



# THE RETURNED & SERVICES LEAGUE OF AUSTRALIA

STATE PRIORITY NO: \_\_\_\_\_

## RECOMMENDATION FOR THE AWARD OF THE MERITORIOUS SERVICE MEDAL

### IN CONFIDENCE

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The Meritorious Service Medal is the League's highest honour over and above Life Membership. The medal is awarded on a restricted basis to preserve its prestige.

There are members within our ranks who have given exceptional service over a sustained period of time and deserve to be acknowledged in a particular way. This award caters for those members. Conditions for the Award of the Meritorious Service Medal are defined in the Articles of Association of The Returned & Services League of Australia, By-Law number 16.

It is to be **awarded only to those already holding Life Membership**, who have had **30 years continuous membership** and who have given **25 years outstanding service**.

The success of an application not only depends on the information contained in the application form, but the quality and quantity of citations and references attached to the application form.

#### Nomination and Citation Guidelines

It is most important that when completing the nomination form, every effort is made to ensure that as much information as is available about the nominee is recorded on the form. Comprehensive details of services rendered must be submitted on the nomination form as attached.

The Branch Awards Committee charged with responsibility of selecting the required number for the State each year, can only assess and finally select from the information provided by the nominating Sub-Branch. **It cannot be stressed enough the importance of good, detailed citations/references.**

The decision to forward a nomination for the Meritorious Service Medal to the National Executive for approval will be made by the Awards Committee and State Executive of the Victorian Branch and will be final.

#### Completed form to be sent marked as follows to:-

Chief Executive Officer  
Returned & Services League of Australia  
(Victorian Branch) Inc.  
ANZAC House  
4 Collins Street  
MELBOURNE VIC 3000

# NOMINATION FORM

Nominating Sub-Branch: .....

## Nominee's Details

Surname: .....

First Name: .....

Address: .....

.....

Date of birth: ..... Age: .....

Membership no: .....

Life Membership Awarded (year) ..... Life Member Badge no: .....

Joining Date : .....

Original RSL: .....

## Additional Details:

1. Has nominee's membership been continuous (30 years minimum)? .....
2. Has nominee rendered 25 years outstanding service to the League? .....
3. Details of nominees Sub-Branch / Regional / (Defunct) District Board - State Council / State Executive / or State Office Service:

Years in sequence

Office or Position held

(eg 1978-1992)

(President, xxx Sub-Branch)

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4. Type of General Service given to Sub-Branch/es and applicable dates:

(eg: Welfare, Appeals, Sporting/Youth Activities, Hospital Visiting)

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5. Other Voluntary / Community Service:

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6. Other Awards (RSL & Community):

eg: Long Service Award, Medal in the Order of Australia etc.

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## **CITATION**

**A two or three page citation should be inserted / attached to the nomination form**

## DECLARATION BY SUB-BRANCH

By resolution of the ..... Sub-Branch Committee meeting held on the (date) ..... it is recommended that (nominee's name)..... be nominated for the award of the Meritorious Service Medal from the Returned & Services League of Australia in acknowledgement of exceptional and outstanding service to the League.

**Signed:**

.....  
**President**

**Date:** .....

**Signed:**

.....  
**Secretary**

**Date:** .....

(Note: If the nominee is the President or Secretary of the Sub-Branch, another Committee member (preferably the Vice President) may sign the declaration in the appropriate place)

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### ANZAC HOUSE USE ONLY

Date Nomination Received: .....

#### Recommendation by Awards Committee

Meeting Date: ..... Yes  No

#### Endorsement by State Executive:

Meeting Date: ..... Yes  No

#### Decision of National Executive:

Meeting Date: ..... Yes  No