****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RR**PROVINCIAL COMMAND** | | |  | |
| **BRANCH INFORMATION SHEET** | | |  |  |
|  |  | |  |  |
| Please complete the information below so we can keep our files current. | | | | |
|  | |  |  | |
| Branch Name & Number | |  | | |
| Mailing Address | |  | | |
| Physical Address | |  | | |
| City/Province | |  | | |
| Postal Code | |  | | |
| Phone | |  | | |
| Fax | |  | | |
| Email\* | |  | | |
|  | | | | |
| ***\*PROVIDE EMAIL THAT ALL CORRESPONDENCE IS TO BE SENT TO\**** | | | | |
|  |  | |  |  |
| What is your yearly Membership Rate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Do you own your building? | | | Yes  No  | |
| What taxes do you pay on your building? (Ontario Branches Only) | | | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Is your branch a licensed premise? | | | Yes  No  | |
| Is your branches term of office: one (1) year two (2) years  | | | | |
| Does your branch employ an office manager/secretary? Yes  No  | | | | |
|  |  | | | |
|  | **Hours of Operation** | | | |
|  | ***From*** | |  | ***To*** |
| Monday |  | |  |  |
| Tuesday |  | |  |  |
| Wednesday |  | |  |  |
| Thursday |  | |  |  |
| Friday |  | |  |  |
| Saturday |  | |  |  |
| Sunday |  | |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Does your branch have a Ladies Auxiliary? | | Yes  No  | |
|  |  |  |  |
|  | **Name** |  | **Home/Cell #** |
| LA President |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Executive Contact Information** | |  |  |
|  | **Name** |  | **Home/Cell #** |
| President |  |  |  |
| 1st VP |  |  |  |
| VP |  |  |  |
| VP |  |  |  |
| Sgt-At-Arms |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
| Poppy Chairman |  |  |  |
| Membership |  |  |  |
| Service Officer |  |  |  |

**Please complete this form and return it to:**

**MB&NWO Provincial Command**

**563 St. Mary’s Road**

**Winnipeg, MB R2M 3L6**

**Or Fax: 204-237-1775**

**Or Email:** [**mblegion@mbnwo.ca**](mailto:mblegion@mbnwo.ca)

**AS SOON AS POSSIBLE**

**Note: Please submit any changes to the Executive Committee after every election.**