

Sample 12**MEETING PLAN GUIDES****JUNIORS**

The following is a guide for a St. John Junior Training Meeting based on a 2 hour meeting.



Adapted from
*St. John Ambulance,
Ontario Council,
JUNIOR PROGRAM Manual,
1991*

TIME	ACTIVITY	Person RESPONSIBLE	ACTIONS		EQUIPMENT
6:00 p.m.	Welcome	MJ	Greet participants		
	Attendance	Penny	Read out and check off names		list of names, pen
	Inform	MJ	Tell participants what is going to happen during the meeting		
6:05 p.m.	Training Session #1	Mohamud	Level 1	First Aid, class 7	bandages
		Carlos	Level 2	General Knowledge, class 3	books, pencils
		MJ	Level 3	Health & Caring, class 14	
6:30 p.m.	Craft Session	Mark	Explain and show "how to"		walnuts, paint, string
6:55 p.m.	Break		Refreshments		
7:00 p.m.	Games	May	Explain and lead participants		Chalk and string
7:25 p.m.	Training Session #2	Mohamud	Level 1	Safety, class 5	video
		Carlos	Level 2	Communication, class 2	video
		MJ	Level 3	General Knowledge, class 1	books
7:50 p.m.	Closing Ceremonies	MJ	Lead group		
	The Junior Promise				
	Announcements	Carlos	Read next week's activities		
	Clean-up	ALL	Put away equipment and clean up premises		
8:00 p.m.	Meeting Ends		Finish on time		

For a 1.5 hour meeting, subtract five minutes from the teaching time of each activity, and adjust the presentation of the material in the lesson accordingly.

CADETS and CRUSADERS

The following is a guide for a St. John Cadet and Crusader Training Meeting based on a 2 hour meeting.

TIME p.m.	ACTIVITY	Person RESPONSIBLE	ACTIONS		EQUIPMENT
6:00	Welcome	Cadet Sgt.	Greet participants		
	Attendance	Crusader	Read out and check off names		Roll book, list of names, pen
	Inform	Div. Training Officer	Tell participants what is going to happen during the meeting		Review Ground rules
6:15	Training Session #1	Div. Training Officer	<i>New Members</i>	Lifting Tech. and Transp.	Review techniques & play game
			<i>Cadets</i>	Rescue Relay	Create improvised stretchers & play game
			<i>Crusaders</i>	Help instruct Cadets	
6:50	Break	Crusader	Refreshments		Canteen
7:05	Training Session #2	Div. Training Officer	<i>New Members</i>	General Knowledge class	video
			<i>Cadets</i>	Duke of Edinburgh/ Grand Prior's Badge	
			<i>Crusaders</i>	Plan weekend hike	
7:45	Closing Ceremonies	Cadet NCO	Lead group		
	The Cadet Code of Chivalry	ALL			
	Announcements	Cadet Sgt.	Read next week's activities Highlights of DID YOU KNOW?		DID YOU KNOW? Sheets
	Community Service assignments	Crusader	Read assignments		Community Service Record Book
	Clean-up	ALL	Put away equipment and clean up premises		
8:00	Meeting Ends		Finish on time		

For a 1.5 hour meeting, subtract five minutes from the teaching time of each activity, and adjust the presentation of the material in the lesson accordingly.