

# THE ARMY, NAVY & AIR FORCE VETERANS IN CANADA



## GUIDE TO ASSOCIATION AWARDS

The policy set out in this guide has been approved by various Dominion Conventions over the years and conforms to the Dominion By-Laws, Rules and Constitution.

The administrative procedures set forth in this guide have been sanctioned and directed by the Dominion Board of Directors.

All previous guidelines are redundant and are no longer in use.

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This guide should be studied by the Unit Executive so that all of the important matters will be considered when recommending any member for a honour or an award.

To help future Executive Committees to make recommendations for honours and awards it is important that the Unit keep adequate records of the activities of its members.

**BEAR IN MIND THAT AT SOME FUTURE DATE YOU MAY BE AMONG THOSE WHO ARE BEING CONSIDERED FOR AN AWARD. YOU SHOULD MAKE SURE NOW THAT THE UNIT SECRETARY IS KEEPING A RECORD OF YOUR ACTIVITIES.**

All recommendations for honours and awards must be submitted on the regulation forms (refer to Award Recommendation Form) and sent to the Provincial Command for endorsement. The Dominion Command Awards & Rituals Committee is the final arbiter in these matters.

Consideration will be given for service to the Association as well as for service to the Community.

Before sending in the recommendation, be sure that the following items have been checked.

1. The member's name and Regimental Number or Rank (if applicable) have been correctly and clearly noted.
2. The member is in good standing and has been so for the necessary time frame.
3. The date the recommendation passed the Executive or General Meeting.
4. A copy of the resolution passed by the General Executive Meeting is forwarded with the recommendation.
5. The date the member joined the Association.
6. A complete resume on the provided forms of all activities as well as a comprehensive statement about the member: statements such as "was a good worker", "was outstanding", "was a member of a Committee" are insufficient. Be elaborate and specific. Therefore state how the member was a good worker, how the member was outstanding.

7. All positions held with dates have been listed.
8. The Unit Seal and signature of the Unit President has been attached to the form.
9. One award only is checked.

If any of the above mentioned items have been omitted, **the recommendation will be returned** to the Unit for clarification.

All Association Awards will be awarded at the discretion of the Awards & Rituals Committee. A two year waiting period is required between Life Membership and the Order for Service and between the Order for Service and the Award of Merit.

In extenuating circumstances such as terminal illness the Awards & Rituals Committee may make exception.

### **AWARD OF MERIT**

This is the highest award that the Army, Navy & Air Force Veterans in Canada can bestow on a member of the Association. Approximately five Awards of Merit are presented at each Dominion Convention.

Consideration will only be given for Outstanding service beyond the call of normal duty by an Active or Affiliate Member in good standing of the Army, Navy & Air Force Veterans in Canada.

The recommendation must come from the Member's Unit, Provincial Command or Dominion Command and must detail all activities of the member from the time of joining the Unit and including all Community activities. The Order for Service is a prerequisite.

List by year the Office and Committee, whether by election or appointment, within or outside the Association. A brief sketch of Military Service may also be helpful. Give all the details possible.

The cost of this award is borne by Dominion Command.

## **ORDER FOR SERVICE**

The second highest award is for distinguished and extraordinary service to the Association and the Community by Active, Affiliate members who hold a Life Membership in the Association.

The recommendation for this award may originate at the Unit, Provincial Command or Dominion Command. Details of service to the Association and to the Community must be listed on the appropriate recommendation forms or on a separate sheet of paper.

List by year the positions held in the Unit, the Provincial Command, the Dominion Command and the Community.

Stress the service aspect of the member's activities because a member may never be or want to be an Executive Officer but may have given distinguished and extraordinary service to the Association or Community.

A minimum of 90 days is required to process a recommendation for Order for Service after it is received at Dominion Headquarters.

Check the Regalia Stores price list for the cost of this award.

## **LIFE MEMBERSHIP**

Life Membership is awarded to an Active or Affiliate member for outstanding service.

The member must have been in good standing for **at least fifteen consecutive years immediately prior to the application** and must have given **outstanding service**.

This is the only award that requires a final Per Capita Tax payment which, in effect, exempts the member from Per Capita Tax for life. It is not to be considered a way of excusing a member from paying Unit dues and Assessments. A Life Membership will only be awarded for outstanding service and community involvement.

List by year all of the positions held in the Unit or Command and give details of all the Committees on which the member served.

Give dates, places, deeds, etc.

A minimum of 90 days is required to process a recommendation for Life Membership after it has been received at Dominion Headquarters.

Check the Regalia Stores price list for the cost of this award.

### **LA LIFE MEMBERSHIP**

Ladies Auxiliary Life Membership is awarded to a member of the Ladies Auxiliary for outstanding service.

The member must have been in good standing for **at least fifteen consecutive years immediately prior to the application** and must have given **outstanding service**.

Unlike the Association Life Membership, there is no final payment of ladies auxiliary assessments for this award. Ladies Auxiliaries will be expected to continue to make the assessment payment for any members on which they bestow LA Life Membership. A LA Life Membership will only be awarded for outstanding service and community involvement.

List by year all of the positions held in the LA or LA Command and give details of all the Committees on which the member served.

Give dates, places, deeds, etc.

A LA Life Membership will be recommended on the proper form (refer LA Life Membership Form) which requires approval from the LA, the parent Unit, the LA Command (where applicable) and the parent Provincial Command. The award is NOT reviewed by the Dominion Awards and Rituals Committee. A minimum of 30 days is required to process a recommendation for LA Life Membership after it has been received at Dominion Headquarters.

Check the Regalia Stores price list for the cost of this award.

### **PAST PRESIDENT MEDAL & CERTIFICATE**

A Past President Medal and Certificate may be awarded to a member who has served the Office of President (Unit or Command) for at least one term and is no longer in the Office.

A Maple Leaf Clasp and Certificate may be awarded to a member on completion of a second or subsequent term of serving the Office of President.

A member will only be issued one (1) Unit Past President Medal and one (1) Maple Leaf Clasp and if qualified one (1) Provincial Past President Medal and one (1) Maple Leaf Clasp regardless of the number of subsequent terms the member has served the Office of President. A Certificate may be issued for any number of subsequent terms.

The request for this award, **MUST** be made through Provincial Command (refer to Unit Past President Medal & Scroll Form). It is imperative that proper spelling of the person's name and the dates served be included with the request to ensure that the scroll is properly inscribed.

Check the Regalia Stores price list for the cost of these awards

### **LA PAST PRESIDENT MEDALLION & CERTIFICATE**

A Past President Medallion and Certificate may be awarded to a member who has served the Office of President (LA or LA Command) for at least one term and is no longer in the Office.

A Second Term Bar and Certificate may be awarded to a member on completion of a second or subsequent term of serving the Office of President.

A member will only be issued one (1) LA Past President Medal and one (1) Second Term Bar and if qualified one (1) LA Provincial Past President Medal and one (1) Second Term Bar regardless of the number of subsequent terms the member has served the Office of President. A Certificate may be issued for any number of subsequent terms.

The request for this award, **MUST** be made through the LA Provincial Command or Provincial Command (where applicable) (refer to LA Past President Medal & Scroll Form). It is imperative that proper spelling of the person's name and the dates served be included with the request to ensure that the scroll is properly inscribed.

Check the Regalia Stores price list for the cost of these awards

## **LONG SERVICE AWARDS**

A Long Service Lapel Pin may be awarded to members and Life Members after completing 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60 and 65 years of honourable service in the Association. Long Service Lapel Pins are available from Dominion Command and are issued in accordance with Provincial Command regulations.

## **LA LONG SERVICE AWARDS**

A LA Long Service Lapel Pin may be awarded to members and Life Members after completing 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of honourable service in the Association. LA Long Service Lapel Pins are available from Dominion Command and are issued in accordance with Provincial Command regulations.

## **CERTIFICATE OF APPRECIATION** **(WITH MEDAL)**

A Certificate of Appreciation may be awarded by Commands, Units or the Ladies Auxiliary to any Member or to persons outside the Association who have contributed time and energy assisting with Command, Unit or Auxiliary programs. For example, coaching juvenile hockey, baseball, etc., and has generally been helpful to the extent that the Command, Unit or Auxiliary considers that the person should be officially recognized.

The Certificate of Appreciation is printed by and must be obtained from Dominion Command. The Certificate may be issued in blank to Commands, Units and Auxiliaries in accordance with Provincial Command regulations.

Should the Command, Unit or Auxiliary wish to have the Certificate engrossed by Dominion Command ready for framing it is available. The name of the recipient and the date the unit wishes to present the award are required if this is requested.

Certificates of Appreciation can be purchased by themselves or with an Appreciation medal.

A members who is receiving another Appreciation certificate and who has previously been awarded the appreciation certificate with medal may be given a certificate and maple leaf clasp to denote a subsequent award. Only (1) one clasp may be awarded and worn on the medal. A certificate may be awarded for any subsequent awards.

A member who has previously only received a certificate must be presented with a certificate with medal prior to being able to be presented with the clasp.

Check the Regalia Stores price list for the cost of these awards.

“The Recommendation for Awards” forms are available and may be obtained from Dominion Headquarters.

### **COMMEMORATION MEDALS**

**The 150<sup>th</sup> Anniversary Commemorative Medal** is available.

**The 175<sup>th</sup> Anniversary Commemorative Bar** is available

**The Millennium Medal** is no longer available.

### **ORDER OF WEARING MEDALS & RIBBON**

When wearing Association Medals and Ribbons, the following order will apply:

*Award of Merit*  
*Order for Service*  
*Life Membership*  
*Past Dominion President*  
*Past Provincial President*  
*Past Unit President*  
*Appreciation Medal*  
*150<sup>th</sup> Commemorative Medal (175<sup>th</sup> Bar may be attached)*  
*Millennium Medal*  
*American Legion Friendship Medal*  
*Medals received from other Associations*