



# **THE RETURNED & SERVICES LEAGUE OF AUSTRALIA**

STATE SERIAL NO.: \_\_\_\_\_

## **APPLICATION FOR A NATIONAL CERTIFICATE OF APPRECIATION**

### PREAMBLE

A National Certificate of Appreciation is available for Sub-Branches to award to any person or organisation considered worthy of SPECIAL RECOGNITION for service rendered to the Returned & Services League of Australia.

A National Certificate of Appreciation may be awarded to a non-member of the League or a business or group who deserves special recognition.

The certificates are signed by both the National President and the National Secretary.

Wording usual begins with “In appreciation (or recognition) of .....” Up to four lines can be included on the certificate, along with the person’s name.

In accordance with National By-Law 19, National Certificates of Appreciation must be approved by the National Executive and therefore can only be issued following a quarterly meeting of the National Executive (ie March, June, September and November).

National Certificates of Appreciation cannot be issued without the approval of a National Executive meeting, therefore applications must be received in the month prior to each meeting of the National Executive to ensure they can be considered.

This Certificate is prestigious by nature, therefore the Chief Executive Officer will exercise his discretion if he believes an application for this award may be better served by issuing a State Certificate of Appreciation. If this occurs, Sub-Branches will be so advised.

**APPLICABLE FEES**

Fees payable by the Sub-Branch are:

- Unframed Certificate            \$11.00
- Framed Certificate            \$44.00

- Payment by:
- Cheque
  - Invoice

- Certificate to be:
- Collected
  - Posted

If posted, please indicate preferred postal address:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICATION FORM**

Sub-Branch:- \_\_\_\_\_

**Details of Recipient**

Name of Person or Business|Group \_\_\_\_\_

Wording:

“In appreciation (or recognition) of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(The certificate will be dated the day of approval given by the National Executive)*

## DECLARATION BY SUB-BRANCH

By resolution of the \_\_\_\_\_ Sub-Branch Committee meeting held on the (date) \_\_\_\_\_ it is recommended that (recipient's name) \_\_\_\_\_ be presented with a National Certificate of Appreciation.

Signed:

Signed:

\_\_\_\_\_

\_\_\_\_\_

**President**

**Secretary**

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

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

## ANZAC HOUSE USE ONLY

Date Application Received: \_\_\_\_\_

Applicable fee: \$ \_\_\_\_\_ | Invoice Amount \$ \_\_\_\_\_

Date acknowledged by State Branch \_\_\_\_\_

### Decision of National Executive:

Approved  Not approved

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

Certificate Prepared : \_\_\_\_\_

Date posted | collected: \_\_\_\_\_

Application filed: \_\_\_\_\_