

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

FROM: Patricia Royle

May 2018

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 September 29 and 30, 2018 at the Royal Canadian Legion
Branch 95 Smiths Falls**

The District Commander, Dave Cormier has requested that we conduct a Service Officer/Poppy Chairman Seminar for all Branches in District "G", to be held September 29 and 30, 2018, 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.** The cut-off date for reservations is July 31, 2018. 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 will include 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 Poppy 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 \$18.00 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, September 28, 2018, from 4:00 p.m. to 7:00 p.m. Fish and Chips will be served for \$10.00.

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.

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, September 28: 16:00 hrs to 19:00 hrs

Saturday, September 29: 07:30 hrs to 08:30 hrs and 12:00 hrs to 13:00 hrs

Sunday, September 30: 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 Joel Vansnick, District Poppy Chairman, District G.

Accommodations

ALL RESERVATIONS ARE UNDER THE ROYAL CANADIAN LEGION

CUT OFF DATE IS July 31, 2018

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

Room Cost - \$104.00 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 2018

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 no later than July 31, 2018 to receive the Seminar quoted rates.