



ESSENTIAL ORGANIZER GUIDE

UPDATED MARCH 2024



NO STONE LEFT ALONE®
MEMORIAL FOUNDATION
LA FONDATION COMMÉMORATIVE
AUCUNE PIERRE DANS L'OUBLI

NOSTONELEFTALONE.CA

INCREASE YOUR IMPACT

*Help us to ensure a lasting legacy
of youth remembrance through
giving and fundraising*



Thank you for your interest in participating in our programs and supporting our efforts, and for helping to keep the spirit of remembrance alive.

No Stone Left Alone Memorial Foundation (NSLA) is dedicated to honouring and remembering Canada's veterans. Our unique ceremony provides students and youth with an authentic experience that creates knowledge, understanding and appreciation of those who serve and of the sacrifice of Canada's fallen.

The support of our participants, volunteers and donors is invaluable in inspiring generations to remember and honour our military service.

YOUR FINANCIAL DONATIONS AT WORK

As a registered charity, financial donors are vital to our mission.

These generous gifts allow us to provide our programs and services **at no cost to participants**, and help to cover the costs of program coordination, educational resources, and administration of ceremonies - in addition to providing ceremony assistance including supplies (i.e. wreaths and poppies), equipment rentals, and transportation where needed.

JOIN US IN MAKING A DIFFERENCE

There are so many ways to support us in fostering a lasting tradition of placing poppies on veterans' headstones. Consider a financial gift or host a fundraiser—big or small—in support of No Stone Left Alone.

You can find more information about all the ways to give, on our website.

nostoneleftalone.ca/discover-ways-to-give

Not sure how to get started? We're here to assist! Contact us to discuss your ideas today. giving@nostoneleftalone.ca



CEREMONY SEQUENCE OF EVENTS

1. Greetings and welcome message from NSLA shared.
2. Land acknowledgement (Please share a land acknowledgement that is specific to your site.)

Example: We wish to acknowledge that the land on which we gather is Treaty 6 territory and the traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux People.

3. **O Canada** (English and/or French) is sung or played.
4. **In Flanders Fields** is read.
5. **OPTIONAL: Prayer of Remembrance** is read.
6. **Commitment to Remember** is read.
7. **OPTIONAL: Act of Remembrance** is read by a soldier, cadet or a legion member (if present).
8. **Last Post** is played.
OPTIONAL: Flag is lowered to half-mast (if flagpole is present).

9. Two minutes of silence will be observed by all. NO photos are to be taken by anyone during this minute.
10. **OPTIONAL: Lament (Flowers of the Forest)** is played.
11. **Rouse (Reveille)** is played.
OPTIONAL: Flag is raised to full mast (if flagpole is present).
12. Wreath is placed at the cenotaph. If there is no cenotaph present at the cemetery, the wreath can be placed at a location agreed upon by the ceremony organizers prior to the ceremony.
13. Participants spread out as needed to place poppies at military headstones. Refer to Poppy Placement Protocol.

See pages 6-9 of this guide for more information on ceremony readings and music.



CHECKLIST FOR EVENT LEADS

NSLA events vary in size and formality. Some elements on this list may only be required to accommodate large cemeteries or groups.

Cemetery Considerations

- ❑ Ask permission to hold an event and take note of any logistical requests the cemetery manager may have - including type of poppies, timing of cleanup, etc.
- ❑ Clarify with the cemetery manager the level of involvement they would like to have in the event, and what type of support they are willing to provide.
- ❑ Locate the Veteran headstones that should be honoured during Remembrance week. Speak with the cemetery manager to determine where the stones are located, and how many there are. *See Poppy Placement Protocol document for how to identify veterans headstones at sites where a cemetery manager is not available.
- ❑ Near the date of your event, check in with your cemetery contact to ensure that no internments are scheduled in the area of the cemetery where your event will take place.



Youth Involvement

- ❑ Engage youth. You can reach out to schools near the cemetery, schools with another connection to the site (a particular faith, etc.), home schooling families, youth organizations such as Scouts, Guides and Cadets, or your own family. Consider whether transportation will be needed, or if participants can walk to the site.
- ❑ With your School/Youth Group Lead(s), decide on which date/time the event will be held. NSLA events are typically held during Veterans' Week.
- ❑ Confirm with the school or youth group that transportation has been arranged.
- ❑ Ensure your event is registered at nostoneleftalone.ca/register

Logistics

- ❑ Arrange for the required amount of poppies or poppy alternatives (see Poppy Alternatives activity).
- ❑ **Optional:** Invite any guests of honor you would like to have present. Municipal representatives, Legion representatives, families of veterans, etc.

IMPORTANT

Please note the NSLA guidelines for honouring headstones:

- Please use pinless Legion poppies or handmade poppy alternatives only. (see Poppy Alternatives activity)
- Never apply poppies or stickers to headstones with any kind of adhesive.
- Do not use other commemorative items such as flags in place of the poppy. (You may use small Canadian flags to pre-mark the location of headstones.)
- Additional gestures such as pouring alcohol on the grave are not permitted.

- ❑ Confirm that teachers/youth group leaders have identified student readers and participants.
- ❑ Arrange for someone to take photographs of your event. Ideal photos would include students placing poppies, doing readings, interacting with veterans (if present). *See NSLA Photography Shot List.
- ❑ If you are planning on providing any refreshments, make the necessary arrangements. A common example is hot chocolate for the students. Determine where these will be offered and arrange for setup, takedown, etc. This is another wonderful opportunity for local business sponsorship.
- ❑ Arrange acquiring and transporting wreath(s) to and from the cemetery. Your participating school or groups may want to make a wreath. And/or you can source one from your local Legion. NSLA can provide a ribbon to attach to your wreath. Reach out to national.coordinator@nostoneleftalone.ca to request a ribbon.
**Depending on your arrangement with the cemetery, wreaths and poppies should be removed from the cemetery after November 11. If your wreath was borrowed, it should then be returned. Otherwise you can store it for your next event.*
- ❑ If you require any other equipment (tent, stage, podium, sound equipment), we suggest you contact those vendors to make reservations by no later than October 1st. Check with these suppliers if they would consider donating the use of the equipment for your ceremony.

Post Ceremony Tasks

- ❑ Have all youth participants share their thoughts and feelings about the event in the reflection letter templates provided.
- ❑ Submit the post event materials including photos/videos, reflections, event summary here: [Submit Post Event Summary](#)



FINANCIAL DONATIONS TO NSLA

There are so many ways to support us in fostering a lasting tradition of placing poppies on veterans' headstones. Consider a financial gift or host a fundraiser—big or small—in support of No Stone Left Alone. Please refer to page 2 of this guide for more information on how you can increase your impact.

No Stone Left Alone Memorial Foundation is a registered charity with Canada Revenue Agency. Registration number: 822125506 RR 0001

Donations to the Foundation can be made at canadahelps.org/en/dn/100213.

Cash and in-kind donations over \$20 are eligible for charitable donation tax receipts.

For questions regarding donations and fundraising, please contact giving@nostoneleftalone.ca.

CONTACT INFORMATION

Should you have any questions about your event, please reach out to our National Coordinator.

National.Coordinator@nostoneleftalone.ca

NSLA Office Mailing Address

No Stone Left Alone Memorial Foundation
11420 107 Avenue NW
Edmonton, AB
T5H 0Y5

Phone: 780-917-8855

Website

www.nostoneleftalone.ca

CHECKLIST FOR SCHOOL/YOUTH GROUP LEADS

- ❑ Book school buses if needed. If financial assistance is needed to ensure transportation to the event, you may apply for funding to the [NSLA Ceremony Assistance Fund](#).
- ❑ Have your students complete any school field trip forms, as well as the NSLA Student Release Form. Submit Student Release Forms to NSLA by mail or via upload here: [Submit Student Release Forms](#)
- ❑ Discuss with your Event Lead regarding who will source or make the wreath and pinless poppies (or poppy alternatives) for your event. Consider making a wreath and/or poppies - see the Poppy Alternatives activity for more information.
- ❑ Plan, organize, and discuss the various elements of the event with your students, your Event Lead and any other parties involved in the event.
 - Identify student(s) and other individuals who will be involved in the various ceremony components (readings, music, wreath laying, flag bearers etc.) as per the ceremony Sequence of Events.
 - Confirm arrival/departure timings with all those involved in the event.
- ❑ Review the Poppy Placement Protocol with your students, and remind them of the importance of being respectful while at the cemetery.
- ❑ If you have a volunteer photographer, ensure they are made aware of any student photography consent issues. Ensure that all photographers are aware no photos are to be taken during the observed 2 minutes of silence.
- ❑ Plan with your students to write Letters of Reflection as soon after the ceremony as possible. Your students' reflections are integral to NSLA!
- ❑ Submit Letters of Reflection to NSLA by mail or via upload here: [Submit Reflection Letters](#)

NSLA CLASSROOM RESOURCES

Expand your NSLA experience into the classroom with this in-depth resource, including links to curriculum concepts.

The ability to make a personal connection to the Canadians we honour in our events can be challenging for many young people.

This resource fosters that connection, by linking personal stories and reflections from those students who have already experienced the No Stone Left Alone Remembrance Day program to stories and contexts around the veterans and soldiers they honour.



DOWNLOAD THE RESOURCES AT nostoneleftalone.ca/educator-resources

CEREMONY MUSIC

If you can locate a trumpeter/bugler and/or a bagpiper for the musical components that is wonderful!! If not, you can play recorded versions of the music over wireless speakers, or other portable sound system. Even a smartphone will work for smaller gatherings.

If you choose to use portable/mobile devices to play the music, we would like you to use authentic versions of *O Canada*, *Last Post*, *Lament (Flowers of the Forest)* and *Rouse*. Some examples are found below:

Last Post

[Listen/Download](#)

Lament/Flowers of the Forest

[Listen/Download](#)

Rouse

[Listen/Download](#)

Sheet music for *Last Post* and *Rouse* are attached on the following pages. Other versions of these pieces, as well as *Flowers of the Forest*, can also be found online.



Last Post

Musical score for 'Last Post' in 2/4 time. The score consists of five staves of music. The first staff begins with a dynamic marking of *mf*. The music features a mix of quarter, eighth, and sixteenth notes, with some notes marked with accents. The final measure of the fifth staff is marked with *rit.* (ritardando).

Rouse (Reveille)

Musical score for 'Rouse (Reveille)' in 2/4 time. The score consists of three staves of music. The first two staves feature a rhythmic pattern of eighth notes with accents. The third staff begins with a rest followed by a triplet of eighth notes, indicated by a '3' below the notes.



CEREMONY READINGS

IN FLANDERS FIELDS

John McCrae

In Flanders fields the poppies blow
Between the crosses, row on row,
That mark our place; and in the sky
The larks, still bravely singing, fly
Scarce heard amid the guns below.
We are the Dead. Short days ago
We lived, felt dawn, saw sunset glow,
Loved, and were loved, and now we lie
In Flanders Fields.
Take up our quarrel with the foe:
To you from failing hands we throw
The torch; be yours to hold it high.
If ye break faith with us who die
We shall not sleep, though poppies grow
In Flanders Fields.

AU CHAMP D'HONNEUR

adaptation du poème IN FLANDERS FIELDS

*Au champ d'honneur, les coquelicots
Sont parsemés de lot en lot
Auprès des croix; et dans l'espace
Les alouettes devenues lasses
Mêlent leurs chants au sifflement
Des obusiers.*

*Nous sommes morts,
Nous qui songions la veille encore
À nos parents, à nos amis,
C'est nous qui reposons ici,
Au champ d'honneur.*

*À vous jeunes désabusés,
À vous de porter l'oriflamme
Et de garder au fond de l'âme
Le goût de vivre en liberté.*

*Acceptez le défi, sinon
Les coquelicots se faneront
Au champ d'honneur.*

PRAYER OF REMEMBRANCE

Eternal God, creator and sustainer of all humanity,
we thank you . . .

For all who have labored for liberty, justice and
peace, for those who have given themselves in
defense of freedom, mercy and good faith among
the nations, and

For those who in life and death have protected
our lives and through whose sacrifices we have
prospered.

As we hold the dead in continual remembrance,
enable us to walk with clean hearts, determined
wills and great hope.

And help us to preserve the peace and fairness
they defended.

We pray with hope and trust in your mercy and
grace.

AMEN

PRIÈRE DU SOUVENIR

*Dieu éternel, créateur de toute l'humanité, nous
vous remercions...*

*Pour ceux qui ont œuvré pour la liberté, la justice
et la paix, pour ceux qui ont fait don de soi en
défense de la liberté, la pitié et la paix entre les
nations, et*

*Pour ceux qui ont protégé nos vies, à la vie, à
la mort, et à leur sacrifices grâce auxquels nous
prospérons.*

*Tandis que nous tenons les défunts en mémoire
perpétuelle, permettez-nous d'avancer le cœur
net, la volonté déterminée et avec espoir.*

*Aidez-nous à préserver la paix et l'égalité qu'ils
ont défendu.*

*Nous prions avec espoir et avons confiance en
votre grâce et miséricorde.*

AMEN

STUDENT – COMMITMENT TO REMEMBER

They were young, as we are young They served, giving freely of themselves
To them, we pledge, amid the winds of time, To carry their torch and never forget.
We will remember them

Response: We will remember them

PROMESSE DE SE SOUVENIR

*Ils étaient jeunes, jeunes comme nous,
Ils ont servi, donnant généreusement d'eux-mêmes. Nous leur promettons, en dépit du temps qui
passe, De porter le flambeau et de ne jamais oublier.
Nous nous souviendrons d'eux.*

Réponse: Nous nous souviendrons d'eux.



ACT OF REMEMBRANCE

They shall not grow old as we that are left grow old, age shall not weary them,
nor do the years condemn.
At the going down of the sun and in the morning... we will remember them.

Response: We will remember them.

ACTE DU SOUVENIR

*Ils ne vieilliront pas comme nous, qui leur avons survécu.
Ils ne connaîtront jamais l'outrage ni le poids des années.
Quand viendra l'heure du crépuscule et celle de l'aurore,
nous nous souviendrons d'eux.*

Réponse: Nous nous souviendrons d'eux.