



## 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 organisation 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.

It is to be **awarded only to those already holding Life Membership**, who have had **25 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.

### 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

### State Branch Recommendation

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



### **Applicable Fees**

There are no fees applicable to this award.

### **Presentation**

Presentation of this award is usually made at the Annual State Conference of the Branch in July.

If a member is unable to attend the Conference, arrangements will be made to present the award locally following the Conference of that year.

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

State President's Office  
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: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Membership no: \_\_\_\_\_

Life Member (year of award) \_\_\_\_\_

LM Badge no: \_\_\_\_\_

Joining Date : \_\_\_\_\_

Original RSL: \_\_\_\_\_

### Additional information if known:

Service no: \_\_\_\_\_

Unit &/or Regiment: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

1. Has nominee's membership been continuous (25 years minimum)?

..... (yes/no)

2. Has nominee rendered 25 years outstanding service to the League?

..... (yes/no)



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 1990–2010)

(President, Secretary etc)

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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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7. Membership of Previous Sub-Branches (both Victorian and Interstate):

RSL	Date
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8. Any other Relevant Information

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## CITATION

At least three of four pages of supporting citations should be inserted here or attached to the nomination form



## DECLARATION BY SUB-BRANCH

By resolution of the \_\_\_\_\_ (insert Sub-Branch name) Sub-Branch Committee meeting held on the \_\_\_\_\_ (insert date) it is recommended that \_\_\_\_\_ (insert nominee's name) be nominated for the award of the Meritorious Service Medal in acknowledgement of long, continuous 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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**Recommendation by State President**

STP: \_\_\_\_\_ Yes  No

Date: \_\_\_\_\_

**Recommendation by State Awards Committee**

CEO: \_\_\_\_\_ Yes  No

Date: \_\_\_\_\_

**Recommendation by State Executive:**

Approved  Not approved  Date: \_\_\_\_\_

**Recommendation by National Executive**

Approved  Not approved  Date: \_\_\_\_\_