



**ZONE G - 5**

**POPPY**

**AIDE - MEMOIRE**



## **FORWARD**

**THIS AIDE-MEMOIRE HAS BEEN CREATED TO ELIMINATE THE NEED TO HAVE THREE SEPARATE PUBLICATIONS HANDY WHEN TRYING TO ORGANIZE YOUR POPPY CAMPAIGN OR PREPARE YOUR REPORTS. CURRENTLY YOU NEED TO CONSULT:**

**DOMINION COMMAND “THE GENERAL BY-LAWS”**

**DOMINION COMMAND “POPPY MANUAL”**

**ONTARIO COMMAND “OFFICERS’ MANUAL”**

**I HAVE ATTEMPTED TO INCLUDE THE KEY PARTS OF THESE PUBLICATIONS IN THIS “AIDE-MEMOIRE”. THIS CAN BE CONSIDERED THE FIRST DRAFT AND WILL BE AMENDED AS NECESSARY BASED ON ANY COMMENTS I RECEIVE REGARDING ITS UTILITY.**

*Please Note: If you wish to make comments on the Aide-Memoire you can contact me at [buddion@sympatico.ca](mailto:buddion@sympatico.ca) or 613-834-8931.*

# **ZONE G-5 POPPY AIDE-MEMOIRE**

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**ONTARIO COMMAND  
OFFICERS' MANUAL  
EXTRACTS**

**POPPY AND REMEMBRANCE**

**NOT TO DISCOURAGE PEOPLE FROM ORDERING THIS DOCUMENT FROM ONTARIO COMMAND I HAVE INCLUDED IN THE AIDE-MEMOIRE ONLY THAT PORTION THAT DEALS WITH THE POPPY CAMPAIGN, POPPY TRUST FUNDS AND REPORTS.**

***Please note that under “Reporting Requirements for Branches” on page 100, Poppy Fund Trust Statements are to be submitted to the Zone Poppy Chairman by 31 October.***

## POPPY and REMEMBRANCE

One of the obligations and responsibilities accepted by a Branch when it is given its charter is to organize and carry out an annual Poppy Campaign. The object of the poppy campaign is to raise funds for the relief of distress among veterans and their dependants and to preserve the memory of those who died in the service of their country. All branches shall participate in poppy campaigns and Remembrance Day services ( Section 1101.b – General By-laws)

It is recommended that the division of responsibilities within the branch be as follows:

- (a) The Branch President and Executive Committee shall be responsible for the ceremony and the Remembrance Day observance.
- (b) The Poppy Chairman is responsible for ordering all Poppy supplies and arranging the details of Poppy and Wreath distribution.
- (c) All aspects of publicity for the Poppy Campaign should be the responsibility of the Branch Public Relations Chairman.

### **Branch Responsibilities for the Poppy Campaign:**

1. To make certain that the Branch Poppy Campaign is the highlight of activity each year, culminating with a Remembrance Day Service on November 11<sup>th</sup>.
2. To obtain permission from the local authorities to conduct a Poppy Campaign.
3. To appoint a Chairman and to make sure that he has an adequate Committee to enable him to complete the task.
4. To instruct members regarding their individual responsibilities.
5. To use only wreaths and emblems as authorized and made available through Provincial and Dominion Command.
6. To comply with the General By-laws of the Legion regarding the use of Poppy Funds.
7. To ensure that Poppy Fund Accounts are audited annually.
8. To submit a Branch Poppy Report Form in accordance with the General By-Laws, not later than October 31st of each year to the Zone Poppy Chairman ( agent of Ontario Command).
9. To inform the public through the local media of the collection and disposition of funds each year, in recognition that these are public funds held in trust.

### **Branch Poppy Committee Responsibilities:**

1. Review the inventory on hand and determine the amount of supplies required for the campaign.
2. Order all supplies, poppies, wreaths, crosses, promotional aids, etc., from your Provincial Command.

The cut-off date for bulk orders is September 15th of each year and there is no guarantee of delivery after this date. Branches should submit their complete estimated orders for immediate delivery by this date to ensure receipt of goods as required.

3. Establish a separate sub-committee for the sale and distribution of wreaths, crosses and sprays. All businesses in the area should be canvassed, either by mail, telephone or personally.
4. Form a canvassing sub-committee whose responsibility will be to spearhead the maximum distribution of poppies by street canvassing, door-to-door canvass, honour boxes in banks, schools, hospitals, etc.
5. To ensure that the membership and the Ladies' Auxiliary are involved to the greatest extent possible in the poppy campaign.

### **Important Resource Materials**

- The General By-laws of The Royal Canadian Legion

Article XI of the General By-laws provides general direction in a number of areas, including the conduct of the campaign, how funds may be used and when provincial command approval is required, and the fiscal year for the poppy account. Section 617 of the General By-laws requires the funds to be audited, with the report of the audit committee being submitted within 3 months following the end of the fiscal year.

- The Royal Canadian Legion Poppy Manual

This is an excellent tool for the branch and in particular the poppy chairman and his committee. It amplifies the direction provided in the general by-laws and provides guidance on the organization of the poppy campaign. It is a must-read for all poppy chairmen and their committees.

- The Provincial Poppy Committee

The Provincial Poppy Committee includes the Provincial Poppy Chairman and 9 District Poppy Chairmen. The committee meets annually and assists the branches with the organization of their campaigns and provides input and advice on poppy procedures and policy. The members of the committee work closely with the Zone Poppy Chairmen in

providing guidance to Branch Poppy Chairmen. They also monitor the completion and accuracy of the report forms submitted by the branches following their campaigns.

- The Poppy Kit

The poppy kit is mailed to all branch poppy chairmen in July of each year by Ontario Command and currently contains the following items:

- a) Poppy campaign order form for the current year, showing items available and prices. Branches should complete this form and submit their *complete* order no later than September 15<sup>th</sup>.
- b) Poppy Promotional Catalogue showing pictures of most items available for the poppy campaign.
- c) Dominion Regalia Poppy and wreath order form – Poppies and wreaths are ordered using this form and the order is sent to Ontario Command. **Do not send orders to Dominion Regalia or Dominion Command.**
- d) Notices regarding the permission granted by the Liquor Control Board and Brewers Retail to tag and place tag coin boxes in their stores and the dates for which permission has been granted.
- e) Notices reflecting authority to place coin boxes in other stores and the dates for which permission has been granted.
- f) Instructions related to the completion of the Poppy Report Form ( Poppy Trust Fund Statement) and 2 Poppy Report Forms for completion.
- g) Liquor Control Board and Brewers Retail Report form with a covering memo regarding the completion and submission of the form.
- h) Information relating to the promotion of the 2 Minute Wave of Silence.
- i) A reminder notice that tagging and distribution of poppies to the public must not begin until the last Friday in October.
- j) A reminder notice that the complete order for the branch for poppy materials must be submitted by September 15<sup>th</sup> for delivery to be guaranteed.
- k) Samples of some of the no charge items.
- l) Special use expenditure request form.

### Joint Campaigns

Where a command, district, zone, branch or group of branches conduct a poppy campaign as a group or jointly with any other organizations, that command, district, zone branch or group of branches shall be responsible for all aspects of the campaign ( Section 1101.a of the General By-laws).

Where a group of branches conducts a Poppy Campaign or where a branch or group of branches conducts a Poppy Campaign in conjunction with any other organization, at least one voting member from each branch participating in such campaign shall be appointed by each branch to administer the Poppy Trust Fund. To ensure that veterans' needs remain as confidential as possible, one of the signing officers of the Poppy Trust Fund account shall be an officer or past officer of any of the participating branches (Section 921 of the provincial by-laws).

### Ordering Branch Poppy Supplies

All poppy campaign items are ordered from Ontario Command, 89 Industrial Parkway North, Aurora, Ontario, L4G 4C4 or by fax at: 905-841-9992.

When poppy shipments emanate from the dominion command supplier, freight is prepaid. When a branch is specific about the means of transportation, it shall incur all shipping expenses.

Freight is prepaid and charged on the invoice for shipments emanating from the command office.

Interest at the rate of 1% per annum is charged on the unpaid balance, applied against all outstanding poppy accounts, 30 days following the date of the statement commencing January 1<sup>st</sup> of the year following the campaign. Wreaths, crosses and poppies are GST and PST exempt.

With the exception of promotional materials, branches shall use only poppy campaign material supplied by Dominion Command or its authorized supplier. Branches must order these supplies through Ontario Command. **Do not send orders or payments directly to Dominion Command or the Dominion Command supplier.**

A Branch using any product that is not manufactured by an approved supplier in its Poppy Campaign, other than promotional material, shall forfeit the right to hold future Poppy Campaigns, at the discretion of the Provincial President.

**To order poppies and wreaths** - Complete the Dominion Regalia Poppy and Wreath Form and send this to Ontario Command, no later than September 15<sup>th</sup>.

**To order campaign items and promotional material (other than poppies and wreaths)** – Complete the Poppy Campaign Order Form and send to Ontario Command, no later than September 15th. French material is available.

### The Start Date for the Poppy Campaign

Poppy distribution to the general public will commence no earlier than the **last Friday in October** and conclude on November 11<sup>th</sup> (1101.c).

The ceremonial presentation of first poppies to the Governor General and Lieutenant Governors will take place at ceremonial functions as arranged by the commands at the most appropriate time (1101.d).

### The Policy of the Liquor Control Board of Ontario:

*"To permit Branches to display counter top collection boxes and Poppies in all liquor retail outlets within the Ontario Command from November 1st to November 11th and tagging privileges on Board property, the Friday and Saturday preceding November 11th".*



**Contact the local Store Manager(s)** in your area, to arrange for the mechanics of distribution.

**Do not write to the Liquor Control Board head office for this permission.** Any correspondence relating to this matter should be directed to Ontario Command.

Branches placing counter top boxes in L.C.B.O. outlets within their jurisdiction shall provide the Command office with the amount collected, store number, city or town and address as soon after November 11th as possible. (Board Policy)

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### **The Policy of Brewers Retail/The Beer Store.:**

*"The Royal Canadian Legion has been accepted as a partnered charity for the month of November annually" (as per correspondence from Maria Patrick, Manager Customers and Merchandising Services, dated October 1998) and branches may therefore display counter top collection boxes and Poppies in all Brewers Retail outlets within the Ontario Command from November 1st to November 11th and are permitted tagging privileges on their property, the Friday and Saturday preceding November 11th.*

**Do not direct correspondence to Brewers Retail/ The Beer Store for this permission,** as correspondence relating to this is done at the command level.

Branches placing counter top boxes in the Brewers Retail Stores within their jurisdiction are required to provide to the Command office a report showing the amount collected, the address of the outlet and store number as soon as possible after November 11<sup>th</sup> of each year.

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### **Annual Poppy Day**

The annual poppy day is normally held on the Saturday preceding November 11<sup>th</sup>. Poppy distribution may only begin, as noted above, on the last Friday in October and must conclude on November 11<sup>th</sup>.

### **Reporting Requirements for Branches**

- Poppy Trust Fund Statement:

All branches are required to submit a Poppy Trust Fund Statement ( form #200837) to Ontario Command through their Zone Poppy Chairmen. The white, green and yellow copy of the Poppy Trust Fund Statement must be submitted to the Zone Poppy Chairman by October 31<sup>st</sup>. The Zone Poppy Chairman checks the form and once satisfied that the beginning balance used matches the ending balance from the previous report, that the figures reconcile, etc., he passes the white and green copies onto the District Poppy

Chairman. The District Poppy Chairman again reviews the form and sends the white copy to Ontario Command for tabulation.

- Liquor and Brewers' Request Form:

The permission for our branches to place counter top boxes in the Liquor Control Board and Brewers Retail stores is conditional on our reporting the amounts collected from their outlets. These reports must be submitted by the branches through their Zone Poppy Chairmen within 30 days following the end of the current year's campaign.

**Please ensure that your branch reports are submitted to your Zone Poppy Chairman by the required deadlines.**

A branch that fails to submit its report forms by the required dates, shall forfeit the right to hold future campaigns and any appeal to such action shall be made to the Administrative Committee.

### **Funds raised in the Poppy Campaign**

Each branch shall elect or appoint a Poppy Trust Fund Committee to administer the branch poppy trust fund and such committee shall consist of not less than three voting members of the branch and the Branch Poppy Chairman shall be a member of the committee. The Chairman of the poppy committee shall be one of the three signing officers for disbursements of the poppy trust funds account ( Section 921 of the provincial by-laws).

The financial year for poppy funds shall be October 1<sup>st</sup> to September 30<sup>th</sup>.

All monies received from a campaign shall be deposited in a separate trust account in one or more of the banks, trust companies or other institutions referred to in section 131 of the General By-laws. (1102 . a )

Poppy funds may be held for a short term in government or corporate bonds or other readily transferable securities authorized by the appropriate legislative body for the investment of trust funds ( 1103). Investments are normally considered to be short term when held for less than one year.

Poppy funds must be audited annually and should include a complete statement of the funds and investments held. A copy of the audited statement shall be submitted to the Zone Commander at his annual visitation.

Accrued interest from a Poppy Trust Fund account may not be diverted or transferred to any other account or for any other uses.

## Disbursement of Funds raised in the Poppy Campaign

The poppy manual provides an extensive list of items for which poppy funds may be disbursed and another extensive list of items for which poppy funds may not be used. It is imperative that poppy funds only be expended for approved uses. When in doubt, please clarify in writing through the provincial command office. Special use expenditures must be authorized by Ontario Command and are defined in sections 1105-1110 of the general by-laws and section 402 of the Poppy Manual. The following form has been developed within Ontario Command for requesting and approving special use expenditures:



### ROYAL CANADIAN LEGION ONTARIO COMMAND

#### Application for Special Use of Poppy Funds per Sections 1105 –1110

#### **PART A** *(please type or print)*

Branch Name:

Branch No:

Date:

Complete Address of Branch:

Branch Telephone No.

Branch Fax No:

Contact Name:

Contact Home Phone:

#### **PART B**

Application for use of funds under the following: (Check (✓) only one of the following (\*) sections)

\*  **1105** Housing Accommodation or Care Facilities (*Choose all which apply*)

- Purchase       Construction     Reconstruction     Maintenance  
 Renewal         Repair             Furnishing         Refurnishing

\*  **1106(a)** (*Choose one of the following*)

- Community Medical Appliance       Medical Training       Medical Research

\*  **1106(b)** (*Choose one of the following*)

- Drop in Centres for the Elderly       Meals on Wheels

\*  **1106(c)** Relief of Disasters declared by the Federal or Provincial Government

\*  **1106(d)** Transportation/Related Services

\*  **1106(e)** Installation/Maintenance/Repair of Personal Lifting Devices at the branch

\*  **1107** Ex-service Personnel of Commonwealth or Allied Countries and their Dependants

\*  **1108** Restoration/Repair of Monuments and Cenotaph

\*  **1109** Support of Cadet Units (*if branch sponsors more than one unit, the total 10% would be divided*)

\*  **1110** Annual Veterans Dinner (*please include the number of veterans only who are attending and date of dinner. Cost should be the lesser of the actual cost of the dinner or maximum of \$12.00 per plate*)

\*  **Storage Costs** (please include the square footage of storage area)

**PART C - To speed the process of Command approval, please supply the following information:**

Poppy Account Balance as of September 30, last \$ \_\_\_\_\_ .00

Current Poppy Account Balance: \$ \_\_\_\_\_ .00

Amount Requested: \$ \_\_\_\_\_ .00      Projected Cost \$ \_\_\_\_\_ .00

Name(s) of Intended Recipient(s): \_\_\_\_\_

Description of how funds will be used or item being donated: \_\_\_\_\_

Date of General Meeting at which this expenditure has been approved: \_\_\_\_\_

Motion Moved by: \_\_\_\_\_      Seconded by: \_\_\_\_\_

Signed \_\_\_\_\_      Signed: \_\_\_\_\_  
Poppy Chairman /Joint Fund Treasurer      Branch President /Joint Fund Administrator

COMMAND APPROVAL GIVEN:  Yes      By: \_\_\_\_\_      Date: \_\_\_\_\_

No       More information is required, please complete highlighted areas and return to Command.  
If you have questions or comments, please call Ontario Command at 905-841-7999.

Updated: November 2005

**Poppy Funds May Only Be Disbursed As Noted Hereunder:**

1. To provide emergency assistance to the following persons:
  - Canadian ex-service personnel and their dependants who are in need of assistance;
  - Canadian ex-service personnel who have served on Class "C" reserve service and their dependants who are in need of assistance.  
*Class "C" reserve service is defined in the Queen's Regulations and Orders for the Canadian Forces as follows: " a member of the Reserve Force is on Class "C" Reserve Service when the member is on full-time service and, with the approval of the Chief of Defence Staff, is serving in a Regular Force establishment position or is supernumerary to a Regular Force establishment";*
  - Merchant Navy personnel who are eligible for and who have been awarded campaign stars or decorations, and their dependants who are in need of assistance;
  - Ex-service personnel of Commonwealth countries who are resident in Canada, and their dependants who are in need of assistance;
  - Ex-service personnel of allied countries who are resident in Canada, and their dependants who are in need of assistance. This category includes those who served in the Vietnam War.

*The use of funds for this purpose is for emergency assistance. This is intended to include, shelter, food, fuel, clothing, prescription medicine and necessary transportation. Assistance cannot be offered over an extended period of time but may be offered more than once to an individual.*

2. Purchase of poppies, wreaths, promotional materials and local administrative costs associated with the Poppy Campaign. These local costs are only those directly related to the campaign – telephone charges, coin wrapping material, postage, stationery, advertising, soft refreshments such as coffee and juice and light lunches such as soup and sandwiches or donuts for canvassers/volunteers, bank charges and other costs of a similar nature;
3. Predetermined storage cost of poppies and wreaths and promotional aids and canvassing supplies as follows:
  - a) for interior space within a branch, a maximum of 3 months ( September 1<sup>st</sup> to November 30<sup>th</sup>) compensation at \$7 per square foot/ year for 200 square feet ( a total maximum of \$350 per year).
  - b) for rental of exterior warehouse space, a maximum of 3 months for 200 square feet at \$3.50 per square foot ( a total maximum of \$175 per year).
4. Prizes for the Literary and Poster contests;
5. The promotion of Remembrance of the sacrifices of veterans. This would not provide for branches to subsidize veterans, teachers or students to participate in battlefield tours from Poppy Trust Funds;
6. The expenses of the Branch Service Officer/Veterans Services Chairman that are directly related to his service officer work;
7. Funding of the 2 minute wave of silence program at all levels of the Legion;
8. The award of bursaries to students who are children or grandchildren of any of the personnel as identified in item # 1 above, who are in need of assistance. Bursaries may be awarded at any stage of a college or university program. A bursary is given for need, unlike a scholarship which is based on scholastic achievement.
9. Comforts for ex-service personnel and their widows/widowers who are hospitalized, in long term care, in a nursing home or who are incapacitated and are being cared for at home. These comforts are defined as food items (confectioneries, fruits, sweets, etc.), reading material, flowers, personal toiletry, writing materials, short-term TV rental and other items of a similar nature. For veterans who are confined in a facility for a long period of time (over one month) other special items of comfort ( such as a special blanket/comforter) may be considered. The provision of a TV and/or cable service to a veterans' wing may also be considered.
10. Distribution of Poppy and Remembrance material, as authorized by Dominion Command to be used in schools;
11. Reimbursement of reasonable expenses of Poppy Chairman or, if required, his replacement to attend Poppy Seminars and a maximum of one Service Bureau seminar in any given year;
12. Reasonable expenses incurred for the required audit of the branch poppy trust funds; and
13. Distribution of Poppy and Remembrance material as authorized by Dominion Command to be used in schools;

## SPECIAL USE EXPENDITURES:

**All special use expenditures listed below ( items #14-20 ) require the approval of Ontario Command.** Ontario Command has developed a special form for this request as noted earlier in this section. Please submit your request on the special use request form and complete all necessary areas. Prior to the campaign during which funds are collected for special use purposes, notice must be given to the public that a portion of the funds collected may be used for the purposes noted below. Poppy funds may be donated to the Charitable Foundation of the Ontario Command Branches and Ladies' Auxiliaries. The special use expenditures are as follows:

14. Subject to prior approval of the Provincial Command, a district, zone, branch or group of branches may make an allotment not exceeding 50% of the balance in the poppy fund on September 30<sup>th</sup> in the poppy year preceding the expenditure, to purchase, construct, repair or furnish housing accommodation and care facilities for the elderly or disabled persons. The 50% limit does not apply to veterans' organizations whose aims and objectives are for providing accommodation for veterans and their dependants.
15. Subject to prior approval by Provincial Command, a district, zone, branch or group of branches may make an allotment not exceeding 25 % of the balance in a poppy fund on November 1<sup>st</sup> in the poppy year preceding the expenditure for the purpose of assisting ex-service personnel of Commonwealth or Allied Countries and their dependants, resident outside Canada, in necessitous circumstances.
16. Subject to the prior approval of the Provincial Command, a district, zone, branch or group of branches, may make an allotment not exceeding 50% of the total available in a Poppy Trust Fund on the date prior approval is requested preceding the expenditure for the following purposes:
  - medical training and medical research directed to geriatric support, or for community medical appliances such as 'jaws of life, photo imaging cameras and defibrillators which will assist the care of veterans;
  - support of drop-in centres for the elderly, or support of meals on wheels services as long as these provide known support of veterans in the community;
  - donations for relief of disasters declared by the federal or provincial governments; and
  - transportation of veterans for medical appointments and/or compassionate reasons.
17. Subject to the prior approval by Provincial Command, branches may make an allotment of up to 25% of the balance in a Poppy Trust Fund account on September 30<sup>th</sup> in the year preceding the expenditure provided that 25% does not exceed 50% of the total funds required to maintain and preserve local monuments to veterans. The other 50% must be provided by the community or another organization;
18. Subject to the prior approval by Provincial Command, a branch may make an allotment of up to 10% of the balance in a Poppy Trust Fund account on September 30<sup>th</sup> in the year preceding the expenditure to support Cadet Units that have assisted the branch with the Poppy Campaign.
19. Subject to the prior approval of the Provincial Command, Poppy Trust Funds may be used once per year to provide an annual visit to branches for veterans, who are Legion and non-Legion members in the local community, to offer a meal and camaraderie. The Poppy Trust Funds may be used to cover the cost of the meal only and must not include any alcoholic

beverages or other services, such as entertainment. Furthermore, subject to the prior approval of the Provincial Command, Poppy Trust Funds, may be used once per year to cover the reasonable cost of transportation expenses to transport the local veterans to the local branch;

20. Subject to the prior approval of the Provincial Command, a district, zone, branch or group of branches may make an allotment not exceeding 50% of the balance in a Poppy Trust Fund on September 30<sup>th</sup> in the Poppy year preceding the expenditure, to cover the cost of the installation, maintenance and repair to personal lifting devices installed in branches for the purpose of assisting persons with disabilities.

#### **Poppy Funds May Not Be Used For The Following:**

1. Associate members are not eligible to receive assistance from Poppy Trust Funds unless they are residing with their parents, wholly dependent upon them for support and they are not receiving welfare assistance, a pension from any government source, or funds from employment insurance, or a similar program;
2. Affiliate members are not eligible to receive assistance;
3. Expenses incurred for Remembrance Day or Decoration Day ceremonies;
4. The payment for funerals or miscellaneous funeral home expenses;
5. The purchase of floral tributes or wreaths for deceased veterans or their families;
6. Payment for the services of a bugler at the funeral service of ex-service personnel;
7. Lunches or refreshments related to the funeral services of ex-service personnel.
8. The purchase of cemetery lots, flag poles and accessories;
9. The purchase of grave markers, memorial plaques for cenotaphs and/or honour roll plaques for schools, etc;
10. Funding of any death benefits through the branch or any other level of the Legion;
11. The payment of property taxes for veterans or widows;
12. Home care, grounds keeping, such as grass cutting leaf raking, snow removal, etc., housekeeping services, etc;
13. Hot meals and alcohol-based beverages for Poppy campaign organizers, workers and volunteers;
14. Recreational pursuits and bus tours for veterans;
15. Donations to community events, schools, youth groups, public speaking events or Legion oriented programs;
16. The purchase of comforts for senior citizens in hospital or nursing homes;
17. The purchase of equipment for showing Remembrance films;
18. The provision of loans, scholarships or any expenses incurred at conventions;
19. Branches are not permitted to expend funds required to be raised in future campaigns;
20. General and non-specific donations to charities, be they registered or not, that do not meet the criteria listed under the permissible section;
21. The construction of a new cenotaph, landscaping around the cenotaph or a public address system at the cenotaph; The expenditure of Poppy Trust funds for cenotaph related items are restricted to those listed in item # 17 in the permissible section, under special use expenditures;



22. Public service projects such as donations to churches, memorial funds, recreational facilities, furnishings and non-medical equipment for hospital wards/rooms, hospital building funds, food banks.
23. Renovation of branch premises, with the exception of the installation and maintenance of a lift/elevator system as outlined in #19 under the permissible section;
24. Public service donations such as donations to churches, memorial funds, recreational facilities, furnishings and non-medical equipment for hospital wards/rooms.

**NOTE:** The lists of permissible and non-permissible uses of Poppy Funds are not exhaustive. Where doubt exists, it is suggested that a written clarification be requested from the provincial command office.

### **Registration of Poppy Funds:**

Branches may register their Poppy Fund through the Charities Division of the Canada Revenue Agency. When a poppy fund is registered as a charity by the Canada Revenue Agency, the branch can issue tax deductible receipts for donations to the Poppy Fund. This only applies to the poppy fund and tax deductible receipts may not be issued for general donations to the Legion, as the Legion is not a registered charity and is classified as a non-profit under the Income Tax Act.

Branches contemplating the registration of their Poppy Funds may obtain the application to register the fund as a charity through the Canada Revenue Agency – Charities Division as follows:

Phone: 1-613-952-6020

From the forms section of the web site: [www.ccr-a-adrc.gc.ca/charities](http://www.ccr-a-adrc.gc.ca/charities)

The completed application form should be sent to Ontario Command, as it is a prerequisite that a letter confirming the status of the Fund from Provincial Command be attached to the application. ***Do not mail directly to the Canada Revenue Agency.***

Where a Branch has registered its Poppy Trust Fund as a "Registered Charity" with the Canada Revenue Agency, it must be prepared to comply with all restrictions and reporting requirements which apply to registered charities, including the requirement to file an annual charity return.

Expenditures from poppy funds that are registered charities must also comply with Article XI of the General By-laws.

If a decision is made to deregister the poppy fund as a Registered Charity, the branch officers should consult with the Canada Revenue Agency – Charities Division to ensure that all guidelines are followed and that the distribution of funds meets the legal requirements established by the agency.

### **District and Zone Poppy Chairmen**

The following guidelines should assist the District and Zone Poppy Chairmen in carrying out their duties:



### Duties - District Poppy Chairmen

- June** Ensure that all Branches in the Zone advise the Command and Provincial Poppy Chairman with the name and address of their Branch Poppy Chairmen. The Provincial Poppy Committee meeting is normally held on the last Saturday in June but may be held on another date to accommodate Dominion Convention.
- August** Following receipt of the Poppy Kit, the District Poppy Chairman should convene a seminar of their Zone Chairmen to familiarize them with the current campaign, its aims and objectives and methods to obtain maximum wreath orders.
- A discussion regarding the distribution of lapel poppies, a house to house canvass, schools, industries, etc., and a mail campaign to Branch membership and their families.
- Review the Poppy Kit with the Zone Chairmen in order to acquaint them with the contents and the use of same.
- Information pertaining to the expenditure of Poppy Funds to be discussed.
- September** Enquire of the Zone Poppy Chairmen, in writing, as to whether or not any of the Zone or Branch Poppy Chairmen require the personal assistance of the District Poppy Chairman in the organization of their campaign.
- Advise Zone Poppy Chairmen regarding the completion of Branch Poppy Report Forms.
- October** Ensure that Branches submit a completed Poppy Report Form to Provincial Command, not later than October 31st of each year through the Zone and District Chairmen. Ensure that each Zone Poppy Chairman in the district has thoroughly reviewed the branch reports to ensure they balance and that the opening balance of the current year's report is consistent with the closing balance from the previous year's report.
- November** Encourage Branch and Zone Chairmen to make known any suggestions that they may have to improve subsequent campaigns.
- Ensure that the branches have completed their Liquor Control Board/Brewers Retail reports and submitted these reports through their Zone Poppy Chairmen.

Provincial Command will underwrite the expenses of the District Poppy Chairmen only, in the carrying out the duties of their office.

### Duties – Zone Poppy Chairmen

- June** Ensure that all Branches have advised the Provincial Command, the Provincial and District Chairman of the name, address and telephone number of each Branch Poppy Chairman.
- August** A seminar with all Branch Poppy Chairmen in the Zone should be convened to discuss methods of improving their local campaigns and to share ideas.
- September** Ensure that all Branches in the Zone are aware of the proper procedure to be followed when ordering poppies, wreaths, promotional material and supplementary supplies and that all Branch Chairmen have received their Poppy Kits and are familiar with its contents.
- If a Branch Chairman has not received his kit, advise your District Poppy Chairman or Provincial Command.
- Assist your Branches in the promotion and distribution of wreath and, if necessary, to organize a house to house canvass and mail campaign.
- Advise Branches of the necessity of having the youth of the community assist in the Poppy Campaign.
- October** Liaise with other Branches in order to determine if any problems are being encountered with orders and if any omissions have been made in the filling of same. Advise Command immediately of any shortages.
- To make certain that Branches have completed a Branch Poppy Report Form and that they are returned to Command ( via the Zone and District Poppy Chairmen) in accordance with the General By-laws. The Zone Poppy Chairman should review all branch poppy reports to ensure that the report balances and that the opening balance of the current report matches the closing balance from the previous year's report.
- To establish contact with Branches on Poppy Day to ensure that the campaign is being conducted in a proper manner.
- November** To ensure that each branch within the zone has completed the Liquor Control Board/Brewers Retail report form and that the forms are passed from the branch to the Zone Poppy Chairman and then to the District Poppy Chairman.

The expenses of the Zone Poppy Chairman are the responsibility of the Zone.

## **Remembrance Day**

Ontario Command through its executive council and convention has frequently reviewed the issue of whether Remembrance Day should be recognized as a provincial holiday. The majority decision has always been not to support including Remembrance Day as a statutory holiday. The primary reason for this policy has been that our members feel that school children are far more apt to participate in Remembrance activities within the school setting than if it was just another day off for families