

WREATHS ACROSS CANADA HANDBOOK



**1250 Stittsville Main Street
P.O. Box 85031
Stittsville Ontario, K2S 1S0**

E-Mail:

wreathscanada.President@Outlook.com

Website:

<http://wreathscanada.ca>

1 November 2017

WREATHS ACROSS CANADA

This Handbook has been written to assist those who are considering forming a branch of Wreaths Across Canada.

We begin with our mission statement and background then a short history and our organization chart. We give a brief synopsis on forming a branch and what it entails; outline of the Service of Remembrance, the Licence Agreement, and then some photos of our National Service of Remembrance at the National Military Cemetery in Ottawa. We finish with a copy of our by-laws and our Standard Operating Procedures (SOPs).

As you read through it you will note that there is an extraordinary amount of detail, particularly in the SOPs at the end of the handbook. The SOPs were written for the use of the National Headquarters (NHQ), however we suggest that you read this section so that you are aware of the content.

Please note the Licence Agreement that you are required to sign prior to being granted your Wreaths Across Canada Branch Charter.

We are pleased that you have expressed an interest in Wreaths Across Canada. We are here to help you get started and will follow your progress.

Francois Larabie
President

1 November 2017

TABLE OF CONTENTS

Wreaths Across Canada - Our Mission and Vision	Page 4
Our History	Page 7
Brief Guide to Starting a Branch	Page 9
The Service of Remembrance.....	Page 10
Licence Agreement	Page 14
Applying to be a Registered Charity Under the Income Tax Act	Page 17
National Headquarters Organization Chart and Board of Directors	Page 23

WREATHS ACROSS CANADA
MISSION STATEMENT AND VISION

OUR MISSION STATEMENT

To Remember

- The men and women of the Canadian Forces who so faithfully served their country in times of peace and conflict and who now rest in cemeteries across Canada.

To Honour

- Their dedication, service and sacrifice on behalf of a grateful Nation.

To Teach

- Canadians, particularly our youth, of the cost that has been paid to maintain freedom and to preserve democracy and how service to Canada of these dedicated men and women has ensured that their fellow citizens will continue to enjoy peace and security.

WHY ARE WE DOING IT?

Wreaths Across Canada was born from the idea that all too often, when Canadians think of remembering and honouring the sacrifice of those who wore our country's military uniform, they focus on those who gave their lives in combat and who are buried abroad. They reflect on the nearly 117,000 Canadian men and women who are buried in military cemeteries all over the world. It is their memory that is the focus of our attention on Remembrance Day. But what of those other service men and women who served honourably but did not perish in combat and who are buried in cemeteries across Canada?

Over 218,000 veterans are buried in military cemeteries and plots across the country, most of these did not die in war. Very few Canadians are aware of this or have ever visited a military cemetery to remember and express their thanks to those veterans' for their service. Wreaths Across Canada believes that those men and women also deserve to be remembered and honoured. All former and serving military personnel share the common link in that, by wearing the uniform of Canada's Armed Forces, they forged a common bond when they signed over their lives to meet their country's needs. They committed themselves to Canada and their fellow Canadians regardless of the cost. It is for us to perpetuate their memory and honour their duty.

Among those buried in Canada are those who died in training accidents as they prepared for war. Some died of disease before going overseas and others served alongside and in all the same battles as those buried around the world. Of these, some returned so terribly broken in body and spirit that they were never able to live a normal life. A very large number of those graves are filled by those who served in peace or war, then retired and when their time came, chose to be buried alongside their comrades.

Previously, fatal casualties, from overseas, were not brought home and were buried in the locations where they perished. Now all combat casualties are repatriated to Canada.

WHAT ARE WE DOING?

Wreaths Across Canada seeks to call attention to their memory by inviting the public to visit military cemeteries in Canada and to remember and honour those buried there. Instead of being passive observers as they are on Remembrance Day, they are offered the wonderful opportunity to make a personal and physical connection when they approach the headstone with a real balsam wreath with its red ribbon, to read the inscription, touch that headstone and say a silent word of thanks. We ask them to quietly say the name of that veteran out loud. These wreaths are provided by Wreaths Across Canada at no cost to the public.

Wreaths Across Canada holds its National Service of Remembrance annually on the first Sunday of December at the National Military Cemetery in Beechwood Cemetery, Ottawa. Similar services are held in St. Johns, NL and Winnipeg, MB. Inquiries to establish new branches continue to come into National Headquarters (NHQ).

HOW DO WE DO IT?

When fully operational, Wreaths Across Canada's organization will consist of a loose association of branches, under the general guidance of the National Headquarters (NHQ). Each branch is responsible for forming its own executive structure, raising its operating funds, publicizing and conducting its service of remembrance. NHQ will provide the general instructions and guidance to assist in forming the branch and also sets out a series of guidelines to protect the integrity of the greater Wreaths Across Canada association.

We have the full support of the Department of National Defence, Veterans Affairs Canada as well as numerous veterans groups and other institutions such as the police, firefighters and the Salvation Army.

We are a registered charitable corporation and donors are entitled to a charitable tax receipt.

WHY THE FIRST SUNDAY IN DECEMBER?

This date was chosen for a number of reasons. First, it is important that we acknowledge that Canada's primary day of remembrance is Remembrance Day on 11 November and we will not detract from that solemn observance. Second, it approaches the beginning of the holiday season where people come together to remember those who have passed away. Third, our memorial wreaths, are only available after the middle of November. Finally Canadian weather plays an important part so the earlier in December, the better. Normally the wreaths remain on the headstones until after the Holiday Season.

HOW DO I FORM A BRANCH?

NHQ will provide new branches with the necessary guidance and assistance to get started. The first step will be to form a governing body to put local plans into operation. We will send you these operating guidelines. Contact the local cemetery where veterans are buried and discuss with them how the service may be conducted and how they might become involved. A number of logistical considerations will need to be resolved.

FUNDING

Of particular importance is the requirement to raise the funds to buy the wreaths and to support your day-to-day operations. Branches will need to obtain charitable status so that tax receipts may be issued. NHQ will guide you through this process. See Page 17.

BRIEF HISTORY OF WREATHS ACROSS CANADA

In 2007 Craig McPhee, a retired Canadian Air Force Warrant Officer, visited Arlington National Cemetery in Virginia USA where he was awed by the sight of thousands of wreaths on each of the military headstones. This inspired him to do the same for Canada's veterans.

Discovering that Wreaths Across America was the agency behind this, he contacted them and the seed was planted to form Wreaths Across Canada so that those veterans who are buried in military cemeteries in Canada would be remembered and honoured.

This is accomplished by conducting an annual Service of Remembrance where fresh balsam wreaths are placed on veterans' graves in military cemeteries across Canada on the first Sunday of December.

In 2008 the nucleus of Wreaths Across Canada's board of directors was assembled primarily from former and serving members of the Canadian Forces. This proved to be a challenge for the founding members and it was agreed from the start that its National Service of Remembrance would be held at the National Military Cemetery (NMC) in Beechwood Cemetery in Ottawa. Due to its high profile, the first service had to be conducted in the best possible manner. If the first one did not go well, it was unlikely that there would be a second one and on 4 December 2011, did go well!

During the period 2008 to 2011 the board laid the groundwork for the first service. The following was achieved:

- General Rick Hillier, the former Chief of the Defence Staff (CDS) agreed to become the Honorary Chairman.
- Secured the support and assistance of the Department of National Defence (DND).
- Secured the support and assistance of the Department of Veterans Affairs (VAC).
- Secured the support and assistance of Beechwood Cemetery and the National Military Cemetery (NMC).
- Secured the approval of numerous veterans associations including the Royal Canadian Legion, the Army, Navy and Air Force Veterans in Canada and the Last Post Fund.
- Secured the support and assistance of the Ottawa Police and Fire Services and the Salvation Army.
- Registered as a not-for-profit charitable corporation.
- Produced by-laws.
- Produced Standard Operating Procedures.

- Obtained indemnity insurance.
- Investigated possible fund raising strategies.
- Identified the source for the wreaths and arranged for their transportation to Ottawa.
- Recruited its first outside branch at Mount Pleasant Cemetery in St. Johns, NL.
- Recruited some 100 volunteers to supervise the wreath laying.
- Publicized the service with the general public.
- Established a website.

On 4 December 2011 the inaugural Wreaths Across Canada National Service of Remembrance was held at the NMC with the guest of honour being the CDS General Walter Natynczyk. That day 2,800 wreaths were deposited on the headstones by the 1,500 people who attended the service. It should be noted that the Mount Pleasant Branch, in St John's NF headed by Wayne Evans, held its inaugural service a year previously where 900 wreaths were laid.

Successful services were held in 2012 and 2013 in both the NMC and Mount Pleasant Cemetery.

In early 2014 Rob Penner, the Executive Vice President and COO, of Bison Transport, one of the largest carriers in Canada, has applied for a licence agreement to establish a branch in Winnipeg Manitoba. This branch held its first Service of Remembrance 7 December 2014.

In November 2016, Craig McPhee stepped down as the President of Wreaths Across Canada and remained as the President Emeritus. Francois Larabie stepped in as the new President of Wreaths Across Canada.

A BRIEF GUIDE TO STARTING A BRANCH

Wreaths Across Canada's commitment is to **Remember** and **Honour** the men and women of the Canadian Forces who rest in cemeteries across Canada and to **Teach** Canadians and particularly our youth, the cost that has been paid to maintain freedom and democracy.

This is achieved by encouraging the public to visit cemeteries in Canada where veterans are buried and to remember and honour them by placing wreaths on their headstones. This occurs at the annual Service of Remembrance which takes place on the first Sunday of December.

Unlike Remembrance Day when the public are passive observers at the ceremony, The Wreaths Across Canada Service of Remembrance allows everyone who attends to make a direct and personal connection with the grave of the veteran when they touch the headstone, read the inscription and deposit the wreath.

The Service of Remembrance takes place in Ottawa and several other locations across Canada with the ultimate goal of seeing it spread from sea to sea.

These wreaths are provided at no cost to the public.

The following logistical/administrative matters must be addressed:

- Raising the money for your Service of Remembrance; this includes buying the wreaths. Each branch is responsible for generating the funds for its operating costs and service.
- Although you may not charge the public for the wreaths, you may accept donations at the Service of Remembrance and at other times.
- Complete the Licence Agreement found at page 14.
- Wreaths Across Canada National Headquarters (NHQ) is a registered charity authorized to issue tax receipts to donors. Branches must obtain their own charitable status which requires a degree of preparation. See. Page 17 - Applying to be Registered a Charity Under the Income Tax Act. We will work with you to obtain your branch charitable status.
- Develop a strong volunteer base. Volunteers may be grouped into two categories:
 - members of the board who manage the operation throughout the year, and
 - those who come out annually to assist with the service.
- Branches must order and arrange for the wreaths to be delivered to their site. NHQ will assist you in this. The cost of the balsam wreaths, with a red bow, is approximately \$7.00 each (as at 2014.)
- Transportation must be arranged separately. Some transportation companies will do this, as a public service, at no cost.

THE SERVICE OF REMEMBRANCE

The Service of Remembrance is solemn but informal. The service consists of two parts, the brief opening ceremony and then the wreath laying. The opening ceremony must be brief. People should be advised to dress appropriately for the weather. The “Official Party” should be kept to a minimum. We say the only real VIPs at the service are those with loved ones, comrades or friends buried in the cemetery. We suggest that only the guest of honour give a speech. Be sure that this is clearly spelled out when you invite your official guests and again when you brief them on the sequence of events at the cemetery...

We recommend that the official party consist of no more than: the remembrance service coordinator, the guest of honour, the padre, the MC, the O Canada recitalist (s), the poem Honour recitalist(s) and, if available, led by a piper. Consider including one or two veterans and a representative of the cemetery. Local politicians are welcome but with the proviso that there is not enough time for them to speak.

We request that the poem “*Honour*” be included in the service. It is our tribute and commitment to honour those veterans buried in the cemetery and it replaces the Last Post and the Rouse in our service of remembrance. Where applicable, it should be in both English and French. The poem is included at the end of this section.

As “**Teach Canadian youth the value of freedom**” is one of our stated mission goals, we strongly suggest that Cadets, Scouts/Girl Guides and all youth and their families as well as the general public be invited to participate.

Encourage serving members of the Armed Forces to attend in uniform and veterans to wear their medals.

At the Wreaths Across Canada National Service of Remembrance, Cadets, each with a wreath, march to selected headstones near the official party. They stand in front of the headstones facing the public. During the reading of “Honour” they turn about, place their wreath, salute and then step behind the headstone, face the public and remain in place until the ceremony ends. They may then assist the public in laying wreaths. If Cadets are going to be part of your ceremony, allocate time for them to practice.

If your cemetery is small you may wish to limit the number of Cadets laying wreaths during the ceremonial part to a small number (possibly six) but other Cadets, Scouts and Guides may be formed up in the ceremonial area and may lay wreaths with the public. Their leaders can help decide how to make best use of their members.

Ask the leaders to credit their youth for their time spent on the service such as with the Ontario High School Mandatory Community Service Program.

You will require a volunteer team to unpack the wreaths and to assist the public. It is suggested that some volunteers visit the cemetery weekly to reposition any wreaths that have

blown over or are snow covered. They will be needed again to remove of the wreaths. We plan on a team of six volunteers for each 100 wreaths.

Depending on the size of the cemetery and the number of wreaths being laid, you may need to assign volunteer teams to specific areas to assist in the wreath laying. At the NMC, we reposition wreaths in several locations with a team looking after each.

At the end of the opening ceremony we have the public remain for a few minutes to allow time for those with loved ones, comrades or friends buried there to place their wreaths first.

If you are conducting your Service of Remembrance in more than one cemetery in your city or town, you may change the suggested times and format of the ceremonial portion of the service to fit your needs.

Conform to the regulations specified by the cemetery including but not necessarily limited to:

- Removing the wreath boxes from the site. The wreaths usually come eight to a box;
- Cleaning-up of the site after the service;
- Monitoring and repositioning wreaths that are scattered about or buried in the snow.
- Removing the wreaths at the end of the agreed time. If possible, the wreaths should remain until after the holiday season.

On the following page is a table showing the timings and sequence of events for a typical service. The poem *Honour* completes this section.

SAMPLE SERVICE OF REMEMBRANCE

SERIAL	TIME	EVENT	REMARKS
1.	11:00	Volunteers and wreaths arrive. Wreaths removed from boxes. Ceremonial area set up.	- May require a lectern. - PA system may be needed. - Remove boxes from site.
2.	12:30	Cadets arrive and rehearse role.	Number of cadets decided by cemetery size.
3.	13:00	Public start to arrive. Assemble the official party off to one side.	Volunteers provide crowd/traffic control.
4.	13:15	MC explains ceremony.	Cadets march on and cover off headstones.
5.	13:25	Official Party enters led by the piper.	
6.	13:30	MC invites the vocalist(s) to lead in the singing of O Canada.	
7.	13:35 13:39	MC invites the padre to deliver the Invocation.	
8.	13:40	MC introduces the Honour poem recitalist/s.	
9.	13:41 13:44	The poem Honour is read in English and French (if applicable).	Cadets lay wreaths.
10.	13:45	MC invites the guest of honour to say a few words	
11.	13:46 13:52	Guest of honour delivers address.	
12.	13:53 13:55	MC invites the padre to deliver the Benediction.	
13.	13:56	MC invites those with loved ones or comrades buried in the cemetery to place their wreaths. Public asked to wait.	Allow more or less time depending on numbers. Cadets march off.
14.	14:02	MC thanks the public for coming and invites them to place wreaths.	Piper may play as wreaths are placed.
15.	14:30	Volunteers clean-up site.	

HONOUR

The beautifully poignant poem “Honour” written by Kathleen Mills, the wife of a Canadian soldier, is both our inspiration and our oath.

Honour

*On my honour,
We will stand at the place where you rest
And remember you.*

*On my honour,
We will pick up the torch of freedom and
Carry it for you.*

*On my honour,
You will not be a silent memory, we will
Speak of you often so the world will know
What you have done.*

*On my honour,
As you reach the gates of heaven you will
Hear the voices of a grateful Nation rise up
And we will honour you.*

Promesse d'honneur

*Sur mon honneur,
Je te promets que j'irai là où tu repose et
Je me souviendrai de toi*

*Sur mon honneur,
Je te promets que je reprendrai l'oriflamme de la liberté et
Je la porterai pour toi*

*Sur mon honneur,
Je te promets que ton souvenir ne passera pas au silence,
Car je parlerai souvent de toi pour que le monde entier
Sache ce que tu as accompli*

*Sur mon honneur,
Alors que tu atteins les portes du ciel,
T'entendras la clameur d'un peuple reconnaissant
Qui saura honorer ta mémoire.*

*De tout mon cœur,
Je te le promets!*

LICENCE TO ESTABLISH A BRANCH OF

WREATHS ACROSS CANADA

INTRODUCTION

Wreaths Across Canada is committed: *To Remember* and *Honour* the men and women of the Canadian Forces who faithfully served their country and who now lay at rest in cemeteries across Canada and to *Teach* Canadians, particularly our youth, the price that has been paid to maintain freedom and preserve democracy.

This is achieved by laying wreaths on the graves of those buried in military cemeteries in Canada. We have started at the National Military Cemetery (NMC) in Ottawa and with the establishment of WAC Branches nation-wide we will eventually spread across the country.

The operational relationship between Wreaths Across Canada's National Headquarters (NHQ) and branches is based on the Association Model that is to say branches operate in a semi-autonomous manner, responsible for their own fund raising, achieving charitable status and operating procedures

To ensure uniformity and accountability throughout, Wreaths Across Canada branches must adhere to a code of conduct set out in the Licence Agreement. This Agreement is a contract between NHQ and the branch whereby by NHQ sets out the terms by which the branch will operate.

The branch president and treasurer must sign the attached Licence Agreement and return it to NHQ before the branch can receive its charter to operate.

WREATHS ACROSS CANADA

Licence Agreement between:

(Branch Name)

and

The National Headquarters of Wreaths Across Canada Inc.

We have read the following terms and responsibilities associated with this Licence agreement and agree to abide by its terms. Where applicable, this branch will:

1. Have applied for charitable status;
2. Have by-laws;
3. Carry indemnity insurance for the service;
4. Have a board of directors consisting of not less than a president, secretary and treasurer;
5. Agree that all directors serve without financial compensation;
6. Follow the branch naming convention. IE: Wreaths Across Canada, then the city/town name and cemetery name. Example: Wreaths Across Canada, Barrie Ontario, Union Cemetery Branch;
7. Raise its own operating funds so that it is financially independent;
8. Agree and accept that NHQ will not be held liable or responsible for any cost, loss or damage incurred by the branch;
9. Operate on a fiscal year from 1 April to 31 March of the following year;

10. Provide a completed annual financial statement to NHQ in an agreed format;
11. Ensure that any cheque issued by the branch carry the signatures of two members of the board;
12. Hold its annual Wreaths Across Canada Service of Remembrance as close as possible to 13:30 local time, on the first Sunday of December;
13. Utilize real balsam wreaths with a red ribbon for the service;
14. Not charge the public for wreaths at the service but may solicit funds generally at that time;
15. Agree to clean up the wreaths deposited during the service and respect the rules of the cemetery where the service is held;
16. Submit a written annual report to NHQ following its local Service of Remembrance and;
17. Agree that if any proven impropriety concerning the branch's operations occurs, NHQ has the authority to withdraw the branch's affiliation with Wreaths Across Canada and the branch will cease operations immediately.

Branch President	Date	Branch Treasurer	Date
------------------	------	------------------	------

National President	Date
--------------------	------

APPLYING TO BE A REGISTERED CHARITY UNDER THE INCOME TAX ACT

In order to issue charitable donation receipts under the Income Tax Act, you must formally register your charity and be approved by the Charities Directorate of the Canada Revenue Agency (CRA).

Once you have entered into the licensing agreement with Wreaths Across Canada Incorporated (WAC) you can then apply to register your organization under the Income Tax Act in order to obtain charitable status. You can apply as an “internal division” of WAC, or as an entirely separate entity.

CRA defines an “internal division” as a branch, section, or division of a registered charity. An internal division does not have its own governing document, but instead operates under the governing document of its head body. An internal division is registered separately from its head body. An internal division will be given a registration number with the same nine-digit business number as its head body and the same two-letter program identifier “RR” to identify it as a registered charity. The difference between an internal division’s registration number and its head body’s number is the last 4 digits referred to as the reference number. The following are important points about internal divisions:

- (1) An internal division is required to file its own Form T3010 (**Registered Charity Information Return**) every year;
- (2) An internal division must have the same fiscal period-end as its head body (i.e. March 31st);
- (3) An internal division must use its own registration number with the correct four-digit reference number on its annual returns, official donation receipts, and other documents (it cannot use the registration number of its head body);
- (4) The head body must maintain its registered status for its internal division to retain its registered status.

To register, you must complete CRA “Form T2050” (**Application to Register a Charity under the Income Tax Act**). To assist you in completing your application the CRA has produced “Guide T4063” (**Registering a Charity for Income Tax Purposes**). Both the Application and Guide are available in the forms and publications section of the CRA Website (www.cra.gc.ca/charities).

If you apply as an “internal division” of WAC you will fall under the governing documents of WAC (WAC Bylaws) and do not have to create and submit your own governing documents to CRA.

You should note that it can take several months to obtain your charitable registration from CRA. While the information contained in the CRA’s Application Form and Guide are to be considered the authoritative documents on applying for registration, the

following guidelines, prepared by WAC, may help you prevent delays in the process, especially if you are applying as an “internal division” of WAC.

While it is important that you complete all of the information requested by CRA, you must pay particular attention to Questions #8; #9 and #11, especially if you are applying as an “internal division” of WAC. It is suggested that you use the wording provided in the following guidelines for these particular questions.

When submitting your application to CRA, an internal division must include a “Letter of Good Standing” from its head body. Once you have obtained your licensing agreement from WAC and completed your CRA Application, WAC will issue a “Letter of Good Standing” (per Question 8c); and provide you with their “Incorporation documentation” (per Question 9.1a); “By-Laws” (per Question 9.1b); and “Certificate of Good Standing or its Equivalent from Corporations Canada” (per Question 9.1c); which all internal divisions must include with their application to CRA.

Form T2050: Application to Register a Charity under the Income Tax Act:

Part 1 – Identification of the organization applying for registration

Question #1: Current legal name of the organization:

Wreaths Across Canada, City, Province, Cemetery,

(e.g.: Wreaths Across Canada, Barrie, Ontario, Union Cemetery Branch).

Question #2: Current operating or trade name:

Usually tick the “not applicable” box.

Question #3: Previous names:

Usually tick the “not applicable” box.

Question #4: Business Number:

Usually tick the “not applicable” box.

Question #5: Mailing Address:

Enter your complete mailing address.

Question #6: Previous contact with CRA – Has the organization previously applied to be registered as a charity:

Usually tick the “No” box.

Question #7: Re-Registration – Has the organization ever been registered as a charity, under either its current name or a different name:

Usually tick the “No” box.

Part 2 – Organizational Structure

Question #8 - Internal divisions of Canadian registered charities:

Usually tick the “Yes” box.

8a) Legal name of parent organization:

Wreaths Across Canada Incorporated

8b) Business Number of the parent organization:

812768059RR0001

8c) Letter of good standing (from head body):

Usually tick the “Attached” box (WAC will provide a letter of good standing to its internal divisions upon approval of their licensing agreement).

Question #9 - Governing documents – Is the organization incorporated:

Usually tick the “Yes” box.

9.1a) Incorporated – Attach a copy of the entire set of incorporating documents, including all amendments:

Usually tick the “Attached” box (WAC will provide a complete set of its official incorporation documentation upon approval of your licensing agreement).

9.1b) By-Laws – Attach a copy of the WAC By-Laws:

Usually tick the “Attached” box (WAC will provide a current copy of its official By-Laws upon approval of your licensing agreement).

9.1c) Certificate of Good Standing or its Equivalent – Attach a copy of WAC’s Certificate of Good Standing from Corporation’s Canada:

Usually tick the “Attached” box (WAC will provide a current copy of its official Certificate of Good Standing from Corporation’s Canada upon approval of your licensing agreement).

Question #10 – Designation:

10a) Has the organization been formed to give more than 50% of its income to qualified donees (e.g. Other Canadian registered charities.)

Usually tick the “No” Box.

10b); 10c); 10d1); 10d2); 10d3) – answer as appropriate for your particular circumstances.

Part 3 – Activities of the Organization

Question #11 – Charitable purposes and activities:

11a) – Describe the organization’s purpose(s) as outlined in its governing documents:

The purpose of Wreaths Across Canada, (City, Province, Cemetery) is:

1. To educate the public, particularly the youth, about the value of Freedom and Democracy and about Canada's role in the preservation of Freedom and Democracy;
2. To remember the fallen of Canada's Veterans and Military Personnel; and
3. To honour those who serve in the Military in support of Freedom and Democracy.

The above will be accomplished by holding an annual Service of Remembrance and Wreath Laying Ceremony at (Name of Cemetery, City, Province), on the first Sunday of December each year whereby members of the public, and in particular local youth, will be asked to lay a real balsam wreath on the headstone of one of Canada's fallen veterans.

11b); 11c); 11d) – answer as appropriate for your particular circumstances.

Question #12 – Fundraising Activities

12a) – Describe the organization’s fundraising activities...:

We will solicit funding from local businesses & individuals as well as use the internet for online donations. (add any other fundraising activities as appropriate for your particular circumstances).

12b) - Has the organization hired, or does it plan to hire, a fundraiser from outside the organization to carry out the fundraising activities:

Usually tick the “No” box.

12c) - Does the organization intend to receive non-cash gifts on a regular basis:

Usually tick the “No” box.

12d) - Is the organisation currently involved with, or have any plans to become involved with, or is it in any way associated with a tax shelter arrangement:

Usually tick the “No” box.

Question #13 – Revenue from the sale of goods, services or use of assets. Does the organization plan to charge fees or receive regular income from the sale of goods or services, or from the use of the organization’s assets:

Usually tick the “No” box.

Question #14 – Political Activities:

14a) - Does the organization intend to undertake any political activities:

Usually tick the “No” box.

Question #15 – Financial transactions with the organization’s officials:

15a) - Has the organization entered into, or does it intend to enter into, any financial, real estate, or other transactions with its officials (e.g. directors/trustees), founders, members, employees, or any person/organization related to these people:

Usually tick the “No” box.

Q#16 – Ownership:

16a) - Does the organization own more than 2% of the outstanding shares of any class of a corporation:

Usually tick the “No” box.

16b) Does the organization currently own any real estate, or does it have any future plans to own real property (e.g. land or buildings):

Usually tick the “No” box.

Part 4 – Financial Information of the organization

Question #17 – Proposed Budget

17a); 17b); 17c); 17d) - Answer as appropriate for your particular circumstances

Part 5 – Information about the organization’s officials:

Question #18 - Listing of information about members of the board of directors/trustees:

Complete all information requested for each member of your board of directors. (Note: per the licensing agreement you must have a minimum of three (3) members on your board of directors - president, secretary, treasurer).

Part 6 – Confidential Information

Question #19 – Physical location of the organization:

Answer as appropriate for your particular circumstances

Question #20 – Physical location of the books and records:

Answer as appropriate for your particular circumstances

Question #21 – Authorized Representative/Contact Person:

Answer as appropriate for your particular circumstances

Part 7 – Final Steps and Certification:

Review the checklist and complete the certification (two officials of the organization must sign the certification as indicated).

NATIONAL HEADQUARTERS

ORGANIZATION CHART - BOARD OF DIRECTORS

