

**THE ROYAL CANADIAN LEGION
ONTARIO PROVINCIAL COMMAND
SERVICE BUREAU - OTTAWA**

FROM: Patricia Royle

June 2019

TO: District "G" Officers, Zone Commanders, Zone Service Officers, Branch Service Officers and Poppy Chairmen

SUBJECT: District "G" Branch Service Officer/Poppy Chairman Seminar
To be held October 5 and 6, 2019 at the Royal Canadian Legion
Branch 95 Smiths Falls

The District Commander, Joel Van Snick has requested that we conduct a Service Officer/Poppy Chairman Seminar for all Branches in District "G", to be held October 5 and 6, 2019 at Branch 95 Smiths Falls, Ontario. Dress is Legion Dress with Medals for both days. The available hotels are listed. **Please book your room early.** Starting time for both days is 8:30 a.m.

All Branch Service Officers and Poppy Chairmen should attend this seminar.

The Service Officer Agenda includes all matters pertaining to benefits for veterans, still serving members, RCMP and their dependents. The agenda has been prepared based on concerns presented during my itinerary visits and is designed to address the concerns of new and seasoned Branch Service Officers. The Poppy Seminar Agenda will be provided at the seminar.

A fee of \$20.00 per person will be collected by the Branch for registration to cover the cost of coffee and donuts each morning, as well as lunch on Saturday and Sunday.

Dinner Saturday Night 6:30 p.m. - Roast Turkey with all the Trimmings. The cost will be \$20.00 per person, so come out and support the host branch. Entertainment will follow in the Canadian Room.

The canteen at the Branch will be open Friday evening, October 4, 2019, from 4:00 p.m. to 7:00 p.m. A fish fry will be served for \$12.00.

Please Note: Although most individuals do confirm their hotel reservations, you must still indicate to the Branch your intention to attend the Seminar, the Saturday evening meal, and the meal Friday evening. Please ensure the attached registration form is completed to assist the Branch with planning.

Patricia Royle

Advance Registration is to be submitted to Keith Anderson (Branch Service Officer) at office95@cogeco.net or to the Branch at 7 Main Street East, Smiths Falls, Ontario, K7A 1A1, Fax 613-283-8895. The Branch Phone Number is 613-283-2690. Your attention to this issue is greatly appreciated.

Seminar Registration times:

Friday, October 4: 16:00 hrs to 19:00 hrs
Saturday, October 5: 07:30 hrs to 08:30 hrs and 12:00 hrs to 13:00 hrs
Sunday, October 6: 07:30 hrs to 08:30 hrs

The Service Officer Seminar will be conducted by Patricia Royle, Provincial Service Officer, Ontario Provincial Command - Ottawa. The Poppy Seminar will be conducted by Frank Stacey, District Poppy Chairman, District G.

Accommodations

ALL RESERVATIONS ARE UNDER THE ROYAL CANADIAN LEGION

The Best Western Colonel By Inn - 613-284-0001

(Limited Rooms Available)

Room Cost - \$124.00 plus tax per night

88 Lombard Street, Smiths Falls, ON, K7A 4G5

This hotel includes a continental breakfast. This two storey hotel does not have an elevator.

Econo Lodge - 613-283-5150

Room Cost - \$119.00 – \$129.00 plus tax per night

33 Centre Street, Smiths Falls, ON, K7A 3B8

This hotel includes a continental breakfast. This multi storey hotel has an elevator. There are a few smoking rooms at this hotel.

Please note: Individuals having problems with accommodations should contact Keith Anderson at the Smiths Falls Legion 613-283-2690 or office95@cogeco.net.

District "G" Service Officer/Poppy Seminar 2019

Registration Form

Delegate's Name: _____

Branch Name & Number: _____

Number of Guests: _____

Number of Persons attending Dinner Friday Canteen: _____

Number of Persons attending Dinner Saturday Night: _____

Please return this form to:

Keith Anderson

Branch Service Officer

7 Maine Street East

Smiths Falls, Ontario, K7A 1A1

Fax: 613-283-8895

email: office95@cogeco.net

Remember – You are responsible to make your own hotel reservations

**ROYAL CANADIAN LEGION - ONTARIO PROVINCIAL COMMAND
DISTRICT "G" SERVICE OFFICERS SEMINAR
SMITHS FALLS BRANCH 95
October 5, 2018**

SATURDAY, October 5, 2019			
8:30 – 8:40	Opening Rituals	Opening Ceremony/Welcoming Remarks	District "G" Commander - Joel Van Snick District Veterans and Seniors Chairman – Aubrey Callan
8:40 – 8:50		Introductions	Patricia Royle
8:50 – 9:00	Welcome	President of Branch 95	Ken Manwell
9:00 – 9:15	Service Officers	The Legion Service Bureau Structure	Patricia Royle
9:15 – 9:45	Branch Visits	BSO, Itinerary Visits, Interviews Etc.	Patricia Royle
9:45 – 10:00	Application for Disability	RCL Claim Form	Patricia Royle
10:00 – 10:15	HEALTH BREAK		
10:15 – 10:45	Application for Disability	PEN923 PEN542 QOL Medical Forms	Patricia Royle
10:45 – 11:00	VRAB	Review and Appeals	Patricia Royle
11:00 – 11:15	Benevolent Fund	RCL 1278 Benevolent Fund	Patricia Royle
11:15 – 12:00	Service Information	Military Family Resource Centre	Robyn Curry
12:00 – 1:00	LUNCH		
1:00 – 1:45	Service Information	Veterans Transition	Freeman Chute
1:45 – 2:15	Service Information	OSISS	Art Daly
2:15 – 2:30	HEALTH BREAK		
2:30 – 3:00	Service Information	Homeless Veteran Program	Aubrey Callan
3:00 - 3:30	Service Information	Pensions for Life	Patricia Royle
3:30 – 4:00	Questions	Open Discussion	Patricia Royle
4:00		Closing Remarks: All Guests and Speakers	Patricia Royle Closing Ceremony

In Attendance

Patricia Royle - Provincial Service Officer (Ottawa).

Joel Vansnick - District Commander

Ken Heagle - Deputy District Commander

George Wood - Deputy District Commander

Aubrey Callan - District Veterans and Seniors Chairman

Frank Stacey - District Poppy Chairman

Ken Manwell - President Branch 95