



NAVY LEAGUE CADET TRANSFER FORM



Personal Information			
Last Name	First Name	Middle Name	Rank
Address	City	Province	Postal Code
Parent / Guardian Name	Home Phone	Cell Phone	Relationship

(SIGNATURE of Parent/Guardian)

(DATE)

The cadet is in good standing with their current corps. I am in agreement with this cadet transferring to a different Corps/Division of The Navy League of Canada

(SIGNATURE of Commanding Officer)

(DATE)

Transfer Information			
<i>Please see instructions on page 2</i>			
Current Corps #	Current Corps Name	Location (City)	Current Division
Gaining Corps #	Gaining Corps Name	Location (City)	Gaining Division
Uniforms supplied by New Branch: Yes <input type="checkbox"/> No <input type="checkbox"/>		Uniforms transferred to by New Branch: Yes <input type="checkbox"/> No <input type="checkbox"/>	
New Branch to reimburse cost of uniform: Yes <input type="checkbox"/> No <input type="checkbox"/>		Parent to reimburse cost of uniform: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cadet File to accompany the Cadet: Yes <input type="checkbox"/> No <input type="checkbox"/>			

We recommend the above transaction with an effective date as indicated below.		
Current Commanding Officer (print)	Signature	Date
Current Branch President(print)	Signature	Date
Current Division President	Signature	Date
New Commanding Office (Print)	Signature	Date
New Branch President (Print)	Signature	Date
New Division President (Print)	Signature	Effective Date

Distribution : **Losing Corps** **Losing Division**
 Gaining Corps **Gaining Division**

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INSTRUCTIONS FOR COMPLETION

Transfer Information :

- Please ensure that all sections are completed. Missing information will cause delays in processing
- If there is a section that you cannot complete (i.e. you don't have a cellular number then please put a stroke through that box.
- Please print neatly.

Transfer Information :

- Transfer – From : Current Corps/Unit; To : Gaining Corps/Unit

Declaration:

- The declaration must be signed by the Commanding Officer.

Recommendations:

- The previous Corps/Branch/Division must supply recommendation for the transfer.
- The previous Corps/Branch/Division must supply a copy of training and administration files.

Procedure:

1. Applicant is to complete the Personal Information Section and sign the declaration. The form is then to be submitted to the Commanding Officer who verifies personal information and signs for the recommendation.
2. The Branch President verifies that the Volunteer is in good standing in their Division, then signs the recommendation and forwards the application along with all supporting documentation to the Division.
3. The Division verifies that the applicant has received the required files are available for transfer to the new Division. The Division President (or designate) signs their recommendation and forwards the application to the National Office for approval.
4. A copy of this application is to be forwarded to the gaining Division once completed by the losing Division. Paras 1-3 in reverse is to be carried out by the gaining Division. A copy of the member's personnel file is to be forwarded to the gaining unit.
5. A copy of the cadet files may be retained by the losing unit.