

TERMS OF REFERENCE

Youth Committee

The Youth Committee is responsible for the promotion of Legion sponsored youth programs at the local, Command and Dominion level. These programs include:

1. National Track & Field Championships
2. National Poster, Essay and Poem Contests
3. BC/Yukon Remembrance Video Contest
4. Bursaries and Scholarships
5. Legion Cadet Medal of Excellence
6. Legion Youth Leader Pilgrimage of Remembrance
7. Duke of Edinburgh Awards
8. Cadets, Scouts, Girl Guides (other local youth groups)
9. Community Youth Sports
10. Other Community Youth Programs sponsored by the branch

Every year, the Youth Committee should develop a plan on how they will promote and support the Legion youth programs. The plan should include regularly scheduled meetings throughout the year, with youth groups, parent associations and school authorities. At these meetings, the Committee should make presentations about the Legion youth programs. As well at these meetings, the Committee should ensure that there is a good understanding about all the support the branch gives to youth in the community. It is also important to recognize and honour the youth who have been supported by the branch. This can be done at the scheduled meetings or at special honour and award events planned by the branch. The Chair is usually the branch liaison with youth groups, parent associations and schools. However, the full Committee should be involved in the promotion of the Legion youth programs.

Many schools have a credit program for youth to volunteer in the community. The Youth Committee should discuss this with school authorities and develop a plan that meets the needs of the credit program as well as the branch. This may include such things as: assisting at branch fundraising functions with the Ladies Auxiliary, upgrading the grounds of the branch, planting a Garden of Remembrance on the branch grounds, assisting with the Poppy Campaign, visiting Veterans in care, having a youth choir sing at branch events, and/or whatever is appropriate in your community. In this way youth come to learn about the Legion in a meaningful way and are mentored in the values of community volunteerism.

Legion Youth Leader Pilgrimage of Remembrance

Every second year (odd years) Dominion Command organizes a Pilgrimage with ten (10) youth leaders from across Canada. The Pilgrimage perpetuates the remembrance of Canadians who fought and died for our country. The youth leaders on the Pilgrimage visit First and Second World War Battlefields, memorials and cemeteries where our Canadian fallen rest.

The nomination process starts with a branch Circular advising of the Pilgrimage dates and criteria. The criteria is available from the Command office. If the branch wishes to nominate a youth leader, the Youth Committee should be part of this selection. The branch nomination is then submitted to the Zone Commander. There is only one (1) nominee for each zone. The zone nominations are then reviewed by BC/Yukon Command Youth Committee, who will then determine the BC/Yukon Youth Leader representative for the Pilgrimage.

Cadets

The Royal Canadian Legion has a long and valued partnership with Cadets Canada. The Cadets program fosters youth leadership, citizenship, and volunteerism and promotes Canadian military values. As such, the branches should be introducing themselves to the local Squadrons and offering their support including attend inspections. Reports should be given to the membership on how the branch is working with the cadets.

Cadets volunteer to help the Legion with Poppy Campaign, support our Veterans and take active roles in commemorative ceremonies across Canada. These young men and women play a vital role in supporting Legion activities and promoting Remembrance. In return, Legion branches provide financial support to help them grow.

Legion Cadet Medal of Excellence

National Defense organizes the Legion Cadet Medal of Excellence in partnership with Commanding Officers of all Cadet Corps/Squadrons. The Commanding Officers initiate the nominations and may involve the branch in the selection process, but this is at the discretion of the Commanding Officers. If the branch has a good working relationship with the Cadet Corps/Squadron, it is likely the branch will be involved.

There is one (1) Cadet Medal for each Cadet Corps/Squadron per training year. The criteria is based on an authorized national standard to ensure prestige and significance is maintained across Canada. The Cadet Medal may be awarded only once to any one person.

It is awarded in recognition of individual endeavors in citizenship which enhance the aims and objectives of the Canadian Cadet movement. Also each year, the Sea, Army and Air Cadet leagues choose their respective top cadet. The winning cadets act as wreath bearers at the National Remembrance Day Ceremony in Ottawa.

When a suitable candidate is identified, the Commanding Officer advises the Area Cadet Office by April 15. The Area Cadet Office sends the selection list to BC/Yukon Command. Command then notifies the branches of the selected candidates for their area and sends the medal, certificate and congratulatory letter addressed to the Cadet. Once received, the branch and Youth Committee will organize a formal presentation with all appropriate agencies.

Cadet medals are to be worn on the left side. The only exception to this rule is when a cadet is awarded a National Medal; all cadet medals are moved and worn on the right below the nametag while the National Medal is worn on the left.

National Poster and Essay Contest

Command sends out the information packages to the schools. The youth Chairman needs to follow-up with the schools to assure that they got the package and to see if they have any questions.

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| • Branches | 15 November |
| • Zone | 15 December |
| • BC/Yukon Command | 15 January |
| • Dominion Command | 15 February |

For those branches who receive entries PRIOR to November 11 and that have separate halls into which the public is invited after the cenotaph services, it would be a wonderful opportunity for the public to get a chance to view any of your entries.

When visiting the schools to promote the Poppy campaign, branches can extend invitations to students to bring their parents to the branch to view the entries on Remembrance Day. Obviously, some caution will need to be taken in how the entries are displayed because you will have to ensure they aren't damaged.

Entries from schools as well as those submitted directly to Branches are to be judged. You may get an entry from outside your area and those are to be included in your judging. IT is unfair to disqualify an entry just because they are from out of your area.

Guidelines and Entry Forms

Guidelines for judging are available from Dominion Command and are included with each package to branches in September. An official entry form must be attached to each submission. The form requires completion by the student, the teacher, and include a signature from both the student and parent/guardian,

Branches are to remit only the **first place entries** to zone. The zone then submits only **first place entries to Command**. When branches submit their First Place Entries to zone they must include for the branch First Place Winners Entry Form. Deadline for submission is 15 December.

Branches are to ensure that the entry forms are completed correctly, including the Branch and Zone name. In most cases, students are unaware of this information. It can be a horrendous task to track students down if any information is omitted. Any entries where the form is not filled out completely cannot be judged.

Prize Money

There is generally an award given to the 1st, 2nd and 3rd place winners of the Poster and Literary Contests. In past years' branches have awarded a monetary prize to the winners in the form of a cheque. This has often caused many difficulties with cheques not being cashed by the winners. As a result, branches are now able to give cash awards instead of a cheque for the Poster and Literary Contests. This would avoid the accumulation of outstanding cheques each year for this item. Some Branches are giving out gift cards to such places as Indigo.

Statistical Reporting

All Commands are required to remit statistical reports to Dominion Command on the number of entries received, therefore branches are relied on to submit the numbers of entries received by way of a Statistical Reporting Form. The cooperation by branches is critical because at the zone and Command levels they can only report on the number of first place entries received. The proof of the program and the success of the program can only be evaluated based on the number of entries received at branch level. **Branch assistance is crucial**. Deadline for submission to Command is November 30.

The Youth Committee has a specific report form that must be included with the zone submission for the competition. The form details how many first place entries are being submitted by zone and for which level of competition.

We realize this is a lot of reporting, but these requirements must be met by each level.

Mailing of Contest Information to Schools

Branches are encouraged to contact all schools in their area in mid-September. All schools are provided with the contest material by mail by the second week of September. Branches are sent the exact same mailing and as soon as this is received at branch level, personal contact with schools should be made.

Experience has shown that the zones that had the most success with the contest had branches making that "personal" contact with their schools.

There has been a struggle for years with respect to the timing of our mailing. Advice has been obtained from the Ministry of Education, the BC Principals and Vice Principals Association and the Teachers Federation. The mail is sent before the end of August so that the material is on hand at the schools when the teachers start preparation of the year's curriculum.

The addresses of the schools come from the Provincial Government which are supposed to be the most current addresses available for schools in BC and the Yukon. Mail is sent to both public and private schools and material will be sent electronically to the home school site on the internet.

BC/Yukon Remembrance Video Contest

In mid-August branches and Schools are provided with promotional material about the BC/Yukon Remembrance Video Contest. As soon as school starts, the Youth Committee should meet with school authorities to ensure the contest is well promoted. If there are parent associations or teacher associations in the area, the Committee should also make presentations to these groups. The Committee should also make presentations to other youth organizations such as the Cadets, Girl Guides, Brownies, and any youth sports groups sponsored by the branch.

The entries come direct to BC/Yukon Command and **the deadline for submissions is November 15**. Late entries will not be accepted. Prizes for 1st, 2nd and 3rd place are awarded. Submission forms along with Parental Consent must be filled out. Information is posted on the Command Website under Youth Contests.

The BC/Yukon Command Youth Committee will judge the Remembrance Videos, advise the Branch's Youth Committee and arrange for the prize awards in March of every year.

Promotion of Contest

Branches are encouraged to make use of all promotional material including putting it on social media and in local newspapers.

Youth Sports

In the Legion's early days, Legionnaires promoted youth sports as a way to help children whose fathers or mothers were serving abroad. From these informal beginnings, the Legion developed local, provincial and national youth athletics programs.

Today, Legion Branches support youth sports in their communities and help channel athletes into the Legion's Provincial and National track and field programs.

The Legion's National Youth Track and Field competition is the only one of its kind in Canada and has come to be regarded as one of the best in the country. Annually, it helps hundreds of athletes aged 12 to 17 years to develop their potential and strive to become Canada's future Olympians. In fact, many of our former participants have gone on to international and Olympic success.

Through the Legion, many youths have learned the value of leadership and teamwork, among other important skills. In addition to promoting youth leadership, the Legion provides youth education opportunities to promote and encourage Remembrance among the next generation.