



Poppy Funds



Workshop Topics

 What are Poppy Funds?

 Reporting Requirements

 Poppy Campaign & Ordering Timeline

 Poppy Fund Do's and Don'ts

 Bursaries

 Special Use Expenditures (SUEs)

 Youth Remembrance Contests

Mission

The Royal Canadian Legion's mission is to serve Veterans, including serving military and RCMP members and their families, to promote Remembrance, and to serve our communities and our country.

Can anyone tell me where this statement comes from?

We, as Members of The Royal Canadian Legion, Strive to keep the memory alive of the 120,000 Canadians who paid the supreme sacrifice in the service of Canada during war and on subsequent operations. This goal is achieved through our annual Poppy Campaign and the Remembrance Day services organized by this great organization throughout the country and by our fellow citizens who are working far from our shores.

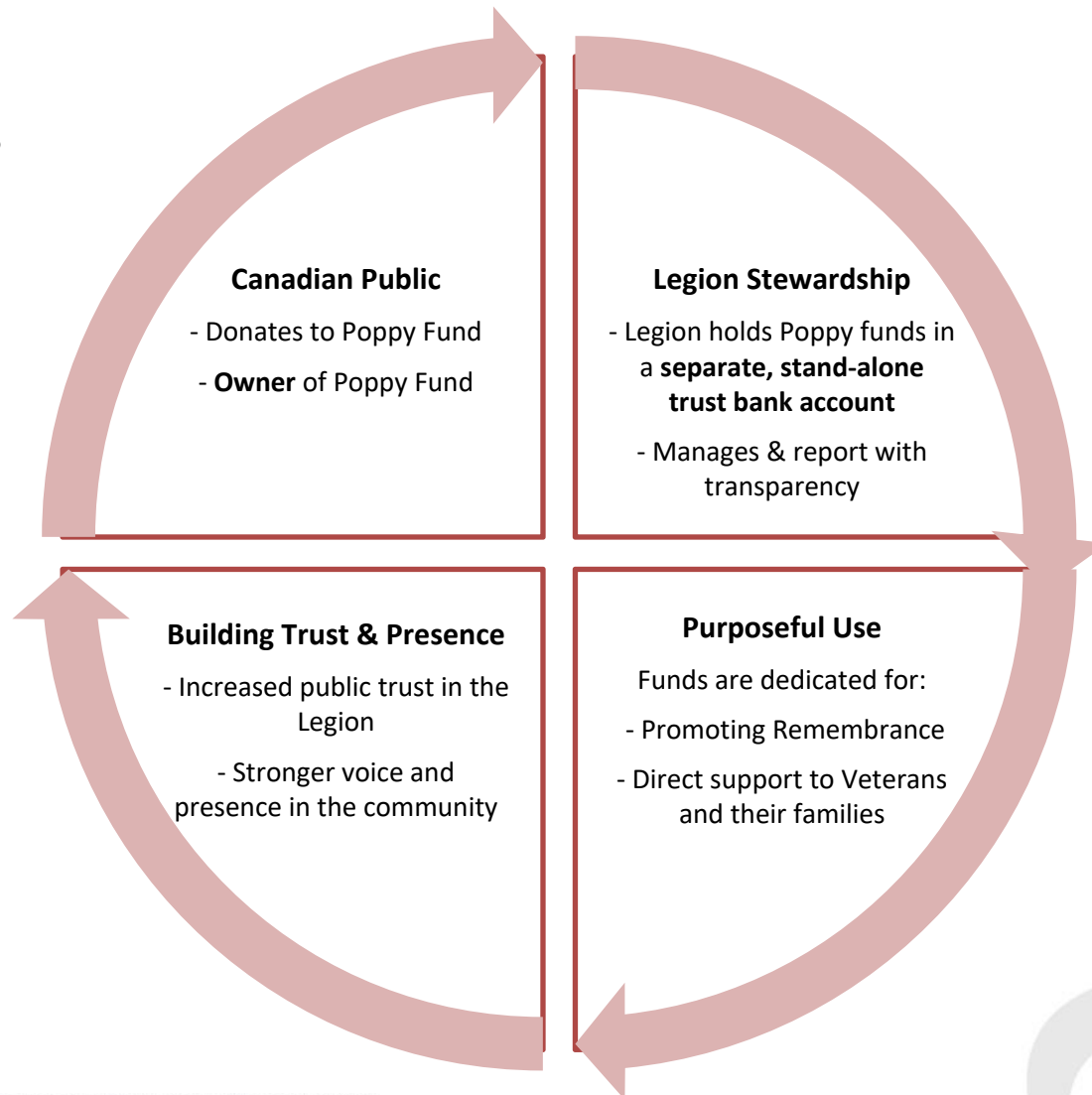
2025 Poppy Manual 101: The Guardians of Remembrance



BRITISH COLUMBIA / YUKON COMMAND

What are Poppy Funds?

⚠ Poppy Funds
are **not** Legion
property



Who is a Veteran?

Veteran



Canadian Armed Forces
(current/honorably discharged)



Commonwealth/wartime allies Veterans



Regular RCMP members

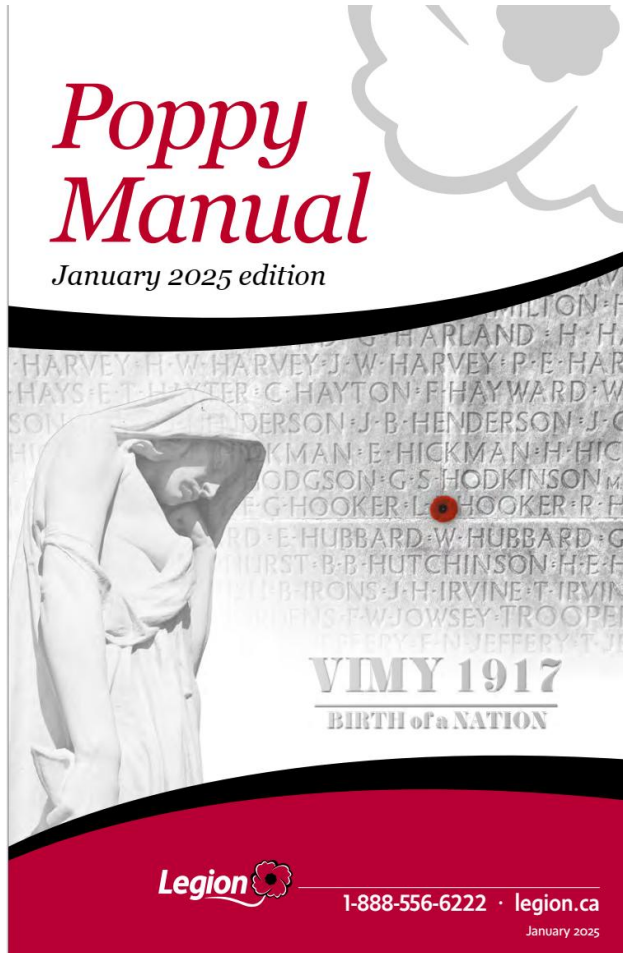


Merchant Navy/Ferry Command
(wartime service)



Peace Officers

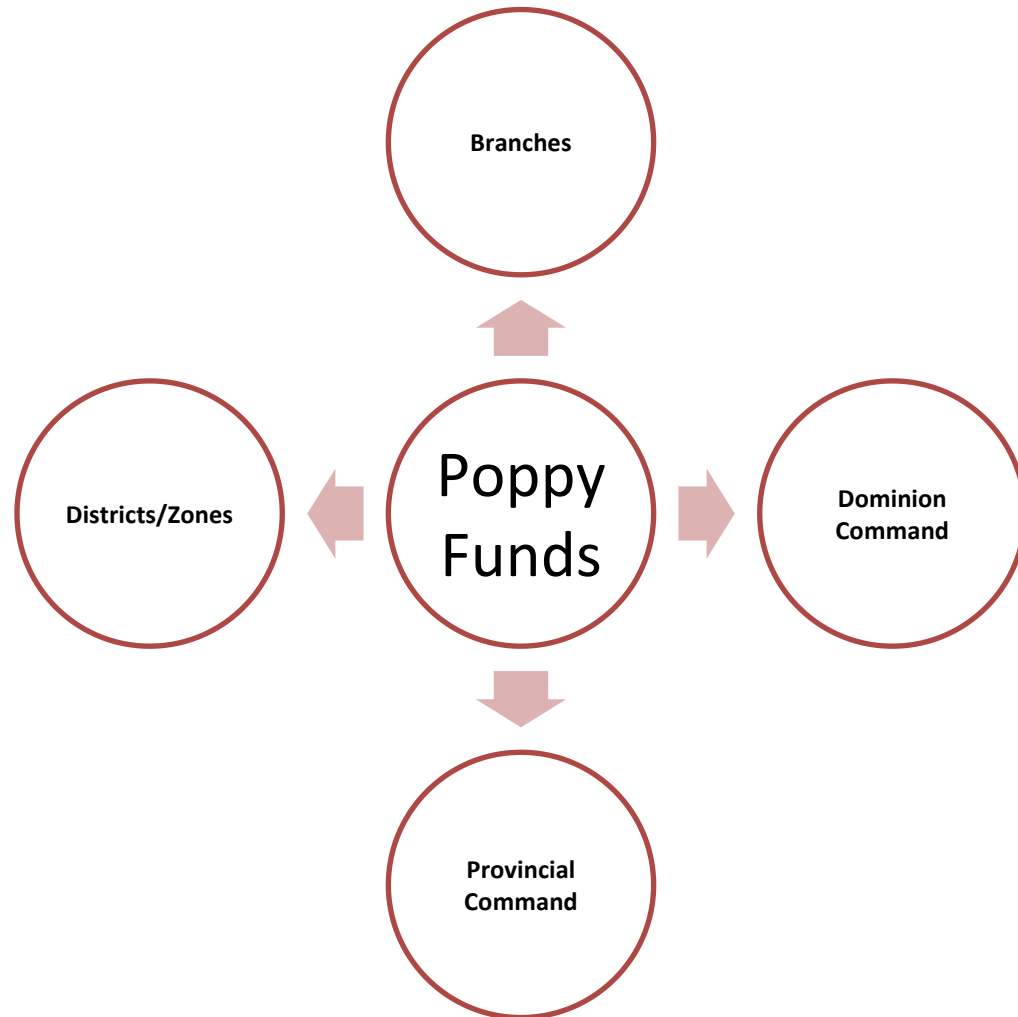
Poppy Manual



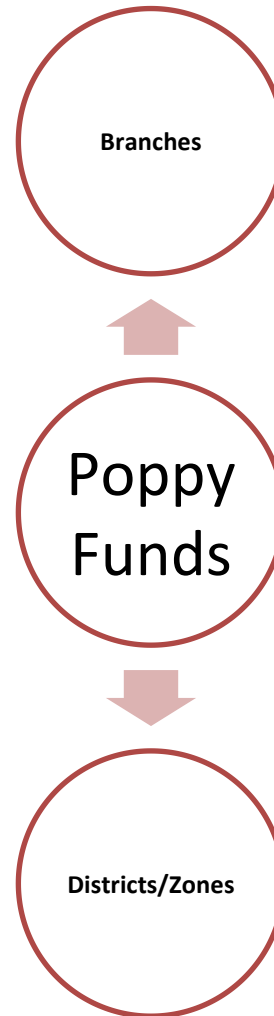
Your **first** resource when you have questions about the administration of Poppy Funds

<https://legionbcyukon.ca/branch-corner/poppy-campaign/>

4 Levels of Poppy Funds



2 Levels of Focus



Any questions so far ?



Poppy Campaign Responsibilities and Financial Management

•Branch Responsibilities

- 👤 **Leadership & Planning**
 - Appoint Poppy Chair & Remembrance Committee
 - Clarify roles & responsibilities for participants
- 📦 **Sourcing Materials**
 - Use only authorized Dominion Command supplies, sourced via Provincial Command
- 💰 **Financial Accountability**
 - Comply with General By-Laws:
 - Article XI:
 - 1102: Separate trust bank account
 - 1103: Authorized investments allowed

Branch Annual Compliance Requirements

Q: What information is due by January 31st each year ?



Branch Poppy Fund Statement



Poppy Fund Assessments



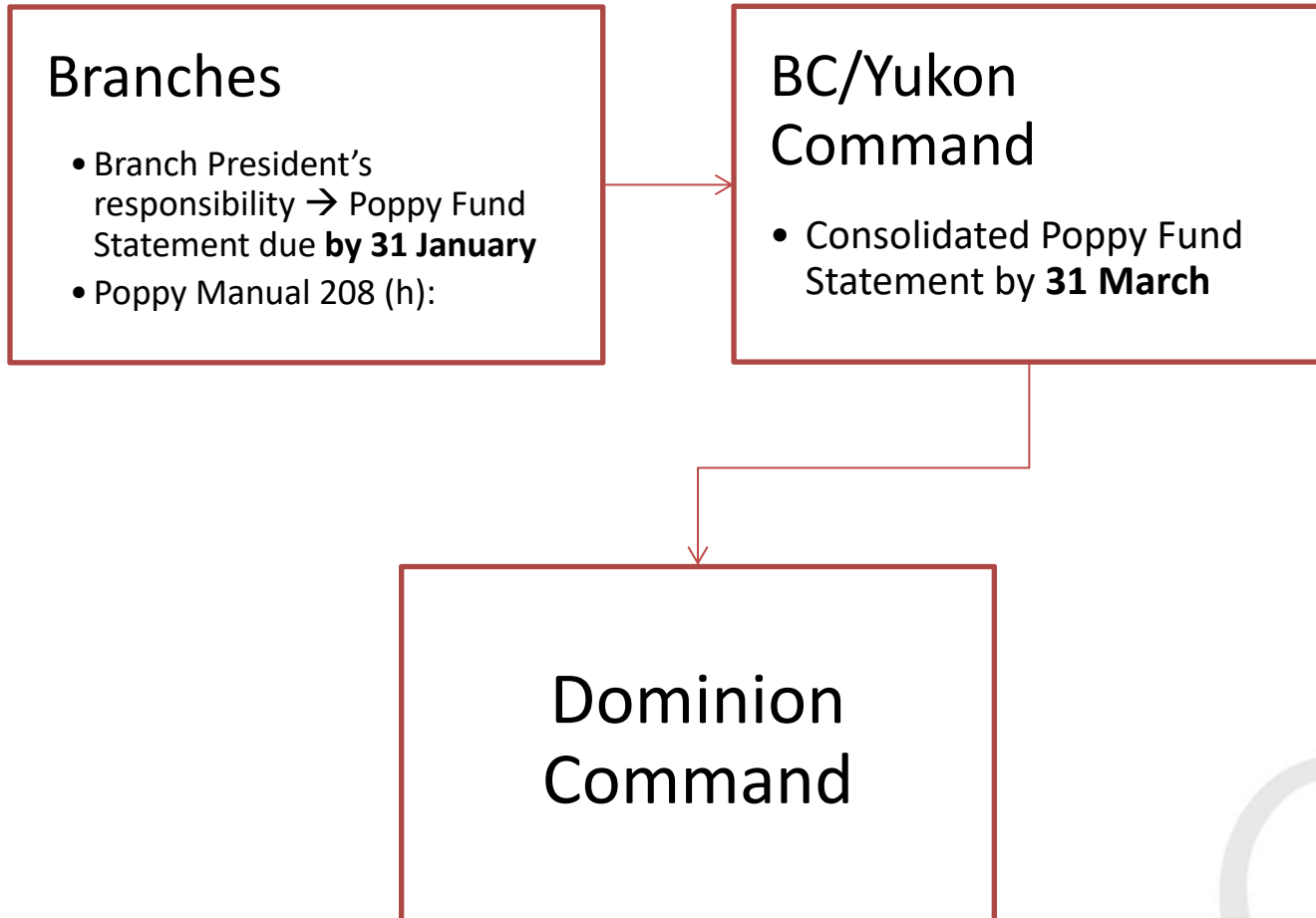
Increased to 8% in 2026

Reporting Requirements – Poppy Fund Statement

Purpose

- Maintain & enhance Legion's credibility with the public's trust
- Information is used by BC/Yukon Command and Dominion Command to:
 - ⑩ Analyze the success of the campaign
 - ⑩ Plan future campaigns

Reporting Requirements – Poppy Fund Statement



Reporting Requirements – Poppy Fund Statement

BRANCH POPPY FUND STATEMENT January 1, 2024 - December 31, 2024

Your attention is directed to the Poppy Manual of the Royal Canadian Legion and in particular, to Section 400 in which it states "each Branch shall forthwith such information relating to the affairs of the Branch as may from time to time be required by its Provincial Command or by Dominion Command." In order to comply with these by-law provisions you must submit this completed form to BC/Yukon Command Office as directed.

Please see next page for descriptions of expenses.

Branch Name & Number: _____

1. Balance as outlined in Item 1 next page. Branch Poppy Fund at December 31, 2023 as per bank statement	\$
2. Add: Donationss/Receipts/Interests (Poppy Fund revenues from all sources)	\$
3. General Adjustment Line + or (-). If used please explain on a separate paper	\$
Total "A" (sum of line 1 to 3)	\$
4. Cost of:	
a) Poppies and Wreaths	\$
b) Promotional Material	\$
c) Campaign Expenses	\$
d) Grants to Serving/Ex-service Personnel/dependants	\$
e) Poster and Literary Contest (include Zone prizes if applicable)	\$
f) Special Use Expenditures (Section 403 of the Poppy Manual)	\$
g) Bursary Donations in Community	\$
h) Poppy Assessment to BC/Yukon Command	\$
Total "B" (sum of line 4 a) to 4 h))	\$
5. Ending Balance at December 31, 2024 (Total "A" - Total "B" = Balance)	\$

Certified the above amount is the balance as at December 31, 2024

Please Print Name

Signature - Branch President

Please Print Name

Signature - Branch Treasurer

DEADLINE FOR RECEIPT OF THIS STATEMENT TO BC/YUKON COMMAND IS JANUARY 31, 2025



Reporting Requirements – Poppy Fund Statement

Poppy Fund Bank statement analysis																
BR# - Name																
Jan 1, 2024 - Dec 31, 2024																
		Withdrawal	Deposits	Balance	Donation	Repayment General Fund	Wreat hs/Pop pies	Promo	Campaign expense	Grants to ex- svc	Poster	Sue	Bursary	Assess ment		Total
01-Jan	Open balance			36,590.26	-											
02-Jan			150.00	36,740.26	150.00											-
04-Mar	chq 1	2,500.00		34,240.26	-											2,500.00
	chq 2	3,146.98		31,093.28	-											3,146.98
31-Mar		12.00		31,081.28	-											12.00
30-May	chq 3	1,500.00		29,581.28	-											1,500.00
15-Jun	tsfr	535.00		29,046.28	-											535.00
31-Dec	Ending balance			29,046.28	-											-
		7,693.98	150.00		150.00		-	-	-	-	-	-	-	-	-	7,693.98

Honor house

Poppy supplies

bank
fees

bursary

vet assistance



Reporting Requirements – Poppy Fund Statement

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Honor house
Poppy supplies
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Signature - Branch President

Please Print Name

Signature - Branch Treasurer

DEADLINE FOR RECEIPT OF THIS STATEMENT TO BC/YUKON COMMAND IS JANUARY 31, 2025



Reporting Requirements – Poppy Fund Statement

Documents Required



Due to BC/Yukon Command by **Jan 31**



Copies of bank statements for the Poppy Fund account from **Jan 1 – Dec 31**



Electronic copies preferred



No staples please

Reporting Requirements – Poppy Fund Assessment

Purpose

- Revenue source for Command Poppy Fund to fund:
 - Emergency funding Veteran Assistance
 - Command Service Bureau
 - Poppy Coordinator
 - Poppy Campaign operations
 - Poppy Programs – Poster & Literary



Reporting Requirements – Poppy Fund Assessment

BC/Yukon Command of the Royal Canadian Legion
Annual Branch Poppy Fund Income Assessment Remittance Form

1 January 2024 through 31 December 2024

Branch Name: _____ Branch #: _____

Poppy Campaign Income	Amount of Revenues Earned	4.5% Assessment
1 January, 2024	\$ _____	\$ _____
2 February, 2024	\$ _____	\$ _____
3 March, 2024	\$ _____	\$ _____
4 April, 2024	\$ _____	\$ _____
5 May, 2024	\$ _____	\$ _____
6 June, 2024	\$ _____	\$ _____
7 July, 2024	\$ _____	\$ _____
8 August, 2024	\$ _____	\$ _____
9 September, 2024	\$ _____	\$ _____
10 October, 2024	\$ _____	\$ _____
11 November, 2024	\$ _____	\$ _____
12 December, 2024	\$ _____	\$ _____
Total	\$ _____	\$ _____

*This amount is DUE in to BC /Yukon Command by January 31, 2025

	Branch President	Branch Treasurer
Name in Print	_____	_____
Signature	_____	_____

KEEP A COPY OF THIS ON FILE WITH THE CAMPAIGN INFORMATION AND REPORT ON
THE ANNUAL BRANCH POPPY FUND STATEMENT FOR THE 2025 CAMPAIGN

Please attach a copy of each months bank statement for reference purposes, thank you!



BRITISH COLUMBIA / YUKON COMMAND

- Due **January 31**
- Covers period from **Jan 1 to Dec 31** of the prior fiscal year
- Assessed on **all** Poppy revenues
 - Including Investments

Reporting Requirements – Poppy Fund Assessment

Supporting Documentation Required



Branch Poppy Fund Assessment form



Cheques/proof of payment



Copies of bank statements for the Poppy Fund account from **Jan 1 – Dec 31 (one copy for both Poppy Fund Statement and Assessment)**



Electronic copies preferred



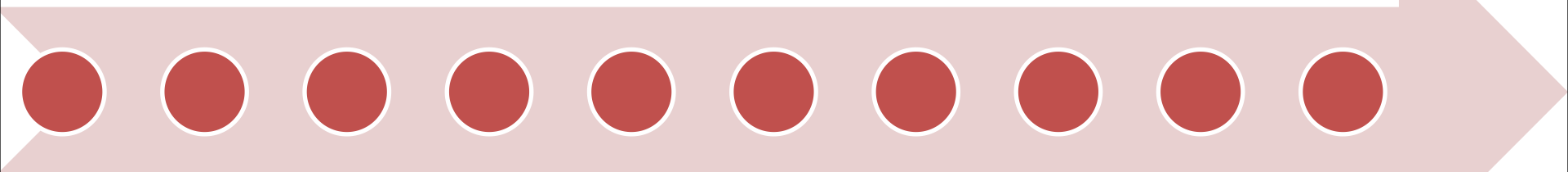
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Poppy Campaign – Poppy Order Processes



Timeline Summary

1 st week of Jan	Mar 31st Command Audited Financial Statements & Consolidate d Poppy Fund statements to Dominion Command	May – Aug Branches Poppy Audit	Jun – Sep 1st Branches Poppy Order Submission Poppy Invoices Payment	Last Friday of Oct – Nov 11th Branches Poppy Invoices Payment Poppy Campaign
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Jan 31st
Branches
 Poppy Fund
 Assessment
 Form,
 Poppy Fund
 Assessment
 Payment &
 Poppy Fund
 Statement
 Due

Apr – May
Command
 Audit Letter
 to Branches

May – Jun
Command
 Memo:
 Poppy &
 Wreath
 supply
 Guides &
 Pricing to
 Branches

May – Oct
Command
 Audit
 Completion
 Letter to
 Branches

Nov – Dec
Branches
 &
Command
 Year-end
 Inventory
 Reconciliati
 on

Quick 10-minute break



Poppy Fund: Do's and Don'ts

Poppy Manual: Chapters 4 & 5

- ✓ Keep Funds in a separate Trust Bank Account
- 🔍 Ensure all fund use is pre-approved
- 📞 If unsure, contact BC/Yukon Command *before* spending
- ⚠️ Unapproved use must be repaid from Branch General Funds

Poppy Fund: Do's and Don'ts

Poppy Manual: 401 (b)

The basic purpose and obligations of the Poppy Trust Fund are to assist Veterans and their families.



In this regard any use of Poppy Funds must focus on directly supporting Veterans and their families.

- Donations to Hospitals?

? Question:

“Will this donation directly support a Veteran or their family?”

- If the answer is maybe maybe reconsider?

Poppy Fund: Do's and Don'ts

Feature	Bursary	Scholarship
Based on	Financial need	Academic achievement, talent, or other merit criteria
Application Process	Includes income documentation and financial details	Often includes academic transcripts, essays, references
Eligibility	<ul style="list-style-type: none"> • Veteran • Descendant/spouse of Veteran • Low income • Financial need demonstration 	High grades, leadership, athletics, arts, community service
Purpose	Provide access and support to those in financial hardship	Recognize and reward excellence or potential
Source of Funds	<ul style="list-style-type: none"> ✓ Poppy ✓ General ✓ Lottery (with restrictions) 	<ul style="list-style-type: none"> ⊘ Poppy Fund prohibited ✓ General ✓ Lottery (with restrictions)

Poppy Fund: Do's and Don'ts

Bursaries

- Application Package
 - [Branch Corner](#)



Bursary Application - Regulations and Information

Section I

Student Information

- Please print clearly or type all information requested
- You must reside in British Columbia or the Yukon and be a Canadian Citizen

Section II

College/University Information

- Provide the name and address of the post-secondary institution you will be attending
- The institution must be in British Columbia or the Yukon (only special exceptions to this apply such as – applicants living in the Kootenay Zones may apply to Calgary, Alberta institutions as it is closer to your residence)
- Bursaries are awarded to students attending accredited institutions on a full time basis for two consecutive semesters
- Post graduate studies do not apply
- Up to \$1000.00 per student are awarded to successful applicants attending College, Vocational or Trade School. This amount is a guideline only. The Branch may decide to adjust this amount as they consider their available funds and the number of applicants.
- Up to \$1500.00 per student are awarded to successful applicants attending University or a third or fourth year college. This amount is a guideline only. The Branch may decide to adjust this amount as they consider their available funds and the number of applicants.

Section III

Financial Information

- This section is confidential and must be completed at the Branch interview
- The applicant is responsible for setting up an interview with an Executive member of The Royal Canadian Legion Branch closest to where you reside in that particular Zone. The applicant must contact this local Legion Branch to arrange for this interview. Do not simply drop off the application and expect someone to contact you; otherwise the application is considered incomplete and will not be considered
- Bursaries are granted to students who are Veterans, children, grandchildren or great-children of any of the eligible personnel, who are in need of financial assistance. This eligible person is defined as a Veteran by The Royal Canadian Legion's General By-Laws subsection 101.d. :
 - A Veteran is any person who is serving or who has honourably served in the Canadian Armed Forces, the Commonwealth or its wartime allies, or as a regular member of the Royal Canadian Mounted Police, or as a Peace Officer in a special duty area or on a special duty operation, or who has served in the Merchant Navy or Ferry Command during wartime
- Financial need is considered in part by the gross household income as determined by the Canada Student Grant for low and middle-income families. Special exceptions may apply, branches will utilize these thresholds as a part of considering financial need of the applicant.

2024 income thresholds (pre-tax income in previous year) – this is an example, please click link below

Family Size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 or more
Max. Income	\$68,324	\$95,664	\$114,436	\$126,441	\$137,460	\$147,862	\$156,919

<https://www.canada.ca/en/employment-social-development/services/student-financial-aid/student-loan/student-grants/csg/full-time.html>



Poppy Fund: Do's and Don'ts

Bursaries



Certificate of Understanding

Poppy Bursaries Guidelines

Members of our committee for the selection and awarding of bursaries to students, have reviewed the guidelines as set out and agree to follow the procedure as set out by the Executive Council on October 1996.

We acknowledge the eligibility criteria for the recipients of a bursary from the Poppy Fund must be in financial need and are children or grandchildren of veterans. We hereby confirm our understanding of the requirements concerning use of Poppy Funds for bursaries.

Branch No. _____ Branch Name _____

Date of meeting _____, Year _____

Signature of Branch Secretary _____

Signature of Branch Poppy Chair _____

Signature of Zone Commander _____

***Please keep a copy for your records and return a copy of this form to
BC/Yukon Command***

REMEMBER • JOIN • GIVE



BRITISH COLUMBIA / YUKON COMMAND

Poppy Fund: Do's and Don'ts

Bursaries – CRA Compliance

⚠ **Important Issuance Requirement:**
>\$500 Bursary Payment → T4A Slip **mandatory** even if not taxable to recipient

📄 **Information Required:**

- **From Recipient:**

- ☐ Full legal name
- ☐ Mailing address
- ☐ Social Insurance Number (SIN)
- ☐ 15-digit CRA payroll account number of the educational institution (if paid directly to the institution)

- **From the Branch:**

- ☐ 15-digit CRA payroll account number (9-digit business number + RP000x)
- ☐ Legal name of the Branch
- ☐ Mailing address
- ☐ Contact details for CRA-authorized representative

Poppy Fund: Do's and Don'ts

Bursaries – CRA Compliance

Jan – Dec of the calendar year

Bursaries Issued



T4As to CRA

T4As to Recipients

Late Filing Penalties

Number of information returns (slips) filed late	Penalty per day (up to 100 days)	Maximum Penalty
1 to 50	\$ 10	\$ 1,000
51 to 500	\$ 15	\$ 1,500
501 to 2,500	\$ 25	\$ 2,500
2,501 to 10,000	\$ 50	\$ 5,000
10,000 or more	\$ 75	\$ 7,500

Poppy Fund: Do's and Don'ts

Bursaries – CRA Compliance

Branch Legal Name

Year of Payment

Clear Data

T4A
Statement of Pension, Retirement, Annuity, and Other Income
État du revenu de pension, de retraite, de rente ou d'autres sources

Payer's name – Nom du payeur
BC/Yukon Command of The Royal Canadian Legion

Canada Revenue Agency
Agence du revenu du Canada

Year
Année 2025

Branch CRA Payroll #

Payer's program account number
Numéro de compte de programme du payeur
123456789RP0001

Payer-offered dental benefits
Prestations dentaires offertes par le payeur

Pension or superannuation – line 11500
Prestations de retraite ou autres pensions – ligne 11500

Income tax deducted – line 43700
Impôt sur le revenu retenu – ligne 43700

012 Social insurance number / Numéro d'assurance sociale: 123 456 789

013 Recipient's program account number / Numéro de compte de programme du bénéficiaire: 987654321 RP 0001

015

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022

018 Lump-sum payments – line 13000 / Paiements forfaitaires – ligne 13000

020 Self-employed commissions / Commissions d'un travail indépendant

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Poppy Fund: Do's and Don'ts Bursaries – CRA Compliance

Canada Revenue Agency / Agence du revenu du Canada

0101 T4A SUMMARY / SOMMAIRE

Protected B when completed / Protégé B une fois rempli

For the year ending December 31, / Pour l'année se terminant le 31 décembre: **20 25**

Do not use this area / N'inscrivez rien ici

Payer's account number (15 characters) – Numéro de compte du payeur (15 caractères): **123456789RP0001**

Name and address of employer or payer – Nom et adresse de l'employeur ou du payeur: **BC/Yukon Command of The Royal Canadian Legion
1503 - 17665 66A Avenue
Surrey, BC V3S 2A7**

You have to file the T4A return on or before the last day of February. See the information on the back of this form. / Vous devez produire votre déclaration T4A au plus tard le dernier jour de février. Lisez les renseignements au verso de ce formulaire.

Total from T4A slips – Totaux des feuillets T4A	
Total number of T4A slips filed – Nombre total de feuillets T4A produits	09 2
Pension or superannuation – Prestations de retraite ou autres pensions	018
Lump-sum payments – Paiements forfaitaires	018
Self-employed commissions – Commissions d'un travail indépendant	020
Annuities – Rentes	024
Other income – Autres revenus	028
Patronage allocations – Répartitions selon l'apport commercial	030
RPP contributions (past service) – Cotisations à un RPA (services passés)	032
Pension adjustment – Facteur d'équivalence	034
RESP accumulated income payments – Paiements de revenu accumulé d'un REEE	040
RESP educational assistance payments – Paiements d'aide aux études d'un REEE	042
Fees for services – Honoraires ou autres sommes pour services rendus	048
Other information – Autres renseignements	101 3,447.58
Income tax deducted – Impôt sur le revenu retenu	022
Minus: remittances – Moins: versements	
Difference (Generally, the CRA does not charge or refund a difference of \$2 or less.) / Différence (Généralement, l'ARC n'exige ni ne rembourse une différence de 2 \$ ou moins.)	082
Overpayment – Paiement en trop	084
Balance due – Solde dû	086
Agency use only – Réserve à l'Agence seulement	
Registration number(s) for RPP or DPSP / Numéro(s) d'agrément pour le ou les RPA ou RPDB	071
Canadian-controlled private corporations or unincorporated employers / Sociétés privées sous contrôle canadien ou employeurs non constitués	072
SIN of the proprietor(s) or principal owner(s) – NAS du ou des propriétaires	073
Area code / Indicateur régional	074 604
Telephone number / Numéro de téléphone	075 575-8840
Extension / Poste	
Person to contact about this return – Personne avec qui communiquer au sujet de cette déclaration: Michelle Courtney	
Certification – Attestation	
I certify that the information given in this T4A return (T4A Summary and related T4A slips) is correct and complete to the best of my knowledge. / J'atteste que les renseignements fournis dans cette déclaration T4A (le T4A Sommaire et les feuillets T4A connexes) sont, à ma connaissance, exacts et complets.	
Date	2026-01-31
Signature of authorized person – Signature d'une personne autorisée	Executive Director
Position or office – Titre ou poste	
Do not write in this area – Ne rien écrire dans cet espace	
090 1 Last to current procedure / 091 1 No / 093 Date / Memo – Note	
2 No action / 092 2 Yes / 097 NLEP / 098 APPEL	
3 Other / 094 3 No / 099	
See the privacy notice at the bottom of next page. / Consultez l'avis de confidentialité au bas de la page suivante.	
Prepared by – Établi par	Date

Calendar year of bursary payments

Branch CRA payroll account number

Branch legal name & mailing address

T4A form compliance.
Info primarily for the treasurer.

Total # of T4A slips filed for the year

Total amount of bursary payments for the year

Contact info for the person who filled out the form

Date, signature & position for the person who filled out the form



BRITISH COLL

T4A SUM (24)

Page 1 of / de 2

Canada

**BC/YUKON COMMAND
The Royal Canadian Legion**

#503 – 17665 66A Ave, Surrey, BC V3S 2A7 Phone (1) 604-575-8840 Fax (1) 604-575-8820
info@legionbcyukon.ca or visit us at www.legionbcyukon.ca

August 5, 2025

TO: All Branches
For Information of Members of Command Executive Council

FROM: Glenn Hodge, Treasurer and Emily Yuan, Controller

SUBJECT: Bursary and Scholarship Tax Compliance Follow Up

Memo 44.25

Dear Comrades,

Further to Memo #31.25, we would like to address a common misunderstanding regarding the issuance of tax slips (T4As) for bursaries and scholarships.

Many Branches collaborate with educational institutions or third parties in administering bursaries or scholarships. If this applies to your Branch, please consult the relevant educational institution before issuing any T4As. Specifically, confirm whether they are already issuing T4As to recipients or are willing to do so on behalf of the Branch moving forward.

If the educational institution is issuing T4As to the recipients, the Branch should not issue an additional T4A, nor is it necessary to collect further information from the institution or the recipient.

Branches must obtain written confirmation from the institution regarding their role in issuing T4As and retain that documentation on file for audit purposes.

Thank you for your attention to this important matter.

Sincerely,

Glenn Hodge and Emily Yuan
BC/Yukon Command of The Royal Canadian Legion



BRITISH COLUMBIA / YUKON COMMAND

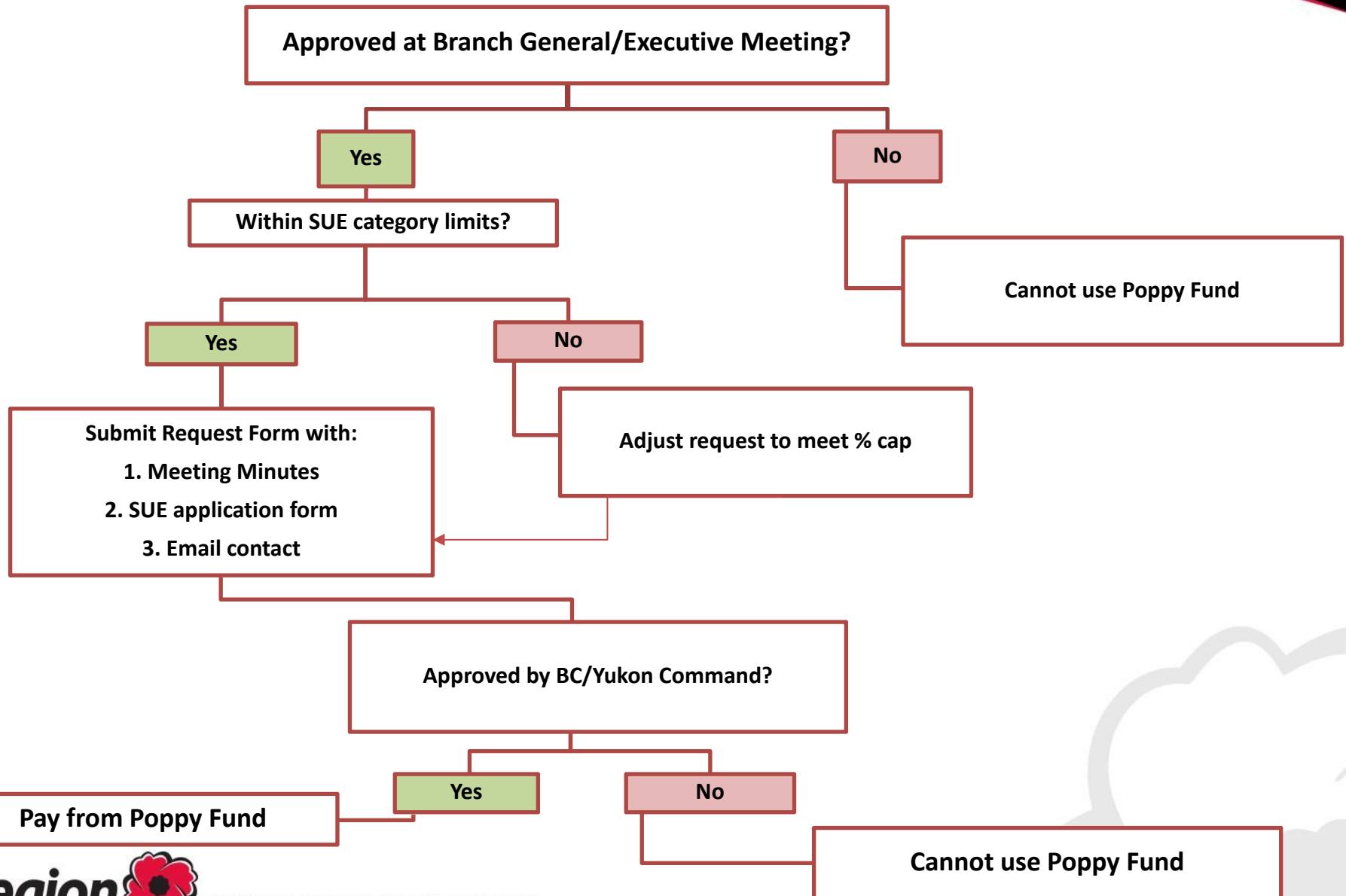
Poppy Fund: Do's and Don'ts

Bursaries – CRA Compliance

CRA Approved Methods for Filing T4A Slips

Filing Method	Best For	Slip Limit	Filing Type
Web Forms	Small filers, manual entry	Up to 100	CRA online portal (real-time)
Internet File Transfer (XML)	Larger filers, automated batch submissions	Unlimited	CRA online portal (upload)
Authorized software (Efile)	Accountants, Bookkeepers, NPOs with software	Depends on software license	Online
Paper Filing	Very small filers	Max 5	Mail

Special Use Expenditures



Special Use Expenditures Application Tips

Key Principle

Clear Details = Faster Approvals

Examples of Required Details

 Medical Appliances (403ii c) → Specify:

- Type of appliance
- Purpose

 Support of Cadet Units (403ii g) → Include:

- Specific unit name/number
- Exact use of funds (training equipment, Remembrance Day support, Poppy Campaign logistics, etc.)

National Youth Remembrance Contests aka Poster and Literary

Overview

- Invitation to Canadian youth and children to honour Canada's Veterans
- Foster the tradition of Remembrance through visual art, writing, and video
 - Photography for 2026 (?)
- Judged competition with opportunity for prizes

Multiple levels of competition

- Grade levels
 - Primary (Kindergarten, Grades 1, 2, and 3)
 - Junior (Grades 4, 5, and 6)
 - Intermediate (Grades 7, 8, and 9)
 - Senior (Grades 10, 11, and 12)
- Poster & Literary works compete first at Branch level, then to Zone level
 - Zone 1st place winning entries move forward to Command
- Video entries submitted to National and judged first at Command level
- Command finalists move forward to Legion National Foundation

Youth Remembrance Contests aka Poster and Literary



Potential Prizes

- Cash/Gift cards at all levels of each category
- Certificates/Pins at all levels of each category (optional at Branch/Zone)
- Command First Place Senior Winners are eligible for a trip to Victoria and an opportunity to represent Canadian Youth at the Provincial Remembrance Day Ceremony
- National First Place Senior Winners are eligible for a trip to Ottawa and an opportunity to represent Canadian Youth at the National Remembrance Day Ceremony



Artworks Display

- National First Place Winners artwork and literature is displayed in Ottawa for 1 year

Youth Remembrance Contests aka Poster and Literary

Contest Information & Entry Forms

- <https://legionbcyukon.ca/branch-corner/youth-remembrance-contest/>
- Video entries: <https://www.remembrancecontests.ca/>

Youth Remembrance Contests aka Poster and Literary

CONTEST ENTRY FORM

A CATEGORY

☐ POSTER CONTEST
☐ COLOUR
☐ BLACK & WHITE

☐ LITERARY CONTEST
☐ POEM (Max 12 lines)
Line Count: _____
☐ ESSAY (Max 800 Sr. / 500 Inc. / 350 Jr.)
Word Count: _____

GRADE LEVEL

☐ **Primary (Poster Only)** Kindergarten, Grades 1, 2 and 3
☐ **Junior** Grades 4, 5 and 6
☐ **Intermediate** Grades 7, 8 and 9 (Quebec: secondary 1, 2 and 3)
☐ **Senior** Grades 10, 11 and 12 (Quebec: secondary 4 and 5)

B STUDENT *Please print (Block Letters)*

First and Last Name - Legal Name Required: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: (____) _____ Email: _____

Grade: _____ Age: _____ Language: ☐ English ☐ French

C SCHOOL

School Full Name: _____

School Address: _____

City: _____ Province: _____ Postal Code: _____

Contact Teacher: _____

Telephone Number: (____) _____ Email: _____

D STUDENT CONSENT

I am the sole creator of the entry. I give the Legion National Foundation and The Royal Canadian Legion permission to reproduce my entry for the purpose of promoting this program and the Foundation/Legion for the current contest year and in perpetuity. The Legion National Foundation and The Royal Canadian Legion do not rent nor sell the names of applicants to any organization or advertiser.

☒ Student's Signature: _____

E PARENT OR LEGAL GUARDIAN'S PERMISSION

I acknowledge that my child was the sole creator of the entry. I hereby give my child permission to complete the entry form in full for the Poster or Literary Contest sponsored by the Legion National Foundation and implemented by The Royal Canadian Legion.

☒ Parent or legal Guardian's Signature: _____

F BRANCH

Branch Number: _____ Branch Name: _____

Branch Address: _____ City: _____

Province: _____ Postal Code: _____ District: _____ Zone: _____

The Legion National Foundation - National Youth Remembrance Contests Short Rules
NO PURCHASE NECESSARY. Void where prohibited. Individuals who are under the age of 18 must have the consent of their parent or legal guardian to participate. All entries are to be submitted to the local Legion Branch. Please contact the Legion Branch nearest you for their specific deadline date for entries. legion.ca/contact-us/find-a-branch. Participation is subject to the Official Rules, available at remembrancecontests.ca or for more information email congress@legion.ca.

Poster Contest
Open to all students (including homeschool students) from kindergarten through grade 12 (Quebec: kindergarten through secondary 5) in the Canadian school system. 24 prizes available. Total Prize ARV: \$15,330 CAD; Individual Prize ARV: \$100 - \$4,990 CAD.

Literary Contest
Open to all students (including homeschool students) from grade 4 through grade 12 (Quebec: grade 4 through secondary 5) in the Canadian school system. 18 prizes available. Total Prize ARV: \$14,430 CAD; Individual Prize ARV: \$25 - \$4,490 CAD.

January 2025 200832 Clear Form remembrancecontests.ca

Poster Contest Rules

POSTER CONTEST GUIDE

Participants are challenged to exercise their artistic ability to create a poster in colour and/or in black & white on the theme of Remembrance.

Winning entries at the Legion Branch level move forward to the Legion's Provincial level contests. Finalists are then forwarded to the Legion National Foundation in Ottawa to be judged at the national level.

The First-Place entries in both the Colour and Black & White Poster Categories, are displayed at the Canadian War Museum from November to October of the following year. The entries winning Second-Place and Third-Place, in both categories, are displayed in the foyer of the Parliament Buildings during the annual Remembrance period in November. Work will be returned to the artists through The Royal Canadian Legion, National Headquarters at the end of the display period.

RULES


- 1 This contest is open to all students (including homeschool students) from kindergarten through grade 12 (Quebec: kindergarten through secondary 5) in the Canadian school system.
- 2 All entries are to be submitted to the local Legion Branch. Please contact the Legion Branch nearest you for their specific deadline date for entries: legion.ca/contact-us/find-a-branch.
- 3 Participants must complete and include an official registration form with their entry. (No staples). This form is available through your local Legion Branch or online: RemembranceContests.ca.
- 4 Participants under the age of 18 must confirm parental permission via their official registration form.
- 5 All eligible entries must be no larger than 56cm x 71cm.
- 6 Submit your hand drawn, painted or illustrated work according to the appropriate Poster Contest category: Colour or Black & White.
- 7 Participants may enter both the Colour Category and the Black & White Category, but only one entry per category.
- 8 Entries must be submitted on paper or Bristol Board. Entries on other materials such as canvas, photopaper, or three-dimensional entries of craft material, including foam, textiles, and wood, will not be accepted.
- 9 All submissions must be the participant's original work and demonstrate a visual art skill such as drawing, painting or illustration. Submissions that appear to be computer generated, rendered by AI or machine will not be accepted. Copying or reproducing previously published works in whole or in part is prohibited and will result in disqualification of the entry.
- 10 The work should reflect Remembrance with a Canadian theme. If symbols are used, Canadian symbols shall be pre-eminent.

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BRITISH COLUMBIA / YUKON COMMAND


Poster Judging Guidelines



**NATIONAL YOUTH
REMEMBRANCE
CONTESTS**



The Legion
National
Foundation



Imperially
Legion

JUDGING GUIDELINES

POSTER CONTEST RULES

- This contest is open to all students (including homeschool students) from kindergarten through grade 12 (Quebec: kindergarten through secondary 5) in the Canadian school system.
- All entries are to be submitted to the local Legion Branch. Please contact the Legion Branch nearest you for their specific deadline date for entries:
legion.ca/contact-us/find-a-branch.
- Participants must complete and include an official registration form with their entry. (No staples.) This form is available through your local Legion Branch or online at RemembranceContests.ca.
- Participants under the age of 18 must confirm parental permission via their official registration form.
- All eligible entries must be no larger than 56cm x 71cm.
- Submit your hand drawn, painted or illustrated work according to the appropriate Poster Contest category:
 - o Colour
 - o Black & White - Pencil, charcoal and/or India Ink.
- Participants may enter both the Colour Category and the Black & White Category, but only one entry per category.
- Entries must be submitted on paper or Bristol Board. Entries on other materials such as canvas, photopaper, or three-dimensional entries of craft material, including foam, textiles, and wood, will not be accepted.
- All submissions must be the participant's original work and demonstrate a visual art skill such as drawing, painting or illustration. Submissions that appear to be computer generated, rendered by AI or machine will not be accepted. Copying or reproducing previously published works in whole or in part is prohibited and will result in disqualification of the entry.
- The work should reflect Remembrance with a Canadian theme. If symbols are used, Canadian symbols shall be pre-eminent.

COLOUR POSTER CONTEST RUBRIC

MAXIMUM POSSIBLE	CRITERIA	SCORE
Content & Clarity 40%	Does the work reflect Remembrance with a Canadian theme? Does it convey a message, point of view or emotion? How clear and appropriate is the message, point of view or emotion?	
Creativity & Originality 30%	Is the work visually appealing, arresting, or interesting? Is it evocative, inspiring and/or impactful? Does the content of the poster feel original? Is the work original, unique, and produced by the submitting party, for the intention of the contest?	
Production & Quality 30%	What is the overall quality of the work and level of polish? Does it fit within the size requirements? Does the work make any effort to achieve a particular personal or artistic style? Does it demonstrate a visual art skill such as drawing, painting or illustration?	

BLACK AND WHITE POSTER CONTEST RUBRIC

MAXIMUM POSSIBLE	CRITERIA	SCORE
Content & Clarity 40%	Does the work reflect Remembrance with a Canadian theme? Does it convey a message, point of view or emotion? How clear and appropriate is the message, point of view or emotion?	
Creativity & Originality 30%	Is the work visually appealing, arresting, or interesting? Is it evocative, inspiring and/or impactful? Does the content of the poster feel original? Is the work original, unique, and produced by the submitting party, for the intention of the contest?	
Production & Quality 30%	What is the overall quality of the work and level of polish? Does it fit within the size requirements? Does the work make any effort to achieve a particular personal or artistic style? Does it demonstrate a visual art skill such as drawing, painting or illustration?	

Student Full Name		
Grade	Age	Category
Home Address		
Phone Number		
School Full Name		

Please visit RemembranceContests.ca to review the Official Rules, available by September 1st. In the event of any discrepancy or inconsistency between the terms and conditions of the Official Rules and disclosures or other statements contained in any Contest-related materials, the terms and conditions of the Official Rules shall prevail.

June 2024

Literary Judging Guidelines

NATIONAL YOUTH REMEMBRANCE CONTESTS



Incorporated by
Legion

JUDGING GUIDELINES

LITERARY CONTEST RULES

- This contest is open to all students (including homeschool students) from grade 4 through grade 12 (Quebec: grade 4 through secondary 5) in the Canadian school system.
- All entries are to be submitted to the local Legion Branch. Please contact the Legion Branch nearest you for their specific deadline date for entries: legion.ca/contact-us/find-a-branch.
- Participants must complete and include an official registration form with their entry. (No staples.) This form is available through your local Legion Branch or online at RemembranceContests.ca.
- Participants under the age of 18 must confirm parental permission via their official registration form.
- Entries may be submitted in either English, French or bilingual.
- Both printed and handwritten submissions must be single sided.
- Entries must not exceed the word or line limit as outlined on the entry form.
SENIOR LEVEL Participants will submit an essay of not more than 800 words or a poem of not more than 32 lines.
INTERMEDIATE LEVEL Participants will submit an essay of not more than 500 words or a poem of not more than 32 lines.
JUNIOR LEVEL Participants will submit an essay of not more than 350 words or a poem of not more than 32 lines.
- A participant may submit both an essay and a poem, but only one entry per category.
- All submissions must be the participant's original work. Submissions that appear to be computer generated, rendered by AI or machine will not be accepted. Copying or reproducing previously published works in whole or in part is prohibited and will result in disqualification of the entry.
- The work should reflect Remembrance with a Canadian theme. If symbols are used, Canadian symbols shall be pre-eminent.

ESSAY CONTEST RUBRIC

MAXIMUM POSSIBLE		SCORE
Content & Clarity 40%	Does the work reflect Remembrance with a Canadian theme? Does it convey a clear message, or emotion relevant to the theme? Is it cohesive? Does it maintain focus from start to finish?	
Creativity & Originality 30%	Does the work grab and sustain interest? Is it thoughtful, moving, inspiring and/or impactful? Does the content of the work feel fresh and original? Does it reflect an interesting point of view or experience? Does the author successfully employ any literary devices? (i.e., analogy, allegory, metaphor, etc.) Is the work original, unique, and produced by the submitting party, for the intention of the contest?	
Production & Quality 30%	What is the overall quality of the work and level of polish? Does the work read clearly, thoughtfully, and appropriately paced? Are the necessary rules of syntax and punctuation observed? Is it free of spelling and formatting errors or typos? Does it adhere to the word limit?	

POETRY CONTEST RUBRIC

MAXIMUM POSSIBLE		SCORE
Content & Clarity 40%	Does the work reflect Remembrance with a Canadian theme? Does it convey a clear message, or emotion relevant to the theme? Is it cohesive? Does it maintain focus from start to finish?	
Creativity & Originality 30%	Does the work grab and sustain interest? Is it thoughtful, moving, inspiring and/or impactful? Does the content of the work feel fresh and original? Does it reflect an interesting point of view or experience? Does the author successfully employ any poetic devices? (i.e., rhythm, form, metaphor, symbolism etc.) Is the work original, unique, and produced by the submitting party, for the intention of the contest?	
Production & Quality 30%	What is the overall quality of the work and level of polish? Does the work read clearly, thoughtfully, and appropriately paced? Is it free of spelling and formatting errors or typos? Does it adhere to the line limit?	

Student Full Name		
Grade	Age	Category
Home Address		
Phone Number		
School Full Name		


Please visit RemembranceContests.ca to review the Official Rules, available by September 1st. In the event of any discrepancy or inconsistency between the terms and conditions of the Official Rules and disclosures or other statements contained in any Contest-related materials, the terms and conditions of the Official Rules shall prevail.

June 2024




BRITISH COLUMBIA / YUKON COMMAND


Video Judging Guidelines



**NATIONAL YOUTH
REMEMBRANCE
CONTESTS**



The Legion
National
Foundation



Legion

JUDGING GUIDELINES

**VIDEO
CONTEST RULES**

- This contest is open to all students (including homeschool students) from grade 7 through grade 12 (Quebec: secondary 1 through 5) in the Canadian school system.
- Participants under the age of 18 must confirm parental permission during the online submission process.
- All video entries must be submitted online at RemembranceContests.ca
 - To submit your finished video, it must be uploaded to YouTube. Participants are required to provide the public, sharable link to their finished video during the online submission process.
 - Each submission must be the primary work of one individual. Group submissions are not permitted.
- All eligible video submissions must be a minimum of 30 seconds and a maximum of 2 minutes in length.
- Videos may be either English, French or bilingual.
- All submissions must be the participant's original work. Submissions that appear to be rendered by AI will not be accepted.
- Externally sourced video footage, images, sound, or music presented in the video must be properly licensed and/or royalty-free and/or cited, giving credit to the original source. You must submit a list of your sources, properly cited, with your submission.
- The copying or reproducing of previously published works in whole or in part, without either the written permission from the author/source, or without identifying the author/source in the work, will result in the work being automatically disqualified.
- The work should reflect Remembrance with a Canadian theme. If symbols are used, Canadian symbols shall be pre-eminent.

VIDEO CONTEST RUBRIC		
MAXIMUM POSSIBLE		SCORE
Content & Clarity 40%	Does the work reflect Remembrance with a Canadian theme? Does it convey a clear message, or emotion relevant to the theme? Does it maintain focus from start to finish.	
Creativity & Originality 30%	Does the work grab and sustain interest? Is it thoughtful, moving, inspiring and/or impactful? Does the content of the video feel original? Is the work original, unique, and produced by the submitting party, for the intention of the contest?	
Production & Quality 30%	What is the overall quality of the production considering both visuals and sound? Does the work appear thoughtfully made, well planned, and paced? Does it run smoothly, free of editing, audio, or technical issues? Does it adhere to the time limit?	

Student Full Name

Grade	Age	Category
Home Address		
Phone Number		
School Full Name		

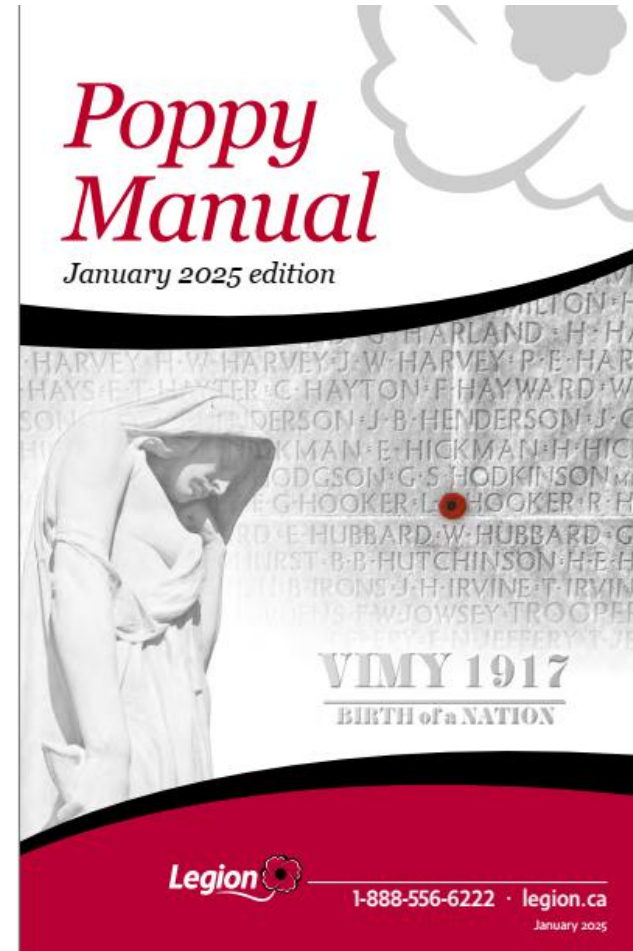
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June 2024



Review

Your **first** resource when you have questions about the administration of Poppy Funds



BRITISH COLUMBIA / YUKON COMMAND

? Questions

