

**BC/YUKON COMMAND  
The Royal Canadian Legion**

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January 2, 2025

TO: All Branches  
For Information of Members of Command Executive Council

FROM: Glenn Hodge, Treasurer, and Emily Yuan, Controller, BC/Yukon Command

SUBJECT: **Poppy Assessment and Statement Deadline Reminder**

Memo 01.25

**Reminder: 2024 Poppy Assessment, Special Levy, and Poppy Fund Statement Due January 31, 2025**

Dear Comrades,

We trust you had a joyful and restful holiday season!

This is a friendly reminder that the 2024 Poppy Assessment, Special Levy, and Poppy Fund Statement are due by **January 31, 2025**.

**Key Updates and Requirements**

**Poppy Assessment**

- Beginning in 2024, the PEC has approved a single Poppy Assessment remittance (replacing the previous two).
- Branches must remit 4.5% of all revenues earned between January 1 and December 31, 2024.

**Special Levy**

- A special levy of 3.5% of all Poppy revenues earned in 2024 has been approved by the PEC.
- This levy supports:
  - Recruitment of an additional Service Bureau Officer and Poppy Coordinator, enhancing training and Branch support.

**Poppy Fund Statement**

- Submission of the Poppy Fund Statement is required per the Poppy Manual.
- The reporting period is January 1 to December 31, 2024.

**Note:** You may combine the Poppy Assessment and Special Levy remittance into one cheque, but both the Poppy Assessment form and Special Levy form must accompany the submission.

**Submission Instructions**

To ensure timely submission, please:

1. Complete the attached Poppy Assessment, Special Levy, and Poppy Fund Statement forms.
2. Include Poppy account statements for the period January 1 to December 31, 2024.
3. Submit the completed forms and remittance (cheque) by January 31, 2025.

## **Questions or Support**

If you have any questions or need assistance, please contact the BC/Yukon Command at [info@legionbcyukon.ca](mailto:info@legionbcyukon.ca).

Thank you for your continued dedication to supporting Veterans and their families through these essential initiatives.

In comradeship,

Glenn Hodge and Emily Yuan