

Appendix 4**ENROLMENT CEREMONIES****Where:**

Since an enrolment ceremony is to recognize achievement, it should be staged in a public area where relatives, friends and members of the community can attend.

Factors

- | | |
|-----------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> seating | <input type="checkbox"/> cloakrooms |
| <input type="checkbox"/> parking | <input type="checkbox"/> accessibility for the physically handicapped |
| <input type="checkbox"/> indoors/outdoors (weather) | <input type="checkbox"/> lighting |
| <input type="checkbox"/> refreshments | <input type="checkbox"/> P. A. system |
| <input type="checkbox"/> washrooms | |

Who:

In addition to a broad St. John Ambulance membership attending, consider the following:

- | | |
|------------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Provincial/Area level officers or staff | <input type="checkbox"/> users of Brigade service |
| <input type="checkbox"/> Divisional President (if applicable) | <input type="checkbox"/> general public |
| <input type="checkbox"/> family members | <input type="checkbox"/> past members - reunion |
| <input type="checkbox"/> civic dignitaries | <input type="checkbox"/> media |
| <input type="checkbox"/> mayor | |
| <input type="checkbox"/> members of council | |
| <input type="checkbox"/> police and fire chiefs | |

Decide how it will be conducted

- | | |
|----------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> sequence of events | <input type="checkbox"/> prayers |
| <input type="checkbox"/> music | |
| <input type="checkbox"/> who will give the address | <input type="checkbox"/> Enrolling Officer |

Note: The Order of St. John in Canada is non-denominational. Any prayers used should reflect the ecumenical nature of the local membership.

Note: The Enrolling Officer may be the Divisional Superintendent or another officer designated by a senior authority, preferably a Brigade Officer with Junior, Cadet or Crusader responsibility.

Decide how it will be advertised

- invitations to members, family, special guests
- pre-ceremony press coverage
- media coverage during the event

Administrative elements

- practice rehearsal

Note: A rehearsal may assist youth to understand what will happen and what is expected of them. You may wish to spend some time during the previous meeting explaining the ceremony.

- ensure first aid coverage is available
- organize Badges and/or Enrolment Certificates to present
- prepare and have an event budget approved
- arrange catering and/or refreshments
- arrange photographer
- design and print programs
 - general program for guests
 - detailed program for organizers
- distribution of programs
- arrange P.A. system, lighting etc.
- prepare seating plan for VIPs/ room layout

CADET ENROLMENT CEREMONY

See **StJCI 2-3-1** on *Membership*

The Cadet Enrolment Ceremony is an important event for individual Cadets/Crusaders who qualify for their certificate of membership.



See **Sample 6** *Consent Form for Membership*

Eligibility for Enrolment

Youth aged 11 to 15 years of age, who hold a valid Emergency First Aid Certificate and have written consent of their parent or guardian.

When:

The ceremony should be held no later than six months after members' qualifying dates.

CEREMONY**Introduction**

The Enrolling Officer welcomes the parents and friends of the new Cadets, and any other guests and invites guests to take pictures if they so desire. Cadets to be enrolled are drawn up in a line and the Enrolling Officer explains the Enrolment procedure and talks about membership.

Example:

Today you are being enrolled as members of The St. John Ambulance Brigade. This is an important day in your lives because you have decided to give part of your time to the service of others. Those of you who are to be enrolled today will wear on your uniform a White Cross. The White Cross you will wear is the symbol of those virtues which are represented in the four arms: Prudence, Justice, Temperance and Fortitude. This cross has been the badge of the members of The Order of St. John for hundreds of years and is worn today by people in many different countries. When you receive your Badge you will become part of a world-wide family that stretches back into history. Wear it with pride, and never do anything that will cause people to think badly of it.

The Enrolling Officer will enroll the cadets by asking:

Do you promise, to be loyal to your country, to live honorably, to be honest in all you say and do, to help others in need, and to do your duty as a member of the St. John Ambulance Brigade?

To which the cadets reply:

I promise

If there is an official, they can reach over and shake hands with the new member, congratulate them and present them with their Badge/Enrolment Certificate.

The Enrolling Officer will then welcome the Cadets as members of St. John Ambulance and will ask them to repeat the Code of Chivalry:

THE CODE OF CHIVALRY IS:

I Promise:

To Serve God.

To be loyal to the Queen and to my Officers.

To observe the Mottoes of the Order which are:

Pro Fide - For the Faith; and

Pro Utilitate Hominum - For the Service of Mankind.

To be thorough in work and play.

To be truthful and just in all things.

To be cheerful and prompt in all that I do.

To help the suffering and the needy; and

To be kind to all animals.

Finally the Enrolling Officer will conclude the proceedings.

Example:

As a member of the _____ Cadet Division, you will find a spirit of friendship, which will help you carry out your duties and to enjoy them as part of a team. You have become part of a great tradition today. Enjoy being a member of the St. John Family: make friends, work hard to learn new skills, discover the joy of helping others. Take pride in the Division to which you belong, and in the uniform and badge which is your right to wear. I invite everyone to stand and give a round of applause to congratulate the new Cadets.

JUNIOR ENROLMENT CEREMONY



Source **St. John Ambulance Ontario Council Junior Program Manual, 1991**

The Junior Enrolment Ceremony is a good opportunity to “show off” to parents what the Juniors have been doing and present Juniors with their Junior Level Badges and Certificates for levels completed and Enrolment Certificates for Juniors who have joined since the previous award ceremony.

The Junior Enrolment Ceremony can be a Divisional event attached to a Cadet/Crusader awards ceremony.



See **Sample 6 Consent Form for Membership**

Eligibility for Enrolment

Youth aged 6 to 10 years of age, who have written consent of their parent or guardian.

When:

The ceremony should be held no less than annually. Consider holding a weekend event to accommodate the needs of the Junior members and their parents attending.

CEREMONY

Introduction

The Enrolling Officer welcomes the parents and friends of the new Juniors, and any other guests and invites guests to take pictures if they so desire. Juniors to be enrolled are drawn up in a line close to and facing the parents and invited guests. The Enrolling Officer explains the Enrolment procedure.

Example:

Today you are being enrolled as members of The St. John Ambulance Brigade. As Juniors, you will make new friends, and you will learn to work with others through participation in the Junior Program. This program consists of a number of levels, with awards being given as each level is completed.

The Enrolling Officer will enroll the children by asking all Juniors to repeat after him/her the St. John Junior Promise.

To which they repeat:

I promise:

To be thorough in work and play

To help my family and friends

To be kind to all animals

To be cheerful and prompt in all that I do

To be truthful and fair in all things

If there is an official, they can reach over and shake hands with the new member, congratulate them and present them with their Badge/Enrolment Certificate.

The Enrolling Officer will then welcome the Juniors as members of St. John Ambulance:

Example:

We welcome you into the great St. John Ambulance Family, and we are proud to have each and every one of you join us as St. John Juniors, and learn what St. John is all about.

Finally the Enrolling Officer will conclude the proceedings.

Example:

You have become part of a great tradition today. Enjoy being a member of the St. John Family: make friends, have fun, discover the joy of helping others. Take pride in the sash and badges which are your right to wear. I invite everyone to stand and give a round of applause to congratulate the new Juniors. Congratulations to each of you!