



## NAVY LEAGUE OF CANADA Vancouver Island Division

### Awards Gala & Annual General Meeting Financial Authorization

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**PURPOSE:** To authorize Division expenses and reimbursement for Division participation in the annual Division Awards Gala and Annual General Meeting functions.

**OVERVIEW:** Each year, a Branch organizes an annual awards gala coinciding with the Division Annual General Meeting and training day.

Host Branches shall make all the necessary arrangements related to facilities, meeting accommodations, catering, entertainment, host hotel, etc.

Host Branches may recover all costs related to the event(s) from the participants and/or from sponsors/donors. Branches are expected to produce a budget for the event(s) and determine costs and revenues including the cost of Gala dinner tickets, a month before the event(s).

Division, as a participant, shall reimburse the host Branch as outlined below.

**DIVISION SHALL:** Annual General Meeting

Arrange for the Division Annual General Meeting to take place. This includes making arrangements for presentations, audio-visual equipment and any other requirements for the meeting.

Training Sessions

Arrange for Division training sessions to be held in conjunction with the AGM. This includes making arrangements for presentations, audio-visual equipment and any other requirements for the training sessions.

Reimburse the host Branch for the costs of the meeting accommodations and catering for the training portion of the event. Reimbursement for meals will only be made for those individuals listed on the training event nominal roll(s).

Reimburse the host Branch for the costs of instructor's meals, if they are not already included with the participants.

Awards Gala

Book a block of rooms for the Guest Speaker (and Guest), Division executive members and Division staff at the host hotel.

The Division Treasurer shall pay the host hotel directly, for rooms used by the Guest Speaker and guest, Division Executive and Staff.

Arrange and pay for a thank you gift for the Guest Speaker.

Purchase tickets from or reimburse the host Branch for the following Awards Gala attendees:

Guest Speaker and Guest (2)

Division Council (not including a guest) (11):

President  
Past President  
Vice president, Navy League Cadets  
Vice president, Sea Cadets  
Secretary  
Treasurer  
Director, Membership & Screening  
Director, Honours & Awards  
Director, North Island  
Director, South Island  
Director, Special Projects

Division Staff (not including a guest) (5):

Commander  
Executive Officer  
Administration Officer  
Training Officer  
Division Staff Officer

President of each Branch (not including a guest) (11)

Commanding Officer of each Navy League Corps (not including a guest) (8)

Commanding Officer of each Sea Cadet Corps (not including a guest) (11)

**Note:** *One alternate may be nominated to attend on behalf of an incumbent who is not able to attend (ie: the Executive Officer of a corps may represent the Commanding Officer; a Branch Vice President may represent the President).*

Reimbursement for gala tickets will only be made for those positions listed above and whose names appear on the gala nominal roll(s).

Reimburse Powell River Branch for the cost of return ferry fare between Powell River and Comox BC, for the Powell River Branch President and the Commanding Officer of 54 RCSCC Malaspina (or alternates).

Hotel costs will be paid for Guest Speaker, Division Council Executive and Navy League Divisional staff only.

**HOST BRANCH SHALL:** Create a budget and forecast revenues/expenses in advance of the event(s).

Awards Gala

From the budget, shall determine a ticket price for the Gala.

Arrange, coordinate and pay for all facilities, meeting accommodations, catering, entertainment, etc, related to the event(s).

Shall make arrangements for a guest speaker for the Gala.

Seek sponsorships and donations to defray costs.

Arrange for a host hotel. Hotel accommodation costs shall be the responsibility of the participants and not the Branch.

Shall complete a nominal roll of all participants for which Division will reimburse the Branch in accordance with this policy. The approved Nominal Roll form is attached and shall be forwarded to the Treasurer VID upon completion of the event.

Meet and Greet

Shall be responsible for arranging a Meet & Greet function. All costs shall be borne by the Branch and/or the attendees.

Division shall not contribute nor reimburse for Meet & Greet costs.

Training Sessions

Shall create an itemized invoice for costs associated with Division training concurrent with this event (including a nominal roll of individual participants associated to the training) and shall forward the invoice to the Treasurer VID upon completion of the event.

**OTHERS SHALL:**

Pay for travel, meals and hotel accommodation costs related to attending the event(s). Some costs shall be covered by Division as per above however, generally speaking, the cost of attending these event(s) is born by the participants.

**FORMS (attached):**

Division Special Event Nominal Roll



**NAVY LEAGUE OF CANADA**  
**Vancouver Island Division**

**SPECIAL EVENT NOMINAL ROLL**

Name of Event:  Training       AGM       Awards Gala

Page \_\_\_\_\_ of \_\_\_\_\_

Date of Event: \_\_\_\_\_

| Position/Branch | Rank/Title | Surname (Please PRINT) | Initials | Signature |
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