



# THE NAVY LEAGUE OF CANADA

## Letter of Intent

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

### Distribution:

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