

Military Service Recognition Book Program

All Three Documents can be Downloaded from Provincial Website

www.on.legion.ca

Military Service Recognition Book Program Information

(found on page 15 in Media Kit
available on Provincial Website www.on.legion.ca)

Royal Canadian Legion Ontario Command

MILITARY SERVICE RECOGNITION BOOK

Recognize our Veterans

As the "Keepers of Remembrance", Ontario Command is proud to publish an annual Military Service Recognition Book to identify and recognize many of our Veterans in Ontario, who have either served or are still serving in our Canadian Armed Forces, the Commonwealth or Allied Forces.

We invite you to visit your local Legion Branch to obtain more information regarding this Remembrance program and more importantly, to submit a story and photo of a Veteran. Everyone is welcome to submit a story, including Veterans, relatives or friends.

Drop off or send your histories and stories to your local Legion Branch early. We accept them year-round. Please do not drop them off or mail them to our Provincial Command office.

This project not only produces an annual Military Service Recognition Book, but also raises funds through a telephone appeal to the general public and through advertising sales.

The book publisher, Fenety Marketing, conducts a telephone appeal on our behalf to private citizens and the business community throughout Ontario.

The funds raised through the program will assist and support many important Legion programs and initiatives.

We invite you to share your story or the story of a loved one through your local Legion Branch.

Please visit your local Legion Branch or visit our website (www.on.legion.ca) for a submission form.



Military Service Recognition Book Submission Form

Legion Ontario Provincial Command
Military Service Recognition Book - Submission Form
Downloadable at <http://www.on.legion.ca>

Information Required for Story Submission	Please print clearly!
Name of Military Person being recognized	Last name First name Middle Name
Place of Birth	Date of Birth (m/d/y) Date of Death (m/d/y) (if applicable)
Service: <input type="checkbox"/> WWI <input type="checkbox"/> WWII <input type="checkbox"/> Korea <input type="checkbox"/> Afghanistan <input type="checkbox"/> Regular Force <input type="checkbox"/> Reservist <input type="checkbox"/> RCMP <input type="checkbox"/> Other (Please specify)	
Branch of Service: <input type="checkbox"/> Navy <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Merchant Navy <input type="checkbox"/> Other	
Service Unit: (e.g., FPSC, Queen's Own, RCRC, etc.)	Date of Enlistment Date of Discharge
Areas Served	
Killed in Service? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Death: _____ Where Killed: _____ (Please specify)	
Was/A Member of Legion (Name & #)? <input type="checkbox"/> Yes <input type="checkbox"/> No Branch: _____ How many years? _____ (Please specify)	
This Section MUST be completed:	
Submitted by (Name): _____ Tel # _____	
Email: _____ Branch Name & # _____	
Was permission given by individual or family to use submission? <input type="checkbox"/> Yes <input type="checkbox"/> No (Signature of Veteran or Family Member) _____	
Additional Information: Please attach a paragraph if you wish, maximum 100 words. For example, special things the veteran did in the service, war medals received, POW, special awards, awards for bravery, i.e., VC, DSC, DFC, MC, MM, etc., or perhaps what the veteran did upon return to civilian life.	Please include photograph, but do not use staples, paper clips or tape. Also, do not write on the back of the photograph as this could damage the photo. Faxed and emailed copies will not be accepted. Actual photos will only be accepted. Please return your completed Submission Form and photograph to your local Legion Branch.

Military Service Recognition Book Fact Sheet

Legion Ontario Provincial Command
Branch Coordinator Information / Fact Sheet For
The Royal Canadian Legion Ontario Command
"Military Service Recognition Book"

The following information is being provided to assist all Branch Coordinators with their duties and responsibilities regarding our Military Service Recognition Book (MSRB) program.

General

- Ontario Command is not a charitable organization and with Fenety Marketing working on our behalf, receipts for income tax purposes cannot be issued for donations or advertising in our book. We are a not for profit organization.
- No cheques for advertising or donations for the book should be accepted at branches. They should be contacting Fenety Marketing directly by calling them on their toll free number at 1-855-594-1374.

Submissions

- Submissions are for both traditional Veterans and modern day Veterans who have, or are still serving, in the Canadian Armed Forces, the Commonwealth or Allied Forces.
- The definition of a Veteran is described in our General By-Laws and contained in this information sheet.
- All information being supplied on the submission form is to be completely accurate, fully completed, and CLEARLY LEGIBLE.
- Permission must be obtained from the Veteran or family member for the submission. If every possible effort has been attempted to locate a family member to no avail, then, and only then, can the permission be given by the Branch President, but a letter is to accompany the submission explaining this.
- The correct person and e-mail address and/or telephone number of the person sending the submission MUST be included on the submission form, along with the Branch name and number and the return address is to be on the envelope.
- A Legion Branch and number MUST be listed in the "THIS SECTION MUST BE COMPLETED" section of the form for the submission to be processed.
- On submission, are only to contain a maximum of 100 words and not pages of documentation. The information in the biography is to be about Military Service and not Legion Service. The only information that may be included in the bio is past President etc.
- Submissions are only to be sent or dropped off at branches and NOT sent to Ontario Command. Branches are to be sent or dropped off at branches. Once they have been checked for correctness, they are to be sent to the appropriate Command Coordinator prior to May 20th.
- All submissions are to be submitted on a separate piece of paper and submitted to the appropriate Branch and if you have more information for your convenience, please make photocopies of the form as requested. Should you have more information than what will fit on the submission form, you may submit information on a blank piece of paper and submit it with the form. The submission form is also available on our Provincial website which we try not to alter the content of your submission. If you misspell your name or give the wrong date of birth etc., we will have no means of verifying the information and will print only what you submit.

Photographs

- The original or actual photo or photo centre reproduced photo are the only photos that will be accepted with the submission form. Photos that have been scanned, printed on ordinary white paper or a photo copy of a photo WILL NOT be accepted.
- Actual PHOTOS are to be submitted on a poor scanner in low resolution and not ACTUAL PHOTOS.
- Shoppers Drugmart and NOT a photograph scanned on a poor scanner in low resolution and then printed on low quality photo paper or photo copied or printed on regular paper.
- Staples or paper clips are also NOT to be used when sending the photo with the submission form.
- There is to be no writing on the back of the photo as this bleeds through into the photo.
- No caricatures, drawings or drawing of any kind will be accepted in place of a photo.
- If sending more than one submission form and photo at a time, a sticky note is to be attached to the back of each photo identifying each picture with the Veteran's name, it would be best if each submission form and photo were placed in a plastic bag (baggie) and then all of them placed in a large envelope separated from each other.
- Photos should be a head-and-shoulders portrait. If a photo of the Veteran is not available, a photo of the Veteran's Regimental Crest would suffice.

Definition Of A Veteran

At the 2014 Dominion Convention held in Edmonton, a revision was made to the definition of a Veteran. The following is the new definition as approved at that Convention. A Veteran is any person who is serving or has honourably served in the Canadian Armed Forces, the Commonwealth or its wartime allies, or as a Regular Member of the Royal Canadian Mounted Police, or as a Peace Officer in a Special Duty Area or on a Special Duty Operation, or who has served in the Merchant Navy or Royal Navy during wartime.

Our two Command Coordinators should not have to go into "operation overload" when receiving submissions or when the deadline for submissions approaches. Each of them has over 200 Branches that they are responsible for, and when submissions are received, they must scan each form, photo and any additional information sheet and record each submission prior to sending them to our publisher, Fenety Marketing. Their process is very time consuming but is simplified if submissions are sent on a regular basis and are complete and correct.

Photographs and other information will not be returned, so it is best that you make copies of your submissions and photos. When a story is received it will be deemed submitted for inclusion and may be used without any further permission required. All stories submitted for use in the Military Service Recognition Book, may also be used for an on-line version of this book.

Upon this information will be of assistance to you in the preparation of your stories and photos, and we look forward to receiving your submissions.

Military Service Recognition Book Committee