

**The Navy League of Canada  
Awards Program  
Check-off List**

The following is a check-off list to be used by the Commanding Officer to ensure all the required documentation has been included. Without these documents, your candidate might not be eligible for an award. These documents must be included with every candidate.

**Navy League Cadet of the Year and the Orson Burgess Award:**

Did you include:

- Navy League Award Application Form, NL (104)E
- Navy League Cadet Training Record (photocopy)
- Navy League Cadet Activity Record (photocopy)
- Photographs of the nominee in full uniform – one head and shoulder and one full length, boots must be in view
- School marks

Letters of Recommendations From:

- Commanding Officer
- Branch President responsible for Corps
- School Principle
- All recommendations to substantiate involvement in community and citizenship would be beneficial for the Orson Burgess Award
- One or more from:
  - Teacher
  - Minister
  - Coach

Letters from Cadet in own handwriting must include:

- brief information about the cadet
- plans after leaving Navy League
- school activities
- community activities
- cadet activities
- organized sports

- activities outside of cadets (important information)
- benefits from being a Navy League Cadet
- must be in own handwriting and signed

Commanding Officer's letters must include:

- attendance record
  - exam results
  - promotions and dates
  - awards received
  - cadets participation on the Corps and community
  - general comments about the cadet
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- Original documents and two photocopies are required and one for your file
  - Presentation binder for original documents

The more information you provide or letters of recommendations, the better chance of possible selection of your candidate. Applications are to be submitted to the Navy League Branch responsible for the Corps, and then they will be forwarded to Division. Division will then forward the applications to the National Office.

Applications and all supporting documentation must be received at the Division Office on or before March 15<sup>th</sup>.

**The Royal Canadian Sea Cadet  
Awards Program  
Check-off List**

The following is a check-off list to be used by the Commanding Officer to ensure all the required documentation has been included. Without these documents, your candidate might not be eligible for an award. These documents must be included with every candidate.

**National RCSC Cadet of the Year Award:**

Did you include:

- Application Form for National Cadet Competition, NL (104)E
- RCSCC Progress Card (photocopy)
- Photographs of the nominee in full uniform – one head and shoulder and one full length, boots must be in view
- School marks

Letters of Recommendations From:

- Commanding Officer
- Branch President responsible for Corps
- School Principle
- One or more from:
  - Teacher
  - Minister
  - Coach

Letters from Cadet in own handwriting must include:

- brief information about the cadet
- career goals
- cadet involvement
- school activities
- community activities
- organized sports
- benefits as a member of a Sea Cadet Corps
- other pertinent information
- must be in own handwriting and signed

Commanding Officer's letters must include:

- attendance record
- exam results
- promotions and dates
- awards received
- cadet's participation on the Corps and community
- general comments about the cadet

- Original documents and two photocopies are required and one for your file
- Presentation binder for original documents

The more information you provide or letters of recommendations, the better chance of possible selection of your candidate. Applications are to be submitted to the Navy League Branch responsible for the Corps, and then they will be forwarded to Division. Division will then forward the applications to the National Office.

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