



THE NAVY LEAGUE OF CANADA

Awards and Recognition Program Outline

BACKGROUND

At the 2002 Annual General Meeting of The Navy League of Canada, the National Awards and Scholarships Committee was disbanded. Responsibility for awards and recognition was transferred to each of the League's programs: Navy League Cadets; Royal Canadian Sea Cadets; Maritime Affairs and Fund Development.

Upon accepting responsibility for Navy League Cadet Awards, the National Navy League Cadet Committee conducted a complete review of the awards program. The purpose of this review was to:

- Identify any gaps in recognition
- Seek opportunities for greater efficiency
- Delegate selection to the most appropriate level

During this review it was determined that although Awards would be managed by each respective portfolio, this could be best accomplished under one unified Awards and Recognition Program, rather than separate approaches for each portfolio. This approach would reduce administrative burden and simplify implementation at the local levels.

This document supersedes Section 6 of the NL (21) Administrative Orders.

POLICY

Our Cadets, and the volunteers who support them, make a substantial contribution to the future of our nation through their dedication to the aims and vision of The Navy League of Canada. It is important for the Navy League to recognize these efforts through a comprehensive Awards and Recognition Program.

Given that effective recognition programs can be a critical factor in the retention of cadets and volunteers alike, and can also create public awareness opportunities, it is in the best interest of each level of the organization to participate in a National Awards program. Each unit is also encouraged to augment the National Awards program with local/divisional awards where appropriate.

IMPLEMENTATION

1. Award Summary

The following table details all awards available through the Navy League Cadet Awards and Recognition program.

Who is eligible?	Type of Award	Issuing Authority	Deadline
Cadets	Navy League Award of Commendation	National	Anytime
	National Navy League Cadet of the Year		31 March
	National Sea Cadet of the Year		
	Royal Canadian Sea Cadet National Music Award		
	Division Navy League Cadet of the Year	Division	Check with Division
	Division Sea Cadet of the Year		
	Navy League Medal of Excellence		
	Sea Cadet Service Medal		
	Royal Canadian Sea Cadet Division Music Award		
	Perfect Attendance- Program	Branch	Anytime
	Perfect Attendance – Year		
	NLC Excellence Badge		
	NLC Merit Badge		
	Award Certificate		
Officers	National President's Award	National	31 March
	Distinguished Service Award	Division	Check with Division
	Meritorious Service Award		
	Long Service Medal		
Certificate of Service/Service Pin			
Corps	National Growth Award	National	-
	Growth Award		
Volunteers	Past National Presidents Top Division Award for Achievement	National	Anytime
	National President's Award		31 March
	Life Membership		Anytime
	Division President's Award	Division	Check with Division
	Distinguished Service Award		
	Meritorious Service Award		
	Long Service Medal	Branch	Anytime
	Award for Service		
	Honour Certificate		
Testimonial			
Supporters	Robert I. Hendy Distinguished Achievement Award	National	31 Jan
	J.J. Kinley Award	Branch	Anytime
	Award of Appreciation		
	Community Service Award		

2. AWARDS FOR NAVY LEAGUE CADETS AND ROYAL CANADIAN SEA CADETS

A. Navy League Award of Commendation

Awarded by the National Board of Directors to a Navy League Cadet or Royal Canadian Sea Cadet who performs an outstanding act or deed in attempting to save the life or property of another.

The award is in the form of a medal bar (worn on the left breast pocket of the uniform) and a certificate, both issued by the National Office for presentation by the Branch. Navy League Cadets who have received the Award of Commendation may continue to wear the ribbon on their uniform if they become Sea, Army, or Air Cadets. Replacement commendations are available from the National Office for a nominal fee.

To nominate a cadet for this award, complete the [NL \(104\)](#) Award Application Form, and include a letter which provides full details, through the Branch and Division to the National Office.

The appropriate Cadet Committee will evaluate the nomination letter and make a determination as to whether or not the commendation will be granted.

B. National Cadet of the Year

Awarded annually by the National Board of Directors to the most proficient Navy League Cadet and Royal Canadian Sea Cadet.

The award is in the form of a certificate, plaque and a small gift, issued by the National Office.

There is no application process for this award.

The selection will be made from the list of Division Navy League and Sea Cadet of the Year recipients.

The appropriate National Cadet Committee will review the applications of each Division Cadet of the Year to determine who will be the National Navy League Cadet/Royal Canadian Sea Cadet of the Year.

C. Royal Canadian Sea Cadet National Music Award

Awarded annually to recognize the efforts of a Royal Canadian Sea Cadet in pursuit of musical excellence. This award is given to a cadet currently a member of an authorized Cadet Band.

The National Music Award is in the form of the National Sea Cadet Chairman's Trophy for Music Excellence.

There is no application process for this award.

The selection will be made from the list of Division Sea Cadet Music Award recipients.

The National Sea Cadet Committee will review the applications of each Division Music Award to determine who will be the National Music Award Winner.

D. Division Cadet of the Year

Awarded annually by each Division to the most proficient Navy League Cadet and Royal Canadian Sea Cadet in that Division.

The award is in the form of a certificate provided by the Division and also automatically entitles the cadet to a Medal of Excellence.

There is no application process for this award.

The selection of the Division Cadet of the Year will be made from the list of Medal of Excellence nominees.

The Division will review the applications for the Medal of Excellence to determine who will be the Division Navy League Cadet of the Year.

E. Royal Canadian Sea Cadet Division Music Award

Awarded annually to recognize the effort of a Sea Cadet in the pursuit of musical excellence. Nominee must meet the following criteria:

- The applicant is a member of an authorized Sea Cadet Band;
- To have completed a minimum of two years service as a member of a Cadet Band;
- To be an level IV instrumentalist – this is to be the minimum requirement for a nomination;
- To have contributed outstanding participation in Cadet Parades, engagements or performances for his/her Cadet Corps and/or Navy League Branch;
- To have demonstrated outstanding loyalty to his/her Cadet Corps;
- To have shown exceptional dedication and leadership to the Cadet Music Training Programme; and
- Have maintained an outstanding dress, deportment, drill, conduct, manner and dependability.

The award is in the form of a Division Music Trophy.

Corps Officers may nominate a cadet for this award using the following procedure:

- Complete National Awards Application NL 104, along with the Royal Canadian Sea Cadet Music Award Nomination Form (NL 104 - Annex A). The Nomination Form provides verification/recommendations concerning the selection criteria by:
 - a. Unit Commanding Officer;
 - b. Band Officer or Music Instructor; and
 - c. Any other individuals, who can substantiate the application.
- Corps Commanding Officers will review the applications, and if supportive, endorse the application by attaching a letter of reference. Corps Commanding Officers will then submit the application to the Branch President.
- The Branch President (or their designate) will review any applications submitted. Branch will choose one (1) application, and if supportive, endorse the application by attaching a letter of reference. The Branch will then submit the application to Division for consideration for the Division Music Award.
- Division shall select the Division Music Award recipient from all applications received. Division shall then forward their successful application to the National Office for consideration for the National Music Award ***no later than 31st of March.***

F. Navy League Medal of Excellence

Awarded annually to the most proficient Navy League Cadets and Royal Canadian Sea Cadets within each Division. To be eligible for this award, the cadet must have:

- Attended a minimum of 80% of all activities in the current training year
- Achieved the rank of Petty Officer second class or higher.
- Consistently set an outstanding personal example of dress and deportment.
- Demonstrated a thorough grasp of cadet training, as indicated by promotions, examinations and previous awards.
- Demonstrated good citizenship through community service activities.

The Award is in the form of a certificate and a medal to be worn on the left breast of the uniform. The Award will be issued by the National Office for presentation by the Branch. The award is issued based on a quota of 1 medal for every 200 cadets (or part thereof), excluding the medals awarded each to Division Cadet of the Year.

Corps Officers may nominate a cadet for this award using the following procedure:

1. Complete NL (104)
2. Include a personal letter of reference.
3. Collect any other letters of recommendation that will aid in the selection process.
4. Submit all documentation to the corps Commanding Officer.

Corps Commanding Officers will review the applications, and if supportive, endorse the application by attaching a letter of reference. Corps Commanding Officers will then submit the application to the Branch President.

The Branch President (or their designate) will review any applications submitted, and if supportive, endorse the application by attaching a letter of reference. The Branch will then submit the application to the Division for consideration as the Division Cadet of the Year.

Divisions shall select the Division Cadet of the Year from this list of Medal of Excellence Recipients. The Division shall then forward all successful applications to the National Office ***no later than the 31st of March.***

The appropriate Cadet Committee will then select the National Navy League Cadet/Sea Cadet of the Year, notify each division of the results and prepare and ship all awards to the respective Branch Presidents.

G. Perfect Attendance Certificate

Awarded by Corps Commanding Officers to any Navy League Cadet or Royal Canadian Sea Cadet who has had perfect attendance at all training parades during the current training year.

These awards are in the form of a certificate, which is available upon request through the National Office.

This award is issued to any cadet that has had perfect attendance at all parade nights. It may be awarded more than once to any one Cadet. An additional certificate is available for cadets that have completed the entire program with perfect attendance.

Corps Commanding Officers are responsible for administering these awards.

H. Royal Canadian Sea Cadet Service Medal

Awarded by The Navy League of Canada (NLOC) in recognition of continues cadet service of at least four (4) years by deserving Royal Canadian Sea Cadets.

The authority for the SCSM shall be The Navy League of Canada. The medal will be recommended for issue by the Cadet Corps Commanding Officer and approved by the President of the local Navy League Branch or Division Representative (as required). Application is made using the NL (104) Award Application.

To qualify for this award, a serving cadet must have successfully completed four (4) calendar years (continuous from enrolment date) of distinguished service and be recommended by the Commanding Officer. All Royal Canadian Sea Cadets past or future shall be eligible for this award, and may receive this medal at a cost to them.

I. Navy League Cadet Excellence Badge

Awarded annually by Commanding Officers to the most proficient (Best) Navy League Cadet in the corps.

This award is in the form of a badge, to be worn on the right sleeve of the uniform, as per NLC Dress Regulations.

To nominate a cadet for the Excellence Badge, a Navy League Officer should submit a recommendation (either verbal or written) to the corps Commanding Officer.

The Corps Commanding Officer may annually issue one award. Dress and deportment, attitude, attendance and accomplishments are all factors that the Commanding Officer should consider in issuing this award.

J. Navy League Cadet Merit Badge

Awarded annually by Commanding Officers for outstanding achievement by a Navy League Cadet.

This award is in the form of a badge, to be worn on the right sleeve of the uniform, as per NLC Dress Regulations.

To nominate a cadet for the Merit Badge, a Navy League Officer should submit a recommendation (either verbal or written) to the corps Commanding Officer.

The Corps Commanding Officer may annually issue one award for every ten cadets enrolled. Dress and deportment, attitude, attendance and accomplishments are all factors that the Commanding Officer should consider in issuing this award.

K. Award Certificate

Awarded by Commanding Officers to recognize achievement by a Navy League Cadet or Royal Canadian Sea Cadet.

This Award is in the form of a certificate that may be purchased from the National Office.

This is a general award certificate which may be given by Corps Commanding Officers to denote any accomplishment, such as promotion, completion of training, or corps level awards.

Branches may order certificates by contacting the National Office:

- By Phone: 1-800-375-NAVY
- By Fax: 1-613-990-8701
- By Email: national@navyleague.ca.

3. AWARDS TO NLC AND CIC OFFICERS

A. National Presidents Award (NPA)

Awarded by the National Board of Directors in recognition of outstanding leadership as a Senior Officer (Lieutenant(NL)/Lieutenant(N) or above) in the NLC or RCSC program. Individual must have demonstrated a clear understanding of, and dedication to, the aims and objectives of The Navy League of Canada.

This award is in the form of a certificate and will be issued from the National Office for presentation by the Division.

May be awarded annually to 1(one) NLC and 1(one) CIC Officer and may only be awarded once to any individual.

To nominate an officer for this award, a League Member or Corps Officer must complete the NL (104) Award Application. The application form will also require a minimum of 2 letters of recommendation, including:

- One from a fellow officer;
- One from the Branch President (unless the officer is a Division Staff Officer); and,
- Any other person wishing to attest to the good character and dedication of the nominee.

The completed application is then sent to the Division President (or their designate) for review and selection. Once the Division has selected their nominee, they are required to attach a letter of recommendation to the application and forward it to the National Office ***no later than the 31st of March.***

The appropriate Cadet Committee will make the selection and send the award to the appropriate Division for Presentation.

B. Distinguished Service Award (DSA)

Awarded by Divisions in recognition of notably distinguished service to the Navy League and the Cadet movement by a Senior Officer (Lieutenant(NL)/Lieutenant(N) or above) who has demonstrated a clear understanding of, and dedication to, the Aims and Objectives of The Navy League of Canada.

This Award is in the form of a certificate, which will be issued from the National Office for presentation by the Division.

This award is distributed according to an annual quota based on one (1) award for every fifteen (15) corps (or part thereof) within each division. The DSA may only be awarded once to any individual.

To nominate an officer for this award, a League Member or Corps Officer must complete the NL (104) Award Application. The application form will also require a minimum of 2 letters of recommendation, including:

- One from a fellow officer;
- One from the Branch President (unless the officer is a Division Staff Officer); and,
- Any other person wishing to attest to the good character and dedication of the nominee.

The completed application is then sent to the Division President (or their designate) for review and selection. Once the Division has selected the recipients, they are to forward the successful application forms to the National Office ***no later than the 31st of March.***

The National Office will verify the information, process the award and return it to the Division for Presentation.

C. Meritorious Service Award (MSA)

Awarded by Divisions, in recognition of meritorious service to the Navy League for a period of three or more years.

Awarded according to annual quotas based on cadet population within the quota area. (1 per every 200 cadets or part thereof) May be awarded more than once to the same individual providing there has been at least a three-year interval.

To nominate an officer for this award, a League Member or Corps Officer must complete the (NL 104) Award Application. The application form will also require a minimum of 2 letters of recommendation, including:

- One from a fellow officer;
- One from the Branch President (unless the officer is a Division Staff Officer); and,
- Any other person wishing to attest to the good character and dedication of the nominee.

The completed application is then sent to the Division President (or their designate) for review and selection. Once the Division has selected the recipients, they are to forward the successful application forms to the National Office ***no later than the 31st of March.***

The National Office will verify the information, process the award and return it to the Division for Presentation.

D. Navy League of Canada Long Service Medal

In recognition of ten or more years of dedicated service to The Navy League of Canada and/or its youth programs. Service may be cumulative and not necessarily uninterrupted. Cadet time cannot be counted.

A "fouled anchor" pin will be awarded to the medal for each additional ten-years of service. Application for the Navy League of Canada Long Service Medal is made using the NL (104) Award Application.

Divisions may purchase medals by contacting the National Office:

- By Phone: 1-800-375-NAVY
- By Fax: 1-613-990-8701
- By Email: national@navyleague.ca.

E. Certificate of Service

Awarded by Divisions for service to the Navy League and the Cadet movement.

Certificates are available for 5-10-15-20-30-35-40 or 45 years of service.

To nominate an officer for this award, a League Member or Corps Officer must complete the NL (104) Award Application. The application is then given to the Branch President. The Branch President will check a recommendation and forward the application to the Division President (or their designate).

Should the Division President approve the award, the application will be forwarded to the National Office. A completed certificate will be mailed to the Branch for presentation.

4. AWARDS TO CADET CORPS

A. National Growth Award

Awarded annually to the Navy League Cadet Corps and Royal Canadian Sea Cadet Corps that has had the largest increase in enrolment, as recorded on the Annual Inspection Reports.

There is no application process for this Award.

Results will automatically be calculated each year.

B. Growth Award

Awarded annually to Navy League Cadet Corps and Royal Canadian Sea Cadet Corps that have shown a marked increase in enrolment, as recorded on the Annual Inspection Reports.

There is no application process for this Award.

Results will automatically be calculated each year.

Gold Growth Award – Growth of 50% or more

Silver Growth Award – Growth of 35% - 49%

Bronze Growth Award – Growth of 20% - 34%

5. AWARDS FOR NAVY LEAGUE MEMBERS

A. Past National Presidents Top Division Award for Achievement

Awarded annually by the National Board of Directors to recognize the outstanding efforts made by the Division President and the Division Executive over the training year.

The Top Division Award for Achievement celebrates administrative excellence, initiative, innovation and performance in reaching prescribed strategic goals set by the National Board of Directors. **There is no application process for this award.** To be considered, the Division which best meets the following criteria:

- Meeting national strategic goals and objectives;

- Demonstrating leadership excellence for Branch members, Cadet Corps and volunteers;
- Meeting reporting requirements prescribed by the National By-laws, regulations and directives;
- Full attendance and active participation at scheduled meetings of the National Board of Directors, committees and working groups of the NLOC;
- Demonstrating full and active partnership with Regional Authorities in the execution of the Royal Canadian Sea Cadet Training program in keeping with the Responsibility Matrix guidelines for NLOC /DND partners of 2005.

A Selection Committee composed of the Immediate Past National President, the National President, the First Vice-President, the Division Presidents' Representative and the National Executive Director will determine the recipient Division.

The award will be presented during the Annual General Meeting.

B. National President's Award (NPA)

Awarded by the National Board of Directors in recognition of outstanding leadership or service to the League.

This award is a customized framed certificate that may be (but not necessarily) awarded to 1 (one) only League member annually. The recipient must have demonstrated a clear understanding of, and dedication to, the purposes and objects of the League and must have performed highly significant service to his/her Branch or Division.

This award may be granted once only to any individual member. The nominee must be an individual member of a Branch of The Navy League of Canada, as per By-law 3.1.01.

To nominate a member for this award, a League Member must complete the NL (104) Award Application. The application form will also require a minimum of 2 letters of recommendation, including:

- One from the Branch President (unless the nominee is only a member of a Division); and,
- Any other person wishing to attest to the good character and dedication of the nominee.

The completed application is then sent to the Division President (or their designate) for review. Once the Division has selected their nominee, they are to forward the successful application form to the National Office ***no later than the 31st of March.***

The National President will select the winner from the Division nominations. The National Office will process the award and return it to the Division for Presentation.

C. Life Membership

Awarded by the National Board of Directors, as per By-Law 3.1.05, "Individual Members who have completed twenty-five (25) years of service, or have served as National President, may be granted Life Membership."

This award is in the form of a certificate, and carries special privileges as per By-Law 3.1.05.

To nominate a member for this award, a League Member must complete the NL(104) Award Application. The application form will also require a minimum of 2 letters of recommendation, including:

- One from the Branch President (unless the nominee is only a member of a Division); and,
- Any other person wishing to attest to the good character and dedication of the nominee.

The completed application is then sent to the Division President (or their designate) for review. Once the Division has selected their recipient(s), they are to forward the successful applications to the National Office. The National Board of Directors will review the applications and vote to determine if Life Membership will be granted.

D. Division President's Award

Awarded to individuals who serve as a Division President.

This award is in the form of a lapel pin.

There is no application process for this award.

It will be presented by the National President and presented at the National Annual General Meeting.

E. Distinguished Service Award (DSA)

Awarded by Divisions in recognition of notably distinguished service to the Navy League to an individual who has been a member of the League for not less than five years and has demonstrated a clear understanding of, and dedication to, the Purposes and Objects of The Navy League of Canada.

This award is in the form of a certificate and is distributed according to an annual quota based on one (1) award for every fifteen (15) corps (or part thereof) within each division. The DSA may only be awarded once to any individual. The nominee must be an individual member of a Branch of The Navy League of Canada, as per By-law 3.1.01.

To nominate a member for this award, a League Member must complete the NL(104) Award Application. The application form will also require a minimum of 2 letters of recommendation, including:

- One from the Branch President (unless the nominee is only a member of a Division); and,
- Any other person wishing to attest to the good character and dedication of the nominee.

The completed application is then sent to the Division President (or their designate) for review. Once the Division has selected their recipient(s), they are to forward the successful applications to the National Office ***no later than the 31st of March.***

The National Office will process the award and return it to the Division for presentation.

F. Meritorious Service Award (MSA)

Awarded by Divisions in recognition of especially meritorious service to the Navy League for a period of three or more years and has demonstrated a clear understanding of, and dedication to, the Purposes and Objects of The Navy League of Canada.

This award is in the form of a certificate.

The nominee must be an individual member of a Branch of The Navy League of Canada, as per By-law 3.1.01. The MSA is awarded according to annual quotas based on cadet population within the quota area. (1 per every 200 cadets or part thereof). It may be awarded more than once to the same individual providing there has been at least a three-year interval. This award may be granted more than once to the same individual providing there has been at least a three-year interval.

To nominate a member for this award, a League Member must complete the NL (104) Award Application. The application form will also require a minimum of 2 letters of recommendation, including:

- One from the Branch President (unless the nominee is only a member of a Division); and,
- Any other person wishing to attest to the good character and dedication of the nominee.

The completed application is then sent to the Division President (or their designate) for review. Once the Division has selected their recipient(s), they are to forward the successful applications to the National Office ***no later than the 31st of March.***

The National Office will process the award and return it to the Division for Presentation.

G. Long Service Medal

In recognition of ten or more years of dedicated service to The Navy League of Canada and/or its youth programs. Service may be cumulative and not necessarily uninterrupted. Cadet time cannot be counted.

A "fouled anchor" bar will be awarded to the medal for each additional ten-years of service. Application for the Navy League of Canada Long Service Medal is made using the NL (104) Award Application.

Divisions may purchase medals by contacting the National Office:

- By Phone: 1-800-375-NAVY
- By Fax: 1-613-990-8701
- By Email: national@navyleague.ca.

H. Award for Service

Awarded by Branches to members who have served with the Navy League for sixteen (16) or more years and have demonstrated a clear understanding of, and dedication to, the Purposes and Objects of The Navy League of Canada.

This award may only be granted once to any individual. The award is in the form of a certificate, which can be obtained from the National Office.

To nominate a member for this award, a League Member must complete the NL (104) Award Application and submit the form to the Branch President (or designate). The Branch President (or designate) shall verify service history and determine if the award should be granted.

I. Honour Certificate

Awarded by Branches to members who have served with the Navy League for eight (8) or more years and have demonstrated a clear understanding of, and dedication to, the Purposes and Objects of The Navy League of Canada.

This award may only be granted once to any individual. The award is in the form of a certificate, which can be obtained from the National Office.

To nominate a member for this award, a League Member must complete the NL(104) Award Application and submit the form to the Branch President (or designate). The Branch President (or designate) shall verify service history and determine if the award should be granted.

J. Testimonial

Awarded by Branches to members who have served with the Navy League for three (3) or more years and have demonstrated a clear understanding of, and dedication to, the Purposes and Objects of The Navy League of Canada.

This award may only be granted once to any individual. The award is in the form of a certificate, which can be obtained from the National Office.

To nominate a member for this award, a League Member must complete the NL(104) Award Application and submit the form to the Branch President (or designate). The Branch President (or designate) shall verify service history and determine if the award should be granted.

K. Certificate of Service

Awarded by Divisions for service to the Navy League and the Cadet movement.

Certificates are available for 5-10-15-20-30-35-40 or 45 years of service.

To nominate a member or corps officer for this award, a League Member or Corps Officer must complete the Award Application. The application is then given to the Branch President. The Branch President will provide a recommendation and forward the application to the Division President (or their designate).

Should the Division President approve the award, the application will be forwarded to the National Office. A completed certificate will be mailed to the Branch for presentation.

6. AWARDS FOR SUPPORTERS

Robert I. Hendy Distinguished Achievement Award

Awarded by the National Board of Directors to individuals who have accomplished feats or achievements of national or international significance in the area of maritime affairs or youth development.

Each award will be unique and include a brief citation describing the achievement.

Application is made using the NL (104) Award Application.

Only one (1) award will be approved per annum. Should there be no suitable application, the award may not be presented

Presentation is made by the Maritime Affairs Chairperson at the Annual General Meeting.

J.J. Kinley Award

Awarded by the National Board of Directors to members or employees of the Canadian Coast Guard, Department of Fisheries and Oceans, or Canadian Forces who have made remarkable contributions in support of naval and maritime interests, which are in keeping with the highest principles of The Navy League of Canada.

Application is made using the NL (104) Award Application.

Only one (1) award will be approved per annum. Should there be no suitable application, the award may not be presented.

Presentation is made by the Maritime Affairs Chairperson at the Annual General Meeting.

Award of Appreciation

Awarded to non-members of the Navy League of Canada who have made provided outstanding support and assistance to Corps, Branches, Divisions or on a National basis, either directly, financially or through support in meeting the aims and objectives of The Navy League of Canada.

May be awarded to individuals, firms, clubs, local governments, media, etc.

Application is made using the NL (104) Award Application.

This award is issued by the Division on behalf of the Branch.

Community Service Award

Awarded to individuals or organizations who have made a significant contribution, either directly for through support of the League's objectives, to the local Branch or Cadet Corps.

May be awarded to individuals, firms clubs, local governments, media, etc.

This award is not issued through the National Office. It is issued by each Division on recommendation of their Branches.

7. ISSUING AUTHORITY

In all cases, the issuing authority indicates the lowest level of approval required to issue an award. Higher levels of the organization may also issue these awards. For example: although Branches are listed as the approving authority for Community Service Awards, both Divisions and the National Board of Directors may issue Community Service Awards as required.

8. ANNUAL QUOTAS

The Annual Awards Quotas will be promulgated by the National Office by December 31st of each year.

9. TROPHIES AND PLAQUES

Divisions and Branches may procure trophies and plaques locally or by contacting the National Office. The National Office has a selection of presentation items available that feature the Navy League Crest or Royal Canadian Sea Cadet Crest.

10. AWARDS PRESENTATIONS

Award presentations generate a good opportunity to build public awareness of the Navy League and its programs. National and Division level awards have proven to be an especially effective draw for local media and community leaders.

Branches and Divisions are encouraged to invite local dignitaries, media, current and potential supporters to all awards presentations. Individuals seeking assistance with Media and/or public relations can contact the National Office for assistance.