



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			
Qualifications (only if valid)									
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