

CRITERIA AND NOMINATION FORM

Meritorious Service Medal

Meritorious Service Medal

The Meritorious Service Medal is awarded each year by the National Board of the Returned & Services League of Australia, as an honour over and above Life Membership and on a restricted basis.

There are members within our Sub-Branches 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.

Sub-Branches are invited to forward their nominations to the Victorian State Branch for consideration by the State Awards Sub-Committee.

General provisions for Award Nominations

- a. The Meritorious Service Medal shall be **awarded only to those already holding Life Membership**.
- b. In addition to Life Membership, nominees must have at least **25 years continuous membership**, including **25 years outstanding service** to the RSL.
- c. The Medal consists of a gold-on-blue oblong brooch with the wording 'For Merit'. Supporting the Medal is a miniature RSL badge surrounded by a laurel wreath in gilt. This supersedes the wearing of the Life Member's badge by those Life Members honoured by the award of the Medal.
- d. Both insignias are gold plated silver and are accompanied by a National RSL Certificate.
- e. Nominations are put forward by the State Branch only and are approved by the National Board.
- f. The award is the League's highest honour.

Further information or questions can be directed to Rosemary Kennedy at rkennedy@rslvic.com.au.

Recommendation for the award of the Meritorious Service Medal

IN CONFIDENCE

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

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

State Branch Recommendation

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

Applicable Fees

There are no fees applicable to this award.

Completed form (**pages 3 to 6**) can be emailed to rkennedy@rslvic.com.au or hard copy posted 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: _____

Joining 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

(eg: 1990-2010)

Office or Position held

(eg: President, Secretary etc...)

4. Type of General Service given to Sub-Branch/es and applicable dates: (eg: Welfare, Appeals, Sporting/Youth Activities, Hospital Visiting)

5. Other Voluntary / Community Service:

6. Other Awards (RSL & Community): eg: Long Service Award, Medal in the Order of Australia etc.

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

RSL	Date

8. Any other Relevant Information

CITATION

At least **three of four pages of supporting citations** should be 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:

Signed:

President (Sub-Branch)

Secretary (Sub-Branch)

Date:

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)

STATE BRANCH USE ONLY

Approved by State Awards Committee

Approved

Not approved

Date

Recommended by State Executive:

Approved

Not approved

Date

Endorsed by National Board:

Approved

Not approved

Date
