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE			
CAN		I authorize the release of information for the PCJ Member Benefits Package / J'autorise le transfert de renseignements pour le programme de bénéfices pour membres de la LRC.			
<input checked="" type="checkbox"/> YES / OUI		<input type="checkbox"/> NO / NON			
MAGAZINE / REVUE		LANGUAGE / LANGUE		YEAR OF BIRTH / ANNÉE DE NAISSANCE	
<input type="checkbox"/> ENGLISH / ANGLAIS		<input type="checkbox"/> FRENCH / FRANÇAIS		<input type="checkbox"/> NONE / AUCUNE	
<input type="checkbox"/> FRENCH / FRANÇAIS		<input type="checkbox"/> NONE / AUCUNE		<input checked="" type="checkbox"/> M / <input type="checkbox"/> F	
C 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 / 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					
D MEMBER REGISTRATION / INSCRIPTION DU MEMBRE					
THIS MEMBERSHIP IS FOR / CETTE ADHÉSION EST POUR					
2011		20		20	
<input checked="" type="checkbox"/> RENEWAL / RENOUVELLEMENT <input type="checkbox"/> REINTEGRATION / RÉINTEGRATION <input type="checkbox"/> NEW-FULL YEAR / NOUVEAU ANNÉE A VIE <input type="checkbox"/> NEW-HALF YEAR (after Aug 31) / NOUVEAU DEMI-ANNÉE (après 31 août) <input type="checkbox"/> NEW-THIRD YEAR (after Aug 31) / NOUVEAU TIERS D'ANNÉE (après 31 août)					
E SUPPLEMENTARY PAYMENTS / PAIEMENTS SUPPLÉMENTAIRES					
1. PREPAID - INDICATE YEARS BEING PREPAID / ANTIPOÉS - INDIQUEZ LES ANNÉES ANTIPOÉES					
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			
<input checked="" type="checkbox"/> X		B. Secretary		\$ 29.56	
BRANCH APPROVAL / AUTORISATION DE FILIALE			PROVINCIAL / COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE		
<input checked="" type="checkbox"/> X			<input checked="" type="checkbox"/> X		

FIGURE 10-4 — MEMBER REGISTRATION FORM

1008. BRANCH TRANSMITTAL FORM (See Figure 10-5) 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 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 LÉGIION ROYALE CANADIENNE	
DAY / JOUR	MONTH / MOIS	YEAR / ANNÉE	COMMAND / DIRECTION	BRANCH # / N° DE FILIALE	BRANCH NAME / NOM DE FILIALE		
01	07	2010	05	480	WESTBORO		
NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS		YEAR PAID FOR / ANNÉE PAIÉE			RATE / TAUX	AMOUNT REMITTED / MONTANT REMIS	
1		FULL YEAR FOR ANNÉE COMPLÈTE POUR			2011	\$ 29.56	\$ 29.56
					20__	\$	\$
					20__	\$	\$
		HALF YEAR (after June 30) DEMI ANNÉE (après 30 juin)			20__	\$	\$
					20__	\$	\$
		THIRD YEAR (after August 31) TRES D'ANNÉE (après 31 août)			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 DEUXIÈME CARTÉ			\$	\$	\$
1		TOTAL NUMBER OF PAYMENTS / NOMBRE DE PaiEMENTS			TRANSMITTAL TOTAL / TOTAL REMISE		\$ 29.56
FOR DOMINION COMMAND USE À L'USAGE DE LA DIRECTION NATIONALE		CREDIT AVAILABLE / CREDIT DISPONIBLE			DEDUCT CREDIT AMOUNT / MOINS MONTANT DU CREDIT		
		DEBIT ORIGINAL / DÉBIT DU			ADD DEBIT AMOUNT / PLUS MONTANT DU DÉBIT		
		CHEQUE # / N° DU CHEQUE 0010			CHEQUE TOTAL / TOTAL DU CHEQUE \$ 29.56		
		X <i>CP Secretary</i> Branch Secretary or Membership Chairman / Secrétaire de Branche ou Président d'adhésion					

www.legion.ca

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

©2003 (11/12/03)

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.


		<h2 style="text-align: center;">Member Data Change Form</h2> <h3 style="text-align: center;">Modifications des Données sur le Membre</h3>				
<p>PLEASE USE FRENCH FORM OF REVEUIL, CASES IF MAKING PAYMENT / INCLURE UN FORMULAIRE D'INSCRIPTION OU LAITE DE RENOUVELLEMENT SI VOUS FAITES UN PAIEMENT</p>						
<p>A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE <small>(Complete Section "A" for all members) / (Compléter l'Article "A" pour tous les membres)</small></p>						
MEMBER NUMBER / NUMÉRO DU MEMBRE 2222222		COMMAND / DIRECTION 13	BRANCH NUMBER / NUMÉRO DE FILIALE 013		GAT YEAR 30	MONTH/YEAR 08 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	
EMAIL / COURRIEL						
<p>MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION</p> <p> <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"/> MULTIBENEFITARY LIFE / À VIE MÉTIENTANT </p> <p>CITIZENSHIP / CITOYENNETÉ CDN</p> <p>PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE Permission to release information to the RCN Member Benefits Package / Consentement de divulguer de l'information pour le programme de bénéfices pour membres de la LRC <input type="checkbox"/> YES / OUI <input checked="" type="checkbox"/> NO / NON </p>						
<p>B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS</p>						
COMMAND / DIRECTION		BRANCH NUMBER / NUMÉRO DE FILIALE		YEARS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINUÉ 20	TOTAL YRS / ANS 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	
<p>MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION</p> <p> <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 </p>						
REASON FOR CHANGE / RAISON POUR CHANGEMENT						
MILITARY SERVICE / SERVICE MILITAIRE			SERVICE NUMBER / NUMÉRO MATRICULE			
<p> <input type="checkbox"/> WW I / 1^{ère} GM <input type="checkbox"/> WW II / 2^e GM <input type="checkbox"/> KOREA / CORÉE <input checked="" 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 </p>						
MAGAZINE / REVUE		ENGLISH / ANGLAIS	FRENCH / FRANÇAIS	NON / ACCUSE	DECLARED / DÉCLARÉ	YEAR OF BIRTH / ANNÉE-NAISSANCE
BRANCH APPROVAL / AUTORISATION DE FILIALE			PROVINCIAL COMMAND APPROVAL / AUT. PROVINCIALE DE DIRECTION			
<p>X <i>B. Secretary</i></p> <p><small>Branch Secretary or Membership Chairman / Secrétaire de Filiale ou Président d'adhésion</small></p>			<p>X</p> <p><small>(Signature) / (Signature)</small></p>			
<p>YELLOW: DOMINION COMMAND COPY / BLEU: BRANCH COPY / JAUNE: COPIE DE DIRECTION NATIONALE / BLEU: COPIE DE FILIALE</p>						

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 MARRIED NAME IF APPLICABLE) JOHNSON RANK _____ GIVEN NAMES PATRICK GALLANTRY AWARDS _____

SERVICE NUMBER _____ UNIT/BRANCH OF SERVICE _____

WW I WW II KOREAN WAR GULF WAR

DATE OF DEATH 03 / 17 / 2010 AGE 70 LIFE MEMBER ORDINARY MEMBER VETERAN NON-MEMBER

MONTH DAY YEAR

NAME OF BRANCH AND LOCATION (TOWN OR CITY) DOMINION OTTAWA BRANCH OTTAWA ON O13 PROVINCE BRANCH NO.

LAST ADDRESS APT OR PO BOX NO. 456 ADDRESS WILSON AVE

CITY OTTAWA PROVINCE ON POSTAL CODE K2L 0A1

DECEASED'S LEGION MEMBER NUMBER 222222 LAST YEAR MEMBER PAID FOR 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 YES LEGION NO. 111111

SURNAME OF WIDOW(ER) JOHNSON GIVEN NAME MARY

APT OR PO BOX NO. 456 ADDRESS WILSON AVE

CITY OTTAWA PROVINCE ON POSTAL CODE 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. 806430—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.

LEGION		Member Data Change Form Modifications des Données sur le Membre		THE ROYAL CANADIAN LEGION LA LÉGIION ROYALE CANADIENNE	
ATTENTION: REGISTRATION FORM OR RENEWAL CARD IF MAKING PAYMENT / ATTENTION: EN TOUTES LES CIRCONSTANCES D'UN CHANGEMENT DE MEMBREMENT, S'IL VOUS FAUT UN RENEWAL CARD (Yellow Section - "A" Section - "Anciens Renseignements du Membre")					
A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE					
MEMBER NUMBER / NUMÉRO DU MEMBRE 111111	COMMAND / SECTION 13	BRANCH NUMBER / NUMÉRO 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 COURRIER 123 MAIN ST.					
CITY / VILLE OTTAWA		PROVINCE ON	POSTAL CODE / CODE POSTAL K2L 0A1	COUNTRY / PAYS 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
CITIZENSHIP / ÉTAT-CIVILITÉ CDN		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					<input checked="" type="checkbox"/> YES / OUI <input type="checkbox"/> NO / NON
B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS					
COMMAND / SECTION	BRANCH NUMBER / NUMÉRO DE FILIALE	YRS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINUÉ	AGE / ÂGE 20	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'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"/> WW1 / 1 ^{re} GM	<input type="checkbox"/> WW2 / 2 ^e GM	<input type="checkbox"/> GULF / OULF	<input type="checkbox"/> NAVY / MARINE	<input type="checkbox"/> ARMY / ARMÉE	<input type="checkbox"/> AIR FORCE / AVIATION
<input type="checkbox"/> CS / EC	<input type="checkbox"/> RCMP / GRC	<input type="checkbox"/> RESERVEES / RÉSERVÉS	<input type="checkbox"/> OTHER / AUTRES		
MAGAZINE / REVUE	<input type="checkbox"/> ENGLISH / ANGLAIS	<input type="checkbox"/> FRENCH / FRANÇAIS	<input type="checkbox"/> NONE / AUCUNE	DECEASED / DÉCÉDÉ	YEAR OF BIRTH / ANNÉE DE NAISSANCE
BRANCH APPROVAL / APPROBATION DE FILIALE			PROVINCIAL COMMAND APPROVAL / APPROBATION DE COM. / COM. PROVINCIALE		
X <i>B Secretary</i>			X		
YELLOW: DOMINION COMMAND COPY / BLEU: 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 LÉGIION ROYALE CANADIENNE	
ATTACH REGISTRATION FORM OR REPLYAL CARD IF MAKING PAYMENT / INCLURE UN / CARTE DE RENSEIGNEMENT OU CARTE DE RENDRE PAYMENT SI VOUS FAITES UN PAIEMENT							
A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE <small>(Previous Section 27 - Anciens Renseignements)</small>							
MEMBER / MEMBRE / NOMBRE DU MEMBRE		BRANCH / BRANCH / SECTION		BRANCH NUMBER / NUMÉRO DE FILIALE		DATE / DATE / MOIS / ANNÉE	
111111		13		013		28 08 2010	
LAST NAME / NOM DE FAMILLE				FIRST NAME & INITIALS / PRÉNOM ET INITIALES			
SMITH				JOHN			
MAILING ADDRESS / ADRESSE DU COURRIER							
123 MAIN ST.							
CITY / VILLE			PROVINCE		POSTAL CODE / CODE POSTAL		COUNTRY / PAYS
OTTAWA			ON		K2L 0A1		CAN
EMAIL / COURRIEL							
MEMBERSHIP CATEGORY / CATÉGORIE D'ADMISSION							
<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"/> LIFE / À VIE		<input type="checkbox"/> ORDINARY / ORDINAIRE		<input type="checkbox"/> ASSOCIATE / ASSOCIÉ		<input type="checkbox"/> AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT	
<input type="checkbox"/> LIFE / À VIE		<input type="checkbox"/> ORDINARY / ORDINAIRE		<input type="checkbox"/> ASSOCIATE / ASSOCIÉ		<input type="checkbox"/> MEMBERSHIP CIP / À VIE MENTHUT	
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							
						<input type="checkbox"/> YES / OUI	
						<input type="checkbox"/> NO / NON	
B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS							
COMMAND / SECTION		BRANCH NUMBER / NUMÉRO DE FILIALE		YRS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINU		INCL. INC. / TOTAL YRS. / ANS TOTAL	
15		015		20			
LAST NAME / NOM DE FAMILLE				FIRST NAME & INITIALS / PRÉNOM ET INITIALES			
MAILING ADDRESS / ADRESSE DU COURRIER							
CITY / VILLE			PROVINCE		POSTAL CODE / CODE POSTAL		COUNTRY / PAYS
MEMBERSHIP CATEGORY / CATÉGORIE D'ADMISSION							
<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"/> LIFE / À VIE		<input type="checkbox"/> ORDINARY / ORDINAIRE		<input type="checkbox"/> ASSOCIATE / ASSOCIÉ		<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 / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE		<input type="checkbox"/> GULF / GOLFE	
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<input type="checkbox"/> WW I / 1914-18		<input type="checkbox"/> WW II / 1939-45		<input type="checkbox"/> KOREA / COREE			

- 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.

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

ATTACH REGISTERED FORM OR RENEWAL CARD IF MAKING PRINT / INCLURE UN FORMULAIRE D'INSCRIPTION OU CARTE DE RENOUVELLEMENT SI VOUS FAITES UN PAIEMENT

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE

MEMBER NUMBER / NUMÉRO DU MEMBRE: 111111 | COMMAND / COLLECTION: 13 | BRANCH NUMBER / NUMÉRO DE FILIALE: 013 | DAY: 28 | MONTH: 08 | 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: 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, HONORARIES / À VIE MÉRITANT

CITY/ZIP / CITÉ/ZIP: CDN | **PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE**

Permitting to enter my information for RCL Member Benefits Package / Autorisant 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 / DIRECTION: | BRANCH NUMBER / NUMÉRO DE FILIALE: | YRS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE (CONTINU): 20 | INCL. INC. / AN: 20 | TOTAL YRS. AN: TOTAL:

LAST NAME / NOM DE FAMILLE: | FIRST NAME & INITIALS / PRÉNOM ET INITIALES: | 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: QUALIFIES UNDER FATHER

MILITARY SERVICE / SERVICE MILITAIRE: | SERVICE NUMBER / NUMÉRO MATRICULE: | CORPS / CORPS, SELF / SELF, NAVY / NAVY, ARMY / ARMY, AIR FORCE / AIR FORCE, OF / OF, RCMP / RCMP, RESERVE / RESERVE, OTHER / AUTRE

MAGAZINE / REVUE: ENGLISH / ANGLAIS, SUPPLEMENT FRANÇAIS / SUPPLÉMENT FRANÇAIS, ASSOCIATE / ASSOCIÉ, OCCASION / OCCASION, BIRTH / BIRTH, GENDER / SEXE: M / M, F / F

BRANCH APPROVAL / AUTORISATION DE FILIALE: B. Secretary | PROVINCIAL COMMAND APPROVAL / AUTORIZATION DE DIRECTION:

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

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.

LEGIION Member Data Change Form / Modifications des Données sur le Membre

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE

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

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

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

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: LIFE / VIE JUNIORITY / JUNIORITY ASSOCIATE / ASSOCIE AFFILIATE VOTING / AFFILIE VOTANT AFFILIATE NON-VOTING / AFFILIE NON-VOTANT ADULTERONS LIFE / A VIE ADULTERANT

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

COMMAND / DIRECTION: [blank]
 BRANCH NUMBER / NUMÉRO DE FILIALE: [blank]
 YES OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINU: 20
 TOTAL YRS / ANS TOTAL: [blank]

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

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

MEMBERSHIP CATEGORY / CATÉGORIE D'ADHESION: LIFE / VIE JUNIORITY / JUNIORITY ASSOCIATE / ASSOCIE AFFILIATE VOTING / AFFILIE VOTANT AFFILIATE NON-VOTING / AFFILIE NON-VOTANT

REASON FOR CHANGE / RAISON POUR CHANGEMENT: MARRIAGE

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

MAGAZINE / REVUE: ENGLISH / ANGLAIS FRENCH INSERT / SUPPLÉMENT FRANÇAIS NONE / AUCUN DELICIOUS / DÉLICIEUX
 YEAR OF BIRTH / ANNÉE-NAISSANCE: [blank]
 GENDER / SEXE: M F

BRANCH APPROVAL / AUTORISATION DE FILIALE: [blank]
 FEDERAL COMMAND APPROVAL / AUTORISATION DE BUREAU NATIONAL: [blank]

Signature: X B. Secretary

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

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

- e. **Legion Magazine:** (See Figure 12-5) Check the appropriate box to advise if the magazine is required and the language of choice or if the magazine is no longer required.


LEGION		Member Data Change Form Modifications des Données sur le Membre				 <small>THE ROYAL CANADIAN LEGION LE GÉNÉRAL ROYAL CANADIEN</small>		
<small>ATTENTION: REGISTRATION FORM OR RENEWAL CARD IF MAKING PAYMENT. INCLUDE UN FORMALISED DESCRIPTION OF CARD OF RENEWAL/RENEWAL SI VOUS FAITES UN PAIEMENT</small>								
A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE								
MEMBER NUMBER / NUMÉRO DU MEMBRE		COMMAND / DIRECTION		BRANCH NUMBER / NUMÉRO DE FILIALE		DAY / JOUR	MONTH / MOIS	YEAR / ANNÉE
111111		13		013		30	08	2010
LAST NAME / NOM DE FAMILLE				FIRST NAME & INITIALS / PRÉNOM ET INITIALES				
SMITH				JOHN				
MAILING ADDRESS / ADRESSE DE CORRIER								
123 MAIN ST.								
CITY / VILLE			PROVINCE		POSTAL CODE / CODE POSTAL		COUNTRY / PAYS	
OTTAWA			ON		K2L 0A1		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	<input type="checkbox"/> MEMBERSHIP / LIFE / À VIE MÉRITANT			
PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE <small>Permission to release information for RCL Member Benefits Package / Autorisation de fournir de l'information pour le programme de bénéfices pour membres de la RCL</small>								
						<input type="checkbox"/> YES / OUI	<input type="checkbox"/> NO / NON	
B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS								
COMMAND / DIRECTION		BRANCH NUMBER / NUMÉRO DE FILIALE		YRS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINUÉ		INCL. / INC.	TOTAL YRS / ANS TOTAL	
				20				
LAST NAME / NOM DE FAMILLE				FIRST NAME & INITIALS / PRÉNOM ET INITIALES				
MAILING ADDRESS / ADRESSE DE CORRIER								
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 CHANGER								
SERVICE NUMBER / NUMÉRO MATRICULE								
2	3	4	5	6	7	8	9	
MAGAZINE / REVUE	<input checked="" type="checkbox"/> ENGLISH / ANGLAIS	<input type="checkbox"/> FRENCH / FRANÇAIS	<input type="checkbox"/> NONE / AUCUNE	<input type="checkbox"/> DECEASED / DÉCÉDÉ	YEAR OF BIRTH / ANNÉE-BAISSANTE	GENDER / SEXE	<input type="checkbox"/> M / <input type="checkbox"/> F	
BRANCH APPROVAL / AUTORISATION DE LA CALE				PROVINCE / COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE				
B. Secretary				Y				
<small>YELLOW: DOMINION COMMAND / COPIE DE LA DIRECTION NATIONALE / BLEU: COPIE DE DIRECTION PROVINCIALE</small>								

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** **THE ROYAL CANADIAN LEGION**
Modifications des Données sur le Membre **LA LÉGIION ROYALE CANADIENNE**

ATTACH REGISTRATION PERIODIC OR RENEWAL / ÉTAPE DE MARQUAGE PÉRIODIQUE / INTÉGRER LES FORMULAIRES D'INSCRIPTION DE CARTE DE RENEUVELLEMENT SI VOUS ÉTES UN PAÏEN NEU

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
Changement d'adresse - If you are transferring Étape de transfert - Si vous êtes un païen

MEMBER NUMBER / NUMÉRO DU MEMBRE 111111	COMMAND / SECTION 13	BRANCH NUMBER / NUMÉRO DE FILIALE 013	DAY / JOUR 30	MONTH / MOIS 08	YEAR / ANNÉE 200
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'ADHÉSION CDN					
<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"/> BRITISH BORN / NÉ EN GRANDE-BRETAGNE					
PRIVACY STATEMENT / DECLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE <small>Permettre à notre information (le BCL) Member Benefits Package</small> <small>Consentement de fournir de l'information pour le programme de bénéfices pour membres de la LRC</small>					

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

COMMAND / DIRECTION	BRANCH NUMBER / NUMÉRO DE FILIALE	YRS. OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINUÉ	YRS. 20	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	
MEMBERSHIP CATEGORY / CATÉGORIE D'ADHÉSION				
REASON FOR CHANGE / RAISON POUR CHANGEMENT				
MILITARY SERVICE / SERVICES MILITAIRES		SERVICE NUMBER / NUMÉRO MATRICULE		
<input type="checkbox"/> WW I / 1 ^{re} GM <input type="checkbox"/> WW II / 2 ^e GM <input type="checkbox"/> ENGLISH / ANGLAIS <input type="checkbox"/> FRENCH / FRANÇAIS <input type="checkbox"/> OTHER / AUTRE	<input type="checkbox"/> GULF / GOLFE <input type="checkbox"/> NAVY / MARINE <input type="checkbox"/> AIRBORNE / ANCIENNE <input type="checkbox"/> AIR FORCE / FORCES ARMÉES ROYALES <input type="checkbox"/> OTHER / AUTRE	<input type="checkbox"/> RESERVES / RÉSERVES <input type="checkbox"/> OTHER / AUTRE	<input checked="" type="checkbox"/> DECEASED / DÉCÉDÉ <input type="checkbox"/> YEAR OF BIRTH / ANNÉE NAISSANCE <input type="checkbox"/> GENDER / SEXE	
<input checked="" type="checkbox"/> BRANCH APPROVAL / APPROBATION DE FILIALE B Secretary		<input checked="" type="checkbox"/> PROVINCIAL COMMAND APPROVAL / APPROBATION DE DIRECTION PROVINCIALE v		

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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 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

ATTACH TO REGISTRATION FORM OR RENEWAL CARD IF MAKING PAYMENT / ATTACHEZ CE FORMULAIRE À VOS CARTE D'INSCRIPTION OU CARTE DE RENOUVELLEMENT SI VOUS FAITES UN PAIEMENT

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
(Complete Section "A" for all information) (Remplir Section "A" pour toutes les données)

MEMBER NUMBER / NUMÉRO DU MEMBRE: 111111 | COMMAND / COM. DIST.: 13 | BRANCH NUMBER / NUMÉRO DE FILIALE: 013 | DATE / DATE: 30 | MONTH / MOIS: 08 | 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: 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 MEMBRANT

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

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

COMMAND / DIRECTION: | BRANCH NUMBER / NUMÉRO DE FILIALE: | YRS OF CONTINUOUS SERVICE / ANNÉES DE SERVICES CONTINUS: 20 | ENCL. | TOTAL YRS / ANS TOTALE: |

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'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^{ère} GM, WW II 2^{ème} GM, OTHER AUTRE, EARLY COBITE, GOLF, NAVY MARINE, ARMY ARMÉE, AIR FORCE FORCES AÉRIENNES, CF RC, RCMP GRC, RESERVE RESERVES, OTHER AUTRE

MAGAZINE / REVUE: ENGLISH ANGLAIS, FRENCH FRANÇAIS, NONE AUCUNE, YEARS / ANNÉES: | YEAR OF BIRTH / ANNÉE-NAISSANCE: 1961 | GENDER / SEXE: M, F

BRANCH APPROVAL / AUTORISATION DE FILIALE: *B. Secretary* | NATIONAL COMMAND APPROVAL / AUTORISATION DE DIRECTION (OPTIONAL) |

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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

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE

MEMBER NUMBER / NUMÉRO DU MEMBRE: 111111
 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 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, ORDINARY / ORDINAIRE, ASSOCIATE / ASSOCIÉ, AFFILIATE VOTING / AFFILIÉ VOTANT, AFFILIATE NON-VOTING / AFFILIÉ NON-VOTANT, METROPOLITAN LIFE / À VIE MÉTROPOLITAINE

B NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

YEARS OF CONTINUOUS SERVICE / ANNÉES DE SERVICE CONTINUÛ: 2010
 TOTAL YRS. / ANS TOTAL: 15

REASON FOR CHANGE / RAISON POUR CHANGEMENT: (Blank)

MAGAZINE RECEIVE / REVUE: ENGLISH / ANGLAIS, FRENCH INSERT / SUPPLÉMENT FRANÇAIS, NONE / AUCUNE, 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:

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

- i. **Military Service:** (See Figure 12-9) Military service information is used by Dominion Command for statistical purposes and applied only to members who have served in the military, (ie Ordinary members and Life members who were formerly Ordinary members). Under the military service section indicate the member's service number and the theatre of war and type of service by marking the appropriate box.

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

ATTACHÉ / DÉCLARATION / FORM DE RENSEIGNEMENTS / DÉCLARATION SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS / VOUS ÊTES UN MEMBRE DE LA LEGION

A PREVIOUS MEMBER INFORMATION / ANCIENS RENSEIGNEMENTS DU MEMBRE
(Complétez la section "A" de ce formulaire) / (Complétez la section "A" pour vos renseignements)

MEMBER NUMBER / NUMÉRO DU MEMBRE: 111111
 COMMAND / DIRECTION: 13
 BRANCH NUMBER / NUMÉRO DE FILIALE: 013
 DAS / JOURS: 30
 MONTH / MOIS: 08
 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: K2L 0A1
 COUNTRY / PAYS: CAN

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

MEMBERSHIP / CÉLÉBRATION: CDN

PRIVACY STATEMENT / DÉCLARATION SUR LA PROTECTION D'INFORMATION PERSONNELLE
 (Provisionally to release information for R2) 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: BRANCH NUMBER / NUMÉRO DE FILIALE: YRS OF CONTINGUOUS SERVICE / ANNÉES DE SERVICE CONTIGUÛS: INCL. / INC. 20 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: INF 1 / 1st INF, NORA / CORPS, SELF / SOUL, NAVY / MARINE, ARMY / ARMÉE, AIR FORCE / AVIATION, OF / DE, RCMP / GMP, RESERVEES / RÉSERVÉES, OTHER / AUTRE

MAGAZINE / REVUE: ENGLISH / ANGLAIS, FRENCH / FRANÇAIS, 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**

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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

ATTENTION: REGISTRATION / FICHE DE RENSEIGNEMENTS / CARTE DE MEMBRE / PRÉFÉRÉ / INCLURE UN FORMULAIRE D'INSCRIPTION OU CRÉDIT DE RENOUVELLEMENT SI VOUS PÂTES UN PRÉMIER

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

MEMBER NUMBER / NUMÉRO DU MEMBRE: 111111 | 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 COURRIER: 123 MAIN ST | 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 | MULTIFORUM LIFE / À VIE HÉRITANT

B. NEW INFORMATION / NOUVEAUX RENSEIGNEMENTS

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

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

MAILING ADDRESS / ADRESSE DE COURRIER: 359 KIRKLAND AVE | CITY / VILLE: OTTAWA | PROVINCE: ON | POSTAL CODE / CODE POSTAL: K2P 0R6 | 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

BRANCH APPROVAL / AUTORISATION DE FILIALE: | COMMAND APPROVAL / AUTORISATION DE DIRECTION PROVINCIALE:

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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.

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
7530186	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	449.64					
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

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