

APPLICATION FOR A ROYAL BRITISH LEGION AWARD FOR MERITORIOUS SERVICE

AWARDS IN CONFIDENCE

Tick one:

Gold Badge National Life Membership National Certificate of Appreciation

Nominee Details

Title		Forename	
Surname			
Branch		Branch Number	BR
County/District			
Membership Number		Date Joined	

Past Awards (please tick the box and add the date if received)

<input type="checkbox"/> Branch Certificate	Date	
<input type="checkbox"/> County/District Certificate	Date	
<input type="checkbox"/> Gold Badge Gold Badge no.	Date	
<input type="checkbox"/> National Life Membership	Date	

Proposer Details

Title		Forename	
Surname			
Email			
Telephone Number			
Address			

To be filled out by the National Chairman or his representative:

This application is approved/not approved (delete as appropriate)

National Chairman's remarks (if not approved)

National Chairman's Signature		Date	

Branch/County/District Citation

Proposer		Signature	
Position		Date	
Date of Committee meeting where award was approved			

County/District comments in support/not in support of the application

Date of Committee meeting where award was approved			
County/District			
Name of Chairman			
Signature		Date	

APPLICATION PROCEDURES

The Award Application must be agreed by the relevant Committee and recorded in the Committee's Minutes.

Where a Branch member is the nominee, the Branch must pass on the form to the County/District Secretary to be presented to the County/District (Awards) Committee. Where the Branch Chairman is the nominee, the Branch President should complete the form. Once countersigned by the County, the form should be given to the Membership Support Officer who then forwards the form to the Annual Conference Co-ordinator for approval by the National Chairman.

Where a County/District Chairman is the nominee, the County/District President or Membership Council representative should endorse the application.

This application may NOT be submitted by an individual member of the Legion. Applications for the National Certificate of Appreciation are only to be submitted in the months of November – March for presentation by the National President at the Annual Conference in May. Gold Badge and Life Membership should be presented by a National Officer, BOT or MC Member where possible.

A Gold Badge, once issued, becomes the property of the recipient and on his/her death becomes the property of his/her next of kin, who may retain it or return it to the formation to issue to another individual for whom the award has been approved

WRITING THE CITATION – FACTORS TO CONSIDER

- The three awards, in ascending order of precedence are the Gold Badge, Life Membership and National Certificate of Appreciation
- They are the highest awards and given the need to preserve their value, quality and status, must only recognise the OUTSTANDING contribution that the nominee has made to the Legion, usually but not exclusively over a period of 8, 10, or 12 years.
- Holding office, frequently in many capacities over the years, is NOT a criterion, being part of the expected duty of the willing and often dedicated volunteer.
- Neither in itself is long, sometimes very long service, which will or should often have been recognised by Branch or County/District Certificates of Appreciation.
- The National Chairman when assessing the suitability of the nominee for a high honour is looking for clearly identified achievements at Branch or County/District level, which really deserve appropriate recognition.

IDENTIFYING ACHIEVEMENTS – write in the third person

- LEADERSHIP, at any level, which includes regularly informing members about the evolving aims of the Legion, and the need to INVOLVE them.
- Producing real, quantifiable results within Membership, Welfare, Fundraising and Remembrance activities.
- Working outside their given Branch or County/District area to help their neighbours to survive or grow.
- Developing and sustaining relationships with the local or area community, from Councils to local politicians at all levels, which produce results and greatly enhance the reputation of the Legion as the leading Service Welfare charity.
- Organising major events, which place the Legion in the public eye.
- Using bullet points rather than writing in letter style will enable concise identification of achievements. Only list Offices and positions held on the citation when relevant to particular achievements.

Applications that have not been completed correctly by the originating formation will be returned to the originator for redrafting.