



At the time of publication, this is the most up to date information, it is subject to change. We recommend you go to the website or email listed for the most up-to-date information. Email [Awards@bcmainland.ca](mailto:Awards@bcmainland.ca) for more support or edits to this document

# AWARDS & RECOGNITION GUIDE

NAVY LEAGUE OF CANADA - BRITISH COLUMBIA MAINLAND DIVISION  
AWARDS & RECOGNITION GUIDE

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PLEASE NOTE WE WILL NOT BE ACCEPTING ANY PAPER APPLICATIONS, THEY ALL  
MUST BE SUBMITTED ELECTRONICALLY PRIOR TO THE DEADLINES, NO  
EXCEPTIONS.

## **1. MEDAL OF EXCELLENCE**

### **A – Application process for the Navy League Medal of Excellence:**

- The process is the same for both Navy League Cadets and Sea Cadets
- 1. Cadet and CO work together to collect information required for the application
- 2. CO submits the information to the Branch who then completes the Branch support letter and NL (104)
- 3. The Branch submits the full package to Awards Chair at BCMD, via EMAIL ([awards@bcmainland.ca](mailto:awards@bcmainland.ca)). Paper copies will not be accepted. \*The cadet can submit the application directly to BCMD and cc their CO and Branch President\*.
- 4. BCMD Policy = 1 application for every 60 cadets or part thereof per corps
- 5. Due date for applications is: usually the 2<sup>nd</sup> week of February. See notifications from Awards & Recognition Chair for this year's deadline. Please don't ask for an extension, it is considered received when it hits the email [awards@bcmainland.ca](mailto:awards@bcmainland.ca)
- 6. \*The Awards chair will send a return email confirming receipt of the application. If you are missing anything this is your opportunity to add to the application. **The sooner you submit the application, the sooner you will receive feedback\***.
- 7. BCMD committees review and choose the MOE recipients, 3 of the MOE recipients are then chosen as our "Division Cadet of the Year" (1 each; Navy League Cadet, Sea Cadet and Sea Cadet Music)
- 8. Each Division submits the applications of the 3 Division cadets they've chosen to the National Committee. From this pool the National Cadets of the Year are selected. To be selected for National you must have a full and complete application. If there are missing items, the application may not be submitted for review at the national level.

### **B – See Appendix A&B for application requirements.**

### **C – Medal of excellence FAQ**

*What if I submit late, will I be granted an exception?*

No, we do not grant exceptions. All documents must be completed and submitted prior to the deadline set out by the Awards & Recognition chair of BCMD. We have a deadline to submit to National as well!

*Are the Navy League and Sea Cadet MOE marking the same?*

No, the Sea Cadet matrix is very detailed and the expectations are much higher. The more information to support the cadet, the better. Please do not make the application a book; a simple outline of their accomplishments is helpful.

See the appropriate checklist (Appendix A & B).

*How many applications can a corps submit?*

Corps can submit 1 application per 60 cadets. This is for both the Navy League cadet and Sea Cadet medal of excellence applications. Please submit the strongest application forward to Division for review.

*Why do you need Letters of Recommendation or a Resume if they are not listed in the NL21?*

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Letters of recommendation from the community or a Resume are technically not a “requirement” according to the NL21, but they help the committee members develop a better picture of the applicant. The letters and resume often substantiate and provide insight into information the cadet has provided elsewhere in the application. Committee members are looking for ways to award cadets points and these documents provide an opportunity to do so. Additionally, Sea Cadets can use these towards scholarship applications.

**G – Common mistakes:** These can limit or jeopardize the application

- Incomplete or inaccurate information – please make sure all forms and documents submitted are current and up to date.
- Missing documents – double check the list and include as much as you can.
- Unclear unformatted documents – documents sent as a picture not scanned, hard to read, dark. It is worth the effort to scan these documents properly. Remember, if selected, your candidate’s information will need to be sent to National. Information must look professional and be easy to read quickly.
- Late submissions – the candidate may lose out on the opportunity to win an award.
- Vague letters from CO, branch, or community – please be specific in how they have contributed to the corps, branch & community. How does this cadet stand out from the rest of the corps or province?
- Please make sure to have current contact information for both CO and cadet, including phone, email and address for the cadet applying. The contact information on the NL104, should be for the applicant. The Awards & Recognition Chair may need to reach out to the CO or cadet to clarify information.

## **1B. – SEA CADET DIVISIONAL MUSIC AWARD**

### **A – Application Process:**

All the same information for the MOE is required, so if you have a cadet with musical qualifications, submit a second NL104 for this award as well.

- To have completed a minimum of 2 years' service as a member of a Cadet Band.
- To be a level IV instrumentalist
- 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.
- Have maintained an outstanding dress, deportment, drill, conduct, manner and dependability.
- Make sure that the application showcases their musical talent, skills, and participation in all activities.

## **2 – VOLUNTEER RECOGNITION**

### **A – National President’s Award**

To volunteers 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 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

- Submit to BCMD rep by **2<sup>nd</sup> week of February**
- Nominations will be submitted to National for review.
- Complete the NL (104) Award Application.
- Minimum of 2 letters of reference.
  - One from a Branch representative
  - Any other person wishing to attest to the good character and dedication of the nominee.
- Resume
  - This should include community, volunteer experience and previous awards.
- Photographs of the Nominee- It is recommended to submit at least 2 pictures. Please submit both pictures in colour.
- Minimum of 2 letters of reference.

### **B – Distinguished Service Award**

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 5 years and has demonstrated a clear understanding of, and dictation to, the Purposes and Objects of The Navy League of Canada.

To nominate a member for this award, a League Member must:

- Submit to BCMD rep by **2<sup>nd</sup> week of February**
- Complete the NL (104) Award Application.
- A minimum of 2 letters of recommendation
  - One from the Branch President
  - Any other person wishing to attest to the good character and dedication of the nominee.
- Photographs of the Nominee- It is recommended to submit at least 2 pictures. Please submit both pictures in colour.

### **C – Meritorious Service Award**

In recognition of meritorious service to the Navy League for a period of 3 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 a volunteer for this award, a League Member or Corps Officer must:
- Submit to BCMD rep by **2<sup>nd</sup> week of February**
- Complete the NL (104) Award Application.

## **NAVY LEAGUE OF CANADA - BRITISH COLUMBIA MAINLAND DIVISION AWARDS & RECOGNITION GUIDE**

- A minimum of 2 letters of recommendation
  - One from the Branch President
  - Any other person wishing to attest to the good character and dedication of the nominee.
- Photographs of the Nominee- It is recommended to submit at least 2 pictures. Please submit both pictures in colour.

### **D – Long Service Medal**

Awarded by the Branch Board of Directors to volunteers in recognition of 10 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 10-years of service.
- Complete the NL (104) Award Application.

### **E – Award for Service**

Awarded by the Branch Board of Directors to volunteers who have served with the Navy League for 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
  - Complete the NL (104) Award Application.
  - The Branch President (or designate) shall verify service history and determine if the award should be granted.

### **F – Honour Certificate**

Awarded by the Branch Board of Directors to volunteers who have served with the Navy League for 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.
  - The Branch President (or designate) shall verify service history and determine if the award should be granted

### **G – Testimonial**

Awarded by the Branch Board of Directors to volunteers who have served with the Navy League for 3 or more years and have demonstrated a clear understanding of, and dedication to, the Purposes and Objects of The Navy League of Canada.

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- 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
- Complete the NL (104) Award Application.

### **H – Certificate of Service**

Awarded by the Branch Board of Directors 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 NL (104) Award Application.
- The application is then given to the Branch President.
- The Branch President will provide a recommendation and forward the application to the Awards & Recognition Chair.

A completed certificate will be mailed to the Branch for presentation

### **I – Sovereign’s Medal for Volunteers**

[www.gg.ca/document.aspx?id=16147&lan=e](http://www.gg.ca/document.aspx?id=16147&lan=e)

- The Sovereign’s Medal for Volunteers recognizes the exceptional volunteer achievements of Canadians from across the country in a wide range of fields. As an official Canadian honour, the Medal for Volunteers incorporates and replaces the Governor General’s Caring Canadian Award.
- We are a “trusted partner” therefore can us the new streamlined process to submit nominations.
- The submission is coordinated and submitted to the Chancellery of Honours from a central office, in our case The National Office of The Navy League of Canada (NONLOC).
- The narrative can be shorter - approximately 500 words would suffice.
- Reference checks are not required!
- Once the on-line submission is made, the Chancellery of Honours reviews the application and, if it meets the criteria for the Sovereign’s Medal for Volunteers, sends it directly to the Office of the Governor-General for approval. The Rideau Hall internal honours review committee is not required for “trusted partners.”
- The NONLOC is informed when the nomination is approved, and the medal sent to us for onward transmission to the respective Division, to be presented at an appropriate occasion either locally or provincially.

It is possible that some awards will be selected to be part of a national ceremony at Rideau Hall, usually coincident with Volunteer Week in April.

The process for nominating League Members for a Sovereign’s Medal for Volunteers includes submitting a MS Word document to the NONLOC with the following information:



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- Nominee's full name, including salutation (Mr., Mrs., Ms., Miss., or Dr.) – note there are no military/naval rank choices
- Language of correspondence (French or English)
- Gender (Unspecified, Male or Female)
- Canadian Citizen (Yes or No)
- Birth Year
- Phone Type (Home, Work, Mobile or Other)
- Area Code
- Phone Number
- Email address
- Province of residence
- Home address (Civic Number, Street and Apartment number if applicable)
- City
- Postal Code
- On the same MS Word document, you should write the narrative describing how the nominee has made a significant, sustained and unpaid contribution to the community.
- The narrative should also provide details of the volunteer work accomplished, names of any organizations involved, and length of service. If applicable, the narrative should also include the position titles held with each volunteer organization, the nominee's paid occupation in addition to his/her volunteer work and any relevant biographical information. The narrative can be around 500 words, but absolutely no more than 1,500 words. Note that shorter is better – it is preferred that you make your case in around 500 words if you can.
- Once National Awards Chair reviews the submission, it will be sent to the National Executive Committee (NEC) for their consideration. If the NEC recommends the submission, it will be sent to the National President for approval.
- Approved nominations will be sent from NONLOC to the Chancellery of Honours, though the on-line system. Note that Branches and Divisions should not use the on-line system to submit nominations for this award – keep everything on MS Word so that NONLOC can cut-and-paste the approved version into the on-line application.

### **J – The Robert I. Hendy Award**

- The Robert I. Hendy Award is awarded by the National Board of Directors of The Navy League of Canada to individuals who have accomplished feats or achievements of national or international significance in the area of maritime affairs.
- Only 1 award will be approved per annum. Should there be no suitable applicant, the award will not be presented.

### **K – BC Community Achievement Awards**

[bcachievement.com](http://bcachievement.com)

- BC communities are shaped by the people who live in them, and especially by the contributions of extraordinary individuals.

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- celebrate British Columbians who go above and beyond in their dedication and service to others and who devote time and energy to making their communities more caring, dynamic, beautiful, healthy, and unique. They inspire by their example.

### **L – BC Medal of Good citizenship**

<https://www2.gov.bc.ca/gov/content/governments/celebrating-british-columbia/honours-and-awards/medal-good-citizenship>

- Recognizes individuals who have made outstanding contributions to the well-being of their communities.

### **M – Canada’s volunteer awards program**

<https://www.canada.ca/en/employment-social-development/programs/volunteer-awards.html>

- The objective of Canada’s Volunteer Awards is to recognize volunteers and bring national prominence to the contribution’s individuals, not-for-profit organizations, social enterprises and businesses make to their communities through volunteering. This aligns with the Government of Canada’s interest in promoting innovative solutions to local problems. The goal of the awards is to inspire Canadians from all walks of life to find new ways of making a difference in their communities.
- Deadline is early March.

### **N – Municipal volunteer awards**

- Check with your community, many have wonderful award programs.

### **O – A Simple Thank You**

- A reminder that sometimes a simple thank you can go a long way to show appreciation. Given more frequently and more sincerely can go a long way.
- Consider doing a pot luck lunch for your volunteers, bring a round of coffees to your next branch meeting, a card and bouquet of flowers. There are many ways to show your appreciation for a job well done outside of this recognition program.
- Always recognize good works!

### **3 – OFFICER RECOGNITION (NL)✓(N)**

#### **A – National President's Award**

Awarded by the National Navy League Cadet Committee in recognition of outstanding leadership as a Senior Officer (Lieutenant (NL) or above) in the NLC / 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 plaque and gift, and will be issued from the National Office for presentation by the Division. May be awarded annually to 1 Officer and may only be awarded once to any individual. To nominate an officer for this award:

- Submit to BCMD rep by **2<sup>nd</sup> week of February**
- Complete the NL (104) Award Application.
- Nominations will be submitted to National for review.
- Minimum of 2 letters of reference.
  - One from a fellow officer
  - One from a Branch representative
  - Any other person wishing to attest to the good character and dedication of the nominee.
- Resume
  - This should include community, volunteer experience and previous awards.
- Photographs of the Nominee- It is recommended to submit at least 2 pictures. Please submit both pictures in colour.

#### **B – Distinguished Service Award (DSA)**

Awarded by the National Navy League Cadet Committee in recognition of notably distinguished service to the Navy League and the Cadet movement by a Senior Officer (Lieutenant (NL) 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 framed certificate, which will be issued from the National Office for presentation by the Division.

This award is distributed according to an annual quota based 1 award for every 15 corps or part thereof, and may only be awarded once to any individual.

To nominate an officer for this award:

- Submit to BCMD rep by **2<sup>nd</sup> week of February**
- Complete the NL (104) Award Application.
- A minimum of 2 letters of recommendation
  - One from a fellow officer
  - One from the Branch President
  - Any other person wishing to attest to the good character and dedication of the nominee.
- Photographs of the Nominee- It is recommended to submit at least 2 pictures. Please submit both pictures in colour.

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### **C – Meritorious Service Award (MSA)**

Awarded by National Council, on the recommendation of Divisions, in recognition of meritorious service to the Navy League for a period of 3 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 3-year interval.

To nominate an officer for this award:

- Submit to BCMD rep by **2<sup>nd</sup> week of February**
- Complete the NL (104) Award Application.
- A minimum of 2 letters of recommendation
  - One from a fellow officer
  - One from the Branch President
  - Any other person wishing to attest to the good character and dedication of the nominee.
- Photographs of the Nominee- It is recommended to submit at least 2 pictures. Please submit both pictures in colour.

### **D – Certificate of Service (NL)**

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

Certificates are available with 5-10-15-20-30-35-40 or 45-year seals.

To nominate an officer for this award:

- Submit to BCMD rep by **2<sup>nd</sup> week of February**
- Complete the NL (104) Award Application.

A completed certificate will be mailed to the Branch for presentation.

### **E – Navy League of Canada Long Service Medal**

In recognition of 10 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.

For service of 20 years or more a "fouled anchor" pin will be awarded and worn in accordance with the appropriate current Dress Regulations. Additional "fouled anchor" pins will be awarded each multiple of 10-year service.

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**F – Certificate of Service/Service Pin – NLC officers and volunteers only**



**5 Years**



**30 Years**



**10 Years**



**35 Years**



**15 Years**



**40 Years**



**20 Years**



**45 Years**



**25 Years**



**50 Years**

## **4 – REGIONAL AWARDS**

- A. Corps / CTC CO Letter or Certificate of Appreciation
- B. CTC CO Commendation
- C. RCSU (Pac) CO Letter or Certificate of Appreciation
- D. RCSU (Pac) CO Commendation
- E. Command Certificate of Achievement or Commendation

## **5 – NATIONAL AWARDS**

See the Natl CJCR Sp Gp Order 5027-0, Honours and Recognition Program

- A. Deputy Minister (DM) Award of Excellence
- B. DM of the Defence Staff Innovation Award; DM of the Defence Staff Innovation Award Renewal Award
- C. DM Emerging Leader Award and the Sustained Contribution to Defence Award
- D. DM/CDS Award for Management Excellence – Leadership Category; - People Management Category
- E. DM/CDS Award for Management Excellence – The General Tom Lawson Team Builder Award
- F. DM Unsung Hero Award and the DM Diversity Ambassador Award
- G. DM/CDS Workplace Wellness Award.
- H. CDS Commendation
- I. CF Medallion for Distinguished Service
- J. VCDS Commendation
- K. Natl CJCR Sp Gp Commander's Commendation
- L. Various sports awards

### **The J.J. Kinley award**

- The J.J. Kinley Award is awarded by the National Board of Directors of The Navy League of Canada to members, employees or units of the Royal Canadian Navy, Canadian Coast Guard, Department of Fisheries and Oceans or the broader Canadian Armed 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.
- Only 1 award will be approved per annum. Should there be no suitable applicant the award will not be presented.

## **6 – WHAT MAKES A GOOD REFERENCE LETTER?**

### **Applicant:**

- Give the person at least 2-3 weeks notice if possible.
- Provide a list of your activities and accomplishments to the person writing your reference letter. (Brag Sheet – see appendix) This will also help with your scholarship applications and essays.
- Choose people who know you well and can eloquently express your strengths and accomplishments.
- A minimum of 3 reference letters: school, community, CO, coach etc.

### **Reference writer:**

- Include contact information for yourself
- Explain how you know this person and for how long. Personalize your experience with the candidate.
- Focus on 1 or 2 traits that make him or her stand out with specific examples of how they have demonstrated these traits in the past.
- Conditions that may have aided, impaired or challenged the individual.
- Remain positive. You want this candidate to stand out from the rest, plead your case.
- Be accurate and concise.
- May be provided in point form.
- Keep it to 1 page.

## **7 – RESOURCES**

- A. National Website <https://navyleague.ca/>
- B. BCMD Website <https://bcmainland.ca/>
  - BCMD Events page – subscribe to our calendar for updates!
- C. This BCMD Awards & Recognition Guide!
- D. NL 21 Awards Programme
- E. CATO 13-16 National Cadet Honours and Awards
- F. Natl CJCR Sp Gp Order 5027-0, Honours and Recognition Program
- G. Facebook & Instagram pages. Watch for updates and information being posted especially as we get close to the due dates!
  - Facebook - [The Navy League of Canada - BC Mainland Division](#)
  - Instagram - [BC Mainland Division](#)
- H. Emails and attachments sent out by awards chair. Watch for them being sent to the President's BCMD and CO's main emails. I.e. [city@bcmainland.ca](mailto:city@bcmainland.ca) or [123sea@cadets.gc.ca](mailto:123sea@cadets.gc.ca)
- I. Community Organizations in your neighbourhood.
- J. BCMD Awards & Recognition chair:

**Sylvia Barrett**

**[awards@bcmainland.ca](mailto:awards@bcmainland.ca)**

**250-309-8888**

**\*Please notify the Awards & Recognition chair if you are a recipient of any of the items mentioned in this guide. \***



# THE NAVY LEAGUE OF CANADA

## NAVY LEAGUE CADET MEDAL OF EXCELLENCE APPLICATION CHECKLIST

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- ✓ Please use the following checklist to ensure the cadet's application package contains all the required documentation.
- ✓ The application package should be submitted in the following order, electronically, and in PDF format, prior to: **07 February 2022**

**\*\*Please note the Division Navy League Cadet of the Year must be a PO1 or above\*\***

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*All documents are **mandatory** unless otherwise indicated:*

- Cover Page (*Optional*)
- Navy League Award Application Form, *NL (104) E*
- Introduction letter from cadet (*Optional*)
- Cadet Information Card – Please try to ensure all information is up to date
  - Medal of Excellence Record Sheet
  - Cadet Information Sheet
  - Other **XX**
- Cadet Resume – to include
  - Cadet service/accomplishments/awards (*not mentioned on the CIC*)
  - Summary of volunteer service – cadets, school and community
  - Extracurricular activities outside of cadets, if applicable
- Colour photographs of the nominee (2 – 4 photos) to be used for social media campaigns.
  - \*One full body photo of the cadet in full uniform or equivalent with a plain background; boots in full view. It is understood that all cadets may not have access to uniforms. \*
  - Up to 3 additional photos of the cadet participating in the program.
- Letters of Recommendation from:
  - Officer – letter to include
    - Does not need to be from the CO
    - Dress and Department
    - Cadet's participation within the Corps and the Community
    - General Comments about the Cadet
  - Branch President or delegate – letter to include
    - How the cadet has contributed to the branch activities
    - Fundraising activities in which they have participated



- One to a maximum of three, demonstrating substantive community involvement/citizenship and/or dedication to an activity, from:
  - School administrator
  - Teacher – school or extracurricular
  - Coach
  - Community leader/member
- Cadet generated essay. Where possible write your essay using a computer. The essay should include the following:
  - Brief information about the cadet not contained in the resume or CIC
  - Examples of leadership at cadets, school and extracurricular activities
  - Plans after leaving Navy League Cadets
  - How has being a Navy League Cadet benefitted or impacted you?  
AND/OR
  - How did you adapt during COVID? What challenges/ successes have you had participating in and/or shown leadership with your cadet corps?

Documents should be reviewed by an officer/branch representative to confirm the package is complete; it is then to be submitted electronically to the division awards chair. The package must be received no later than: 07 February 2022

If you have any questions or inquiries regarding awards, please contact:

Sylvia Barrett  
250-309-8888  
[Awards@bcmainland.ca](mailto:Awards@bcmainland.ca)



# THE NAVY LEAGUE OF CANADA

## SEA CADET MEDAL OF EXCELLENCE APPLICATION CHECKLIST

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- ✓ Please use the following checklist to ensure the cadet's application package contains all the required documentation.
- ✓ The application package should be submitted in the following order, electronically, and in PDF format, prior to: **07 February 2022**

**\*\*Please note the Division Sea Cadet of the Year must hold the rank of PO1 or above. We would like to encourage applications from cadets who are eligible to be in uniform in the fall of 2022 as well\*\***

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*All documents are **mandatory** unless otherwise indicated:*

- Cover Page (*Optional*)
- Navy League Award Application Form, *NL (104) E*
- Introduction letter from cadet (*Optional*)
- Cadet Information Card – from Fortress; Please try to ensure all information is up to date
- Cadet Resume – to include:
  - Cadet service/ accomplishments/ awards (*not mentioned in the CIC*)
  - Summary of volunteer service – cadets, school, community
  - Extracurricular activities outside of cadets, if applicable
- Colour photographs of the nominee (2 – 4 photos) to be used for social media campaigns.
  - \*One full body photo of the cadet in full uniform or equivalent with a plain background; boots/shoes in full view. It is understood that all cadets may not have access to uniforms. \*
  - Up to 3 additional photos of the cadet participating in the program.
- Letters of Recommendation from:
  - Officer – letter to include
    - Does not need to be from the CO
    - Dress and Department
    - Cadet's participation within the Corps and the Community
    - General Comments about the Cadet
  - Branch President or delegate – letter to include
    - How the cadet has contributed to the branch activities
    - Fundraising activities in which they have participated



- One to a maximum of three, demonstrating substantive community involvement/citizenship and/or dedication to an activity, from:
  - School administrator
  - Teacher – school or extracurricular
  - Coach
  - Community leader/member
- Cadet generated essay. Where possible write your essay using a computer. The essay should include the following:
  - Brief information about the cadet not contained in the resume or CIC
  - Examples of leadership at cadets, school and extracurricular activities
  - Plans after leaving Navy League Cadets, if known.
  - How has being a Cadet benefitted or impacted you? How have you made a positive impact in your community through volunteer service?  
AND/OR
  - How did you adapt during COVID? What challenges/ successes have you had participating in and/or leading your cadet corps?

Documents should be reviewed by an officer/branch representative to confirm the package is complete; it is then to be submitted electronically to the division awards chair. The package must be received no later than: [07 February 2022](#)

If you have any questions or inquiries regarding awards, please contact:

Sylvia Barrett  
250-309-8888  
[Awards@bcmainland.ca](mailto:Awards@bcmainland.ca)



# SCHOLARSHIP CHECKLIST

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The following checklist is a suggestion on what should be included in each scholarship package, please refer to the specific scholarship to which you are applying for accurate and up to date information. Missing documents may jeopardize your standing of the scholarship for which you are applying.

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- Read through the application – including the small print
- Do you qualify – double check the criteria, remember that many scholarships go un-assigned due to lack of applicants. Apply even if you think you may be missing a couple of the qualifications.
- Know the deadline and mark it on your calendar
- Cover page and letter.
- Answer ALL questions
- Transcripts – most applications have this requirement (do they require an original or copies?)
- Resume
  - o This should include community and volunteer experience as well as your cadet experience.
- Letters of Recommendation (minimum of 2) from:
  - o Branch President
  - o Another branch member
  - o Commanding Officer
  - o Community leader
  - o At least one from outside of school
- Any additional recommendation letters to substantiate involvement in the community and citizenship would be beneficial.
- Have someone proof read your application and essays if included
- Make a copy of your application.
- Is your application assembled appropriately? Some committees are picky, read the requirements carefully.
- Mail/ submit the application in before for the deadline. Make a note of when the application was submitted and when they make the announcement.
- If you have any questions or inquiries regarding awards, please email Sylvia at [awards@bcmainland.ca](mailto:awards@bcmainland.ca) or by cell at 250-309-8888.
- Email [awards@bcmainland.ca](mailto:awards@bcmainland.ca) if you win any of the listed scholarships so we can help you celebrate!!!



## SCHOLARSHIP APPLICATION BRAG SHEET

Full Name	Anticipated date of graduation
Address	School
Home / Cell phone	Cadet Corps and Branch
Email	Positions held within your corps
Current GPA	Current Sea Cadet Rank

**Extracurricular Activities / Hobbies/ Interests/ Sports:**

Organization	Dates	Description	Leadership role/ lessons learned

**Volunteer Activities:**

Organization	Dates	Description	Leadership role/ lessons learned

**Work Experience:**

Organization	Dates	Description	Leadership role/ lessons learned

**Academic/ Sports/ Cadet Awards:**

Organization	Dates	Description



## SCHOLARSHIP APPLICATION BRAG SHEET

Describe yourself using only five positive adjectives.

What do you consider your three greatest personal and academic strengths and weaknesses? Please briefly explain your answers.

Are there any factors or circumstances in your life related to your grades or admission test scores that you would like colleges to be aware of?

Are you excited to explore a particular academic area in college? If yes, which area of study and why?

Are you interested in a particular profession? Why?

Briefly introduce yourself to your future college roommate.

Something that I should know about you in order to write this reference letter?



# SOVEREIGN'S MEDAL FOR VOLUNTEERS CHECKLIST

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We are a “trusted partner” therefore can use the new streamlined process to submit nominations. The following checklist is to be used to ensure all the required documentation has been included in each award package and submitted to Division Awards & Recognition Chair. Missing documents may jeopardize your candidates standing of the award for which they are being nominated.

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*All documents are **mandatory** unless otherwise indicated:*

- Check the website for the most up to date information  
[www.gg.ca/document.aspx?id=16147&lan=e](http://www.gg.ca/document.aspx?id=16147&lan=e)
- Cover Page (Not Mandatory)
- Reference checks are not required!
- MS Word document to The National Office of The Navy League of Canada (NONLOC) with the following information:
  - Nominee’s full name, including salutation (Mr., Mrs., Ms., Miss, or Dr.) – note there are no military/naval rank choices
  - Language of correspondence (French or English)
  - Gender (Unspecified, Male or Female)
  - Canadian Citizen (Yes or No)
  - Birth Year
  - Phone Type (Home, Work, Mobile or Other)
  - Area Code
  - Phone Number
  - Email address
  - Province of residence
  - Home address (Civic Number, Street and Apartment number if applicable)
  - City
  - Postal Code
- On the same MS Word document, you should write the narrative describing how the nominee has made a significant, sustained and unpaid contribution to the community. The narrative should also provide details of the volunteer work accomplished, names of any organizations involved, and length of service. If applicable, the narrative should also include the position titles held with each volunteer organization, the nominee’s paid occupation in addition to his/her volunteer work and any relevant biographical information. The narrative can be around 500 words, but absolutely no more than 1,500 words. Note that shorter is better – it is preferred that you make your case in around 500 words if you can.





- Photographs of the Nominee- It is recommended to submit at least 2 pictures. Please submit both pictures in colour.
- Submit to Divisional Awards & Recognition chair for review and processing
- Note that Branches and Divisions should not use the on-line system to submit nominations for this award – keep everything on MS Word so that NONLOC (The National Office of The Navy League of Canada) can cut-and-paste the approved version into the on-line application

If you have any questions or inquiries regarding awards, please contact:

Sylvia Barrett

250-309-8888

[Awards@bcmainland.ca](mailto:Awards@bcmainland.ca)

