



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												
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