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FINAL

The Royal Canadian Legion RCL Branch 638 Kanata

Legion Tributes Policy and Procedures

Issue Number : 001

Issue Date: 3/12/2014

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Legion Tributes Policy

A Legion Tribute shall be offered to the next of kin of any recently deceased member of the Branch or Ladies Auxiliary or local veteran not a member of the Branch or Ladies Auxiliary. The Legion Tribute may consist of one or both of the following:

1. A Legion memorial service conducted at a local church, funeral home or other facility, including the Branch; and
2. A reception at the Branch. Where the deceased was a member of the Branch or Ladies Auxiliary, the costs of the reception shall be borne by the Branch. The next of kin may be invited to make a donation to the branch but this donation is not obligatory.

Operations

The Legion Tribute shall be organized by the Branch President, acting in coordination with the Sergeant-at-Arms, the Branch Secretary and, where appropriate, the Hall Rental Officer and the Kitchen Manager.

Procedures

1. Initiation of Tribute

Any member of the Branch or Ladies Auxiliary, knowing of the death or imminent death of a personal eligible for a Legion tribute shall immediately advise the President. The President will immediately contact the next of kin, offer a Legion Tribute, and, in consultation with the latter, determine the nature of the Legion Tribute and, where death has actually occurred, the date, time and place of the tribute. The President shall, at that time, advise the next of kin of a member that no charge will be levied for the use of the Hall or catering of food, but that (a) the cost of alcoholic beverages will not be borne by the Branch and that a donation towards the food provided by the Branch would be welcome, but not required.

The President will then notify the Sergeant at Arms, Secretary and, if appropriate, the Hall Rental Officer and the Kitchen Manager. The Sergeant-at-Arms shall arrange the lowering of the flag to half staff for the mourning period and returning it to full staff following the mourning period.

2. Notification of Members

The Branch Secretary shall immediately advise all members by email and by posting a notice, of the death and of details of the Legion Tribute Being provided. He/she shall also prepare a notice for the next CONTACT! and post the name of the deceased for two weeks on the board in the Lounge.

3. Planning and Conduct of Religious Tributes

The Sergeant-at-Arms will notify the Branch Chaplain, If the latter is unavailable, the Sergeant-at-Arms will arrange for an alternative and brief that person and the President on the order of service.

The Sergeant-at-Arms will detail a Colour Party, make all arrangements relating to it, and command the color party at the Tribute. He will ensure that an adequate supply of poppies, or maple leaves for non-veterans, in a suitable container is provided for the ceremony and, at the ceremony, advise the next of kin that the poppies placed on the bier become the property of the next of kin.

At the conclusion of the ceremony, the Sergeant-at-Arms will secure and return to storage the Colours, stands (if used), unused poppies and container, and return these to the Branch.

The President and Chaplain, or their alternatives, will conduct the service in accordance with established Legion ceremonial.

4. Legion Tributes conducted at the Branch

The Hall Rental Officer, on learning of the death, will advise the President of the availability of the Branch and book appropriate space as required. The Hall Rental Officer will immediately advise the Buildings and Grounds Officer so that necessary physical preparations can be made and take-down arranged following the event.

5. Catered Tributes

The President shall discuss with the Kitchen Manager catering options any special dietary arrangements, and estimated costs of any required catering. The Kitchen Manager shall then procure food, ensure its preparation, serving and cleanup, either (at his/her discretion) by Branch members, the Ladies Auxiliary or contracted caterers. The Kitchen Manager shall ensure that kitchen cleanup, garbage disposal and other tasks associated with kitchen use are completed and that a detailed account of the cost of the Catered Tribute to the kitchen is prepared and provided to the Branch Executive.

6. Completion of Tribute

The Secretary, where catering costs are to be billed to the next of kin of a non-member, shall provide a written request for payment to the next of kin and, upon receipt of payment, or of a donation, and notification by the Treasurer that it has cleared the bank, prepare a letter of thanks for the President's signature.

This policy statement has been approved by the Branch Executive on 03/12/2014 and ratified at the Branch General Meeting on 03/19/2014.


Daniel Knighton
First Vice President


John Cher
President

Dated: 26 Mar 2014