



## **THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA (NEW SOUTH WALES BRANCH)**

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### **RECOMMENDATION FOR THE AWARD OF THE CERTIFICATE OF MERIT**

#### **QUALIFICATIONS FOR AWARD**

1. The Rules and conditions governing the awarding of the Certificate of Merit are explained in the following:
  - a. RSL NSW Standard Operating Procedure 9 4.5. Certificate of Merit and Gold Badge
2. The following points should be observed by the recommending sub Branch /District Council:
  - a. It is the highest award that can be made by the League to a person, who is not a Service member, in recognition of outstanding honorary service rendered to the League, Ex-Service personnel or their dependants.
  - b. Such an award shall not be made to a person who is eligible to apply to become a Service member of the League except a person who is a member of an RSL Auxiliary.
3. The recommendation and citation for the award of the Certificate of Merit must be approved by a General meeting of the nominating sub Branch /District Council, after due notice has been given prior to the meeting and 75% of the members present, voting by secret ballot, vote in favour of the recommendation.
4. **SUBMISSION OF RECOMMENDATIONS**

All recommendations for this award must be signed by the President and the Honorary Secretary of the sub Branch /District Council and witnessed by a Justice of the Peace. Submission to be forwarded to the State Secretary no later than 31 July of any year.



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- 5. Nominations received from sub Branches/District Council will be considered by Selections Committee for submission to RSL NSW Board and then National Board. If approved, presentations are made at the Annual State Congress. The award includes a framed certificate and a Merit Badge inscribed with the recipient's name.
- 6. Sub-Branches/District Council must supply a citation in support of the nominee from the nominating sub Branch/District Council. Supporting letters from outside groups or individuals will be considered.

**CLOSING DATE FOR NOMINATIONS TO STATE BRANCH**

**COB 31 JULY of any year**

**RECOMMENDATION FOR THE AWARD OF THE CERTIFICATE OF MERIT**

**Details of submitting sub Branch/District Council**

Name: .....

Title .....

sub Branch .....

Contact phone no. ....

**DETAILS OF PERSON BEING NOMINATED FOR AWARD**

Provide a biographical profile of the person you are nominating by completing the section below and provide the details requested on the following page. Check the correct spelling of the recipient's name, (as you want it to appear on the certificate) i.e. Meg or Maggie could really be Margaret, it can be costly to change it later. If space is insufficient, please attach more pages as required.



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Surname..... (Dr, Mr, Mrs, Ms)

Other names .....

Home address .....

Phone number .....

Occupation .....

Awards and/or  
Degrees etc. ....  
.....

Date joined the RSL Auxiliary or sub Branch . ....

Date Awarded Life Membership (RSL Auxiliary only) .....

Date of Certificate of Appreciation (if awarded) .....

Note: Activities that will be taken into consideration include:

- a. Years of RSL Auxiliary membership
- b. Years in Executive office/Office bearer
- c. Sub Branch and Auxiliary service
- d. Community service

Services to an RSL sub Branch, RSL Auxiliary, Youth Club, RSL welfare activities, RSL sports, Hospital visitations and general citizenship, i.e. involvement with other organisations. Please include the number of years for each activity.



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RSL AUXILIARY SERVICE

Dates in chronological sequence

Office or position held (President,  
Secretary, etc.)

From ..... To .....

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From ..... To .....

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From ..... To .....

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From ..... To .....

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From ..... To .....

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From ..... To .....

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(Attach a separate sheet if insufficient space)

SERVICE TO SUB BRANCH/DISTRICT COUNCIL

(Attach a separate sheet if insufficient space)

From ..... To .....

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From ..... To .....

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From ..... To .....

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From ..... To .....

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From ..... To .....

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From ..... To .....

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COMMUNITY SERVICE

From ..... To ..... .....

From ..... To ..... .....

From ..... To ..... .....

From ..... To ..... .....

SUB BRANCH /DISTRICT COUNCIL CITATION

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Recommendation was approved at a General meeting of the sub Branch/District Council (after due notice was given prior to said meeting) by at least 75% of the members present, voting by secret ballot at a meeting held on ..... 20 ..... (attach copy of minutes)

**STATUTORY DECLARATION**

We ..... and .....  
President and Secretary/Honorary Secretary of .....  
RSL sub Branch/District Council, do solemnly and sincerely declare that the foregoing statements are true and correct to the best of our knowledge, information and belief. We make this declaration conscientiously believing the same to be true, and by virtue of the provision of the Oaths Act, 1900. (As amended)

Subscribed and declared at .....

This ..... Day of..... 20

.....} Sub Branch /District Council President Sign  
.....} print name

Before me,

.....} Justice of the Peace sign



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.....} print name including registration number

.....} Sub Branch /District Council Sec/Hon. Sec. Sign

..... } print name

Before me,

.....} Justice of the Peace sign AND print name

.....} including registration number



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**DISTRICT COUNCIL PRESIDENT COMMENTS**

This recommendation was received by me on ....., my comments are as follows:

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District Council President .....

Print Name .....

Signature .....

Date .....





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**CHECK LIST**

PLEASE ENSURE THAT ALL OF THESE ITEMS HAVE BEEN CHECKED BEFORE FORWARDING THE APPLICATION TO YOUR DISTRICT COUNCIL PRESIDENT. INCOMPLETE APPLICATIONS WILL BE REJECTED.

- ❖ Have all questions been answered?
- ❖ Have the required dates and timeframes been provided?
- ❖ Are both citations included and are they sufficiently detailed?
- ❖ If applicable, is supporting documentation from your District Council or other sub Branches included?
- ❖ Have the minutes been provided showing that the required notice was given to members; that a secret ballot was held, and that the nomination was approved by at least 75% of members present?
- ❖ Are all names on the Declaration page legible? (Please print names in addition to signatures.)