



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

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### INFORMATION REGARDING THE LIFE MEMBERSHIP APPLICATION

- 1.** Life membership applications will be considered 3 x per year. The following dates will be the deadlines for applications to be received at the State Office of RSL NSW:
  - 22 January
  - 31 May
  - 31 August
- 2.** This award is one of the highest honours which can be bestowed upon a Service Member of the League and therefore all recommendations should be thoroughly considered in that light. This is not a Long Service Award but an acknowledgement of Outstanding Service to the League.
- 3.** The rules and conditions governing the award of Life Membership of the League are explained in SOP 9 Ceremonies and Memorabilia. Please read the appropriate SOP and following notes before proceeding with the application.
- 4.** All questions must be answered with sufficient detail for the RSL NSW Selections Committee (Committee) to be able to give appropriate consideration to the application. Documentary evidence of service is highly recommended.
- 5.** If there are any errors or unanswered questions, the application will be rejected.
- 6.** Where the subject of the award is the President or Secretary of a sub-Branch or District Council, the recommendation should be signed by an official of the sub-Branch other than the nominee.
- 7.** Where DC President and sB President are the same person, the DC President cannot sign as sub-Branch President on the same application form. In this circumstance, the sub-Branch President's declaration should be made by the sub-Branch Vice President.
- 8.** A JP's declaration should not be completed by someone who is a signatory anywhere else on the application.
- 9.** List appropriate sub-Branch, DC officer and Board/State Council positions in chronological order.
- 10.** Information in Section 9 should be fully detailed and expanded in Section 10 - sub-Branch citation.
- 11.** Section 11 – Outstanding Activities should reflect the full details of outstanding honorary service with appropriate dates. 'Yes' is not a sufficient answer.
- 12.** Section 12 – Precise Citation should further describe information given in Section 11. Activities in this section have considerable bearing on 'outstanding service'.



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**13.** It is recommended that both the sub-Branch and District Council keep a copy of the application sent to ANZAC House.

**14.** The following items may be ordered with the application:

- Miniature Badge \$15.00
- Life Member Tie \$35.00
- Life Member Badge Free of charge
- Spouse/Partner Letter Free of charge

Plus postage

**15.** The sub-Branch will be issued with an invoice for the ordered items if the application is successful.

**16.** Please provide a proposed date of presentation should the application be successful.

**17.** The Selections Committee is not obliged to give a reason for rejection of an application.



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**RECOMMENDATION FOR THE AWARD OF LIFE MEMBERSHIP**

1. The \_\_\_\_\_ sub-Branch recommends
  2. \_\_\_\_\_ (Title) \_\_\_\_\_ (FULL Name),  
\_\_\_\_\_ (Post Nominals) for the award of Life Membership.
  3. Date of Birth \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (DD/MM/YYYY)
  4. Financial?      Yes       No  (provide reason why person should be considered)  
  
\_\_\_\_\_
  5. (a) Service Particulars:  
Service \_\_\_\_\_  
  
(b) Service No. \_\_\_\_\_  
  
(c) Rank \_\_\_\_\_ Unit \_\_\_\_\_
  6. Member No. \_\_\_\_\_ Date joined the League \_\_\_\_/\_\_\_\_/\_\_\_\_
  7. Has membership (minimum 15 years) been continuous? \_\_\_\_\_ (Yes or No).  
If "No", please state the broken period  
  
\_\_\_\_\_
  8. Has member rendered 10 years Outstanding Honorary Service (not long service) to the  
League? \_\_\_\_\_ *[If No, the member is not eligible for Life Membership]*
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**9. PARTICULARS OF SERVICES RENDERED TO RECOMMENDING SUB-BRANCH**

Give details including day and month in chronological sequence of office and position held.

**SUB-BRANCH/DISTRICT COUNCIL COMMITTEE SERVICE**

<i>Dates in Chronological Sequence of</i> <i>(DD/MM/YYYY)</i>	<i>Office or Position Held</i>
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____
From ___/___/___ to ___/___/___	_____







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**11. OUTSTANDING ACTIVITIES - attach documentary evidence.**

Please answer all questions; if no activity for specific item mark as "Not Applicable".

- (a) **Welfare and/or Pensions Activities.** If 'Yes' provide full details including dates.

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- (b) **Youth Activities** for example; School visits, Youth Club/Sport Activities/Cadets etc. Evidence may include letters from schools/mentions in minutes/certificates of thanks

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- (c) **Home, Hospital and Nursing home visitation** – Please provide full details and dates.

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- (d) **Commemoration** – Funeral celebrant/event organiser/guest speaker/parade marshal etc. Documentary evidence may include programmes, photos, letters, minutes etc.

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- (e) **Community Representation** - Organisations where candidate has represented the League or their sub-Branch. Eg. Community events/ Legacy/Lions/Rotary etc. or interaction with other ESO's. Evidence may include photos, letters of thanks etc.

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- (f) **District Council Representation** – Confirmation in writing from District Council.

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- (g) **State Council / Board Representation**

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**12. PRECISE CITATION**

A sub-Branch must present a “Precise Citation” in support of the services detailed in Sections 9 and 11. That is, detailed descriptions of how the applicant has shown outstanding honorary service to both a sub-Branch and the League, to enable the Committee to be able to make an informed decision.

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**13.** Is the member in receipt of any monetary allowance for the above services?  
(Yes or No) \_\_\_\_\_ If "Yes", how much per annum \$ \_\_\_\_\_

**14. PARTICULARS OF SERVICES RENDERED TO ANY OTHER SUB-BRANCHES**

Include in sequence day and month of membership or associate membership.

<i>Sub-Branch/es or DC</i>	<i>Date in Sequence</i> <i>(DD/MM/YYYY)</i>	<i>Office or Position Held</i>
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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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_____	From ____/____/____ to ____/____/____	_____
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Recommending sub-Branch **must supply written evidence** (on separate pages) of service to other sub-Branch/es or District Councils and attach it to this application.

**15.** Before the following approval is signed please ensure that these requirements have been adhered to: - Recommendation for a Life Membership Award submitted by a sub-Branch or District Council must be approved by **secret ballot** at a General Meeting following 1 months' notice to members of the nomination. A successful ballot requires a 75% majority in favour.

Was the nomination advertised to members 1 month before the vote? Yes/No

Was the vote decided by Secret Ballot? Yes/No

Was the motion passed by 75% of members present? Yes/No

**(copies of relevant minutes to be attached)**



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**Date of approval** \_\_\_/\_\_\_/\_\_\_ (DD/MM/YYYY) at the \_\_\_\_\_  
Meeting (please specify if it was at a sub-Branch or District Council Meeting).

**16. DECLARATION**

This declaration is to be made by both the sub-Branch/District Council President (Person 1) and Honorary Secretary (Person 2). If the subject of this nomination is either the sub-Branch/District Council President or Honorary Secretary, a senior executive member of the sub-Branch/District Council Executive other than the nominee may sign in place of the nominee.

**Person 1**

I, \_\_\_\_\_ (Full Name), \_\_\_\_\_  
(Position) of the \_\_\_\_\_ (sub-Branch/District Council) in the State of New South Wales and,

**Person 2**

I, \_\_\_\_\_ (Full Name), \_\_\_\_\_  
(Position) of the \_\_\_\_\_ (sub-Branch/District Council) in the State of New South Wales

do solemnly and sincerely declare that the matters contained in paragraphs 1-15 above are true and correct to the best of our knowledge, information and belief. We make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act, 1900 (as amended).

**Person 1** Subscribed and declared by \_\_\_\_\_ (Full Name)  
at \_\_\_\_\_ (Place) dated \_\_\_/\_\_\_/\_\_\_  
(DD/MM/YYYY)

\_\_\_\_\_  
(Person 1 Signature)

Before me \_\_\_\_\_ (Full Name), A Justice

of the Peace in New South Wales, \_\_\_\_\_ (NSW JP Number)

\_\_\_\_\_  
(JP Signature)



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**Person 2** - Subscribed and declared by \_\_\_\_\_  
(Full Name) at \_\_\_\_\_ (Place) dated \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ (Person 2 Signature)

Before me \_\_\_\_\_ (Full Name), A Justice  
of the Peace in New South Wales, \_\_\_\_\_ (NSW JP Number)

\_\_\_\_\_ (JP Signature)

**17. MISCELLANEOUS INFORMATION**

- (a) Has a Certificate of Appreciation been awarded? \_\_\_\_\_ (Yes or No)  
(If 'No', please consider if a Certificate of Appreciation is more appropriate  
than a Life Membership award?)

If "Yes", Date issued \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

- (b) Does the sub-Branch require a Letter of Appreciation for the  
spouse/partner, for subsequent presentation by sub-Branch. \_\_\_\_\_  
(Yes or No)

If "Yes", spouses/partner's full name

\_\_\_\_\_

Address for Letter

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**18. DISTRICT COUNCIL (DC) PRESIDENT'S RECOMMENDATION**

(NB - This information is confidential to State Branch and the Selections Committee only)

(Please note - 'Recommended' only is not an acceptable response. The committee place considerable weight upon the DC President's comments.)

This recommendation was received by me on \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

My comments are as follows:-

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\_\_\_\_\_ DC President Full Name

\_\_\_\_\_ Signature     \_\_\_\_/\_\_\_\_/\_\_\_\_  
(DD/MM/YYYY)



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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?
- ❖ Is the 'Outstanding Activities' page completed?
- ❖ Are both citations included and are they sufficiently detailed?
- ❖ Is documentary evidence provided for claimed outstanding service?
- ❖ 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?
- ❖ Have you ordered badges/ties/spouse or partner letter?
- ❖ Are all names on the Declaration page legible? (Please print names in addition to signatures.)
- ❖ Have you provided a proposed date for presentation should the application be approved?