



## The Navy League of Canada British Columbia Mainland Division

HMCS Discovery  
PO Box 45028, RPO Robson Street  
Vancouver BC V6G 0A9



### Sea Cadet Medal of Excellence

Application Deadline: **March 15<sup>th</sup> 2018**

Late applications will not be accepted.

#### 1. Navy League Medal of Excellence

The Sea Cadet Navy League Medal of Excellence shall be awarded annually by each Division to the most proficient Royal Canadian Sea Cadet(s) within the Division. The number of Medals awarded is calculated at 1 per 200 Cadets or part thereof and will be sent out in January with the National Award Quota. The top Cadet in that Division medal shall have a Gold Bar affixed to it (one anchor for Sea Cadets) and worn on the right breast of the uniform. The medal may only be awarded once to a Cadet, but they may have their submission for Sea Cadet of the Year forwarded more than once. The National Cadet of the Year will receive two Gold bars for their medal and the number two Cadet of the Division will become the Division Cadet of the year.

Branches with a Corps with over 60 cadets may submit two (2) applications, IF they feel they have viable candidates.

Branches with corps under 60 cadets may submit only one application per unit.

#### 2. Prerequisites

To be eligible for the Sea Cadet Navy League Medal of Excellence Award, the Sea Cadet must have:

- Attended a minimum of 80% of all activities in the current training year;  
Achieved the rank of Petty Officer First Class or higher;
- Consistently set an outstanding personal example of dress and deportment;
- Demonstrated a thorough grasp of cadet training, as indicated by promotions, and previous awards; and
- Demonstrated good citizenship through community service activities.

### 3. Application / Documentation

Supporting documentation for the Medal of Excellence Award is to be received by BCMD in the following order:

- A **Title Page**; keep it simple; Cadet's name, rank and corps
- Completed /signed **NL104(E)**; signed by the branch president and the nominating officer
- Resume**; that includes rank, cadet experiences and course qualifications, including summer training; (Remember to include community service and athletic achievements as well as high school education)
- Commanding Officer's letter** of recommendation;
- Branch President's letter** of recommendation;
- Cadet essay/autobiography** of how and what the Cadet programme has meant to him / her up to 750 words; ie. explaining a significant *cadet* event or events that have contributed to the success of the individual's cadet experience; this may include summer training, leadership experiences, what the cadet experience means to the individual
- Letters of Recommendation** (letters from peers and family are not appropriate) should include:
  - citizenship
  - volunteer work and/or sports - from Schools, Legion or other interested parties (up to a maximum of six)
  - you may include copies of relevant awards, and certificates that relate to the successes and skills of the cadet; and
- Application must include one **full body photo** of the Sea Cadet in **uniform**.

*Remember the content is what is important, so don't feel pressured to create a work of art. This can be off-putting for applicants, therefore include the requested materials and put it together completely and neatly.*

*If sending by:*

- *email please combine the documents into a PDF in the order outlined above*
- *If mailing a hard copy please place all the documentation in a duo tang or presentation folder in the order outlined above*

[https://navyleague.ca/wp-content/uploads/2016/08/NL21E\\_1\\_Jan-16.pdf](https://navyleague.ca/wp-content/uploads/2016/08/NL21E_1_Jan-16.pdf)  
**page 26** from the NL Administrative Orders is a useful reference.

4. **Send completed applications by email to Bev Lovell – BC Mainland Sea Cadet Chair/Awards and Recognition Chair at [blovell@bcmainland.ca](mailto:blovell@bcmainland.ca)**

If you have any questions please don't hesitate to send me an email.

Bev Lovell

BCMD – Sea Cadet Chair/Awards and Recognition Chair

[blovell@bcmainland.ca](mailto:blovell@bcmainland.ca)