



THE NAVY LEAGUE OF CANADA

Letter of Intent

Date of Request											
Day			Month			Year					
Section 1 - Corps Information											
Corps No.		Corps Name			Corps Location						
Mailing Address				City/Town			Province		Postal Code		
Section 2 - Activity Information											
Activity											
Location					Method of Transportation						
Accommodations						Distance to Activity Location					
Time / Date of Departure				Time / Date of Return							
Time		Day	Month		Year	Time		Day	Month		Year
Section 3 - Officer in Charge											
Last Name			First Name			Rank	Screening Number		Screening Date		
Home Phone#		Cell Phone#			E-Mail Address						
Section 4 - Qualified First Aid Attendant Information											
Last Name			First Name			Rank	Screening Number		Screening Date		
Home Phone#		Cell Phone#			E-Mail Address						
Section 5 - Personnel Attending											
Officers		Cadets		Civilian Instructors		Cadet Volunteers		Adult Volunteers			
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
Section 6 - Commanding Officer Information											
Last Name			First Name			Rank	Screening Number		Screening Date		
Home Phone #		Cell Phone #			E-Mail Address						
Address				City / Town			Province		Postal Code		
Commanding Officer's Signature								Date			
Section 7 - Branch Approval (Required if within 50 Km)											
Branch Representative's Name								Title			
Branch Representative's Signature								Date			
Section 8 - Division Approval (Required if in excess of 50 Km but within the Division Boundaries)											
Division Representative's Name								Title			
Division Representative's Signature								Date			
Section 9 - National Approval (Required if outside of the Division Boundaries)											
National Representative's Name								Title			
National Representative's Signature								Date			

Distribution:

- 1 Copy - Corps File
- 1 Copy - Division NLC Chair
- 1 Copy - Division Commander