



## MEMORANDUM

**TO:** Branch secretaries and poppy chairs

**CC:** Command officers

**FROM:** Saskatchewan Command: Chad, Kimberly, Kim, Stephanie

**DATE:** August 15, 2016

**SUBJECT: INFORMATION ABOUT POPPY CAMPAIGN INCLUDING P & L CONTESTS**

### About the poppy campaign

The poppy campaign enables branches to assist veterans support programs across the province.

The *Poppy Manual* and *The General By-Laws* booklets provide most information needed for the poppy campaign including regulations regarding the special use of poppy trust funds. Because poppy funds are held in trust for our veterans and communities, we ask that branches not allow their poppy account to accumulate a large sum of money. Also important to remember is that special use of poppy trust funds **must** have prior approval from Kimberly Downing, our Command service officer—Please review the aforementioned booklets at [legion.ca](http://legion.ca) to ensure that your request falls within the special use of poppy trust funds. When in doubt, do not hesitate to contact Kimberly.

**As for poppy distribution to the general public, as per *The General By-Laws*, it commences the last Friday in October at the earliest and concludes November 11. Under no circumstances should your branch distribute poppies before the last Friday in October.**

15 Aug 2016

### Preparing your poppy campaign order

It is that time of year again to plan your poppy campaign including counting your poppy campaign stock and ordering accordingly for this year's campaign. To place your order, fill out the 2016 Poppy Campaign Order Form (enclosed) and send it to Saskatchewan Command either by fax, email or snail mail.

Please note that branch closures, neighboring towns, military bases or camps, First Nation Reserves and resort areas need to be included in your campaign plans. If you are aware of an area with no Legion branch that is not already being covered by an existing Legion branch, please contact our office.

### Receiving your poppy campaign order

When you receive your order, please verify it as soon as possible and contact Sask. Command if there is a discrepancy.

To check to see if wreaths and crosses have arrived to you in one piece, we suggest removing them from the shipping boxes well before Nov. 11. (They are tightly secured with strapping that must be cut with scissors to free them from the boxes.)

### Poster and Literary Contests

Make sure all schools in your area are aware of the details of the contests and provide them with a contact number when they have questions. You may also want to inquire about your branch addressing the students directly.

When contacting the schools, verify that they have received the Veterans' Week Learning Materials package sent out to them by Veterans Affairs Canada every September. You can also tell them that a resource for teachers called *The Teaching Guide* is available on the Dominion Command website ([legion.ca](http://legion.ca)) for fostering the tradition of Remembrance.

After your branch judges the entries that you have acquired from the schools, you will package the first-place entries to send on to the next level, which, in your branch's case, will be to your zone commander. Do not worry if a registration form or signature is missing; Saskatchewan Command will get this information should the entry end up moving on to the national level. Do ensure, however, that the name, school, age, grade, category and contact info. are included with the entry. We recommend packaging the winning entries between two pieces of flat cardboard.

Along with the first-place entries, you will enclose a filled-out blue statistics form (enclosed).

Below, please find two tables with information we think you will find useful, especially for due dates.

MOVEMENT OF FIRST-PLACE ENTRIES AND STATISTICS FORMS (Branch→Zone→District→Provincial→National)		
DUE DATE	TASK	RESPONSIBLE BODY
Nov. 14	• All entries at the school level to your branch	School and Branch
Dec. 5	• First-place winning entries AND statistics form from branch to zone commander	Branch
Dec. 29	• First-place winning entries AND statistics forms from zone commander to district commander	Zone
Jan. 20	• First-place winning entries AND statistics forms from district commander to Saskatchewan Command	District
Feb. 17	• First-place winning entries from Saskatchewan Command to Dominion Command	Saskatchewan Command
end Feb.	• Saskatchewan Command sends prizes for zone, district and provincial winners to your branch secretary	Saskatchewan Command

PRIZES				
LEVEL	1 <sup>ST</sup> PLACE	2 <sup>ND</sup> PLACE	3 <sup>RD</sup> PLACE	RESPONSIBLE BODY
Branch				Branch
Zone	medal	certificate	certificate	Saskatchewan Command
District	certificate and \$30	certificate and \$20	certificate and \$10	Saskatchewan Command
Provincial	certificate and \$75	certificate and \$50	certificate and \$25	Saskatchewan Command
National	outlined on the back page of the Poster and Literary Contests winners booklet			Dominion Command

At Sask. Command, we look forward to working with you on this year's poppy campaign and welcome your inquiries. We are in the office Monday to Friday, 8 am to 4 pm.