



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