



St. John Ambulance Council for Ontario Memorandum

To: Branch Chairmen, Branch Honours & Awards Chairmen, Board of Directors
Council Committee Chairmen, District Chairmen, Area Commissioners, Brigade
Units, District Managers

From: John C. Hayter, Chairman Honours & Awards Committee

Subj: SUBMISSION – ADMISSION & PROMOTION IN THE ORDER

Date: January 24, 2001

Please make the form available to all Branch members, Brigade members and Instructors

Enclosed you will find **step by step** specific instructions on how to complete comprehensive submissions for Admission or Promotion within the Order of St. John, along with the 2002 Submission Form. **It is essential that submissions follow these guidelines in order to be accepted by Council Honours and Awards committee and Priory.**

Please keep in mind that your submissions must clearly paint a picture of the candidate and the good work they do for the Branch and/or St. John Ambulance as a whole. The criteria is clearly identified in this submission package and should be followed closely and in detail to ensure a good submission. Unfortunately, the Branch Honours and Awards Committee will not be notified in advance of submissions that are deferred. Priory has advised that recommendations on old, scanned, or different forms will not be accepted. **Please discard any old forms you may have on file.**

Submissions of nominated candidates must be kept confidential until approved by Priory. Subsequent to approval, the nominee will receive a personal letter from the Chancellor and at that time, the nominee is asked to accept or decline the honour. **Please do not contact St. John Council for Ontario asking for verification of awards.**

The final submission date for Admission to and Promotion within the Order of St. John is **4:30 pm Thursday, MAY 31st, 2001. Extensions or late submissions will not be considered.** Submissions must be submitted with the "Submissions Summary - Priority Ranking" form. A copy of the current form is attached.

Additional forms are available upon request in email version, or a diskette in Wordperfect or Word Format. Should you have any questions or need clarification on the instructions or the forms, please do not hesitate to call Gail Opaleyчук (x242) at St. John Council for Ontario.

Please note: Priory will be issuing the names of those who have received official sanction for Admission and Promotion for 2001 within the next few weeks. This information will be forwarded to the Branch Chairman & Honours & Awards Chairman to assist in decisions for this year's 2002 submissions.

A handwritten signature in black ink that reads "John C. Hayter".

JCH/go
att.

RECOMMENDATION FOR ADMISSION/PROMOTION IN THE ORDER FOR 2002

1. Council/Special Centre

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2. Candidate's Merit Order Ranking _____ of _____

3. Candidate Mr. Mrs. Miss Ms. Other Rank/Title _____

Surname		Given Name in full (underline name used)		
Present Grade in the Order	Year of Admission or Last Promotion	Date of Birth (for Grades II and III only)		
Post Nominals	Language Preference	<input type="checkbox"/> English	<input type="checkbox"/> French	

4. Addresses (Indicate preferred mailing address with *)

Residence	Telephone
	Postal Code
Business/employer	Telephone
	Postal Code

5. Recommended for Admission Promotion

Grade VI Grade V Grade IV Grade III Grade II
 Esquire Serving Officer Commander Knight/Dame

Height for Knight/Dame _____ (Mantle requirements)

6. Instructions

Please indicate in item #2 the Order of Merit based on recommendations submitted in each grade.

Indicate the present grade in the Order, and the year of admission or last promotion. The following guidelines are recommended:

Promotion to Officer	1 year as Serving Brother/Sister
Promotion to Commander	3 years as Officer
Promotion to Knight/Dame	6 years as Commander

Length of service in the Order or its Foundation, does not in itself warrant admission or promotion. Quality and quantity of work during such service are the important factors.

7. Citation

Please complete sections (a), (b) and (c) in point form and include dates.

(a) Positions held with St. John Ambulance

(b) Accomplishments and achievements within these positions

(c) Honours and Awards

(d) Basis for Nomination.

A concise typewritten or printed paragraph is required. It should explain the qualifications and characteristics of the nominee and the degree of work performed in support of or in the furtherance of the work of the Order.

Please refer only to accomplishments since the applicant's last promotion or admission. A separate page may be attached if more room is needed.

8. Signatures

Recommended by Date

Chairperson Date
Branch Honours and Awards Committee

Branch/Special Centre Chairperson Date

Chairperson Date
Council Honours and Awards Committee

Council President or
Special Centre Chairperson* Date

**HONOURS AND AWARDS
SUBMISSIONS SUMMARY
PRIORITY RANKING**

BRANCH : _____ TOTAL
SUBMISSIONS: _____

KNIGHT/DAME: _____

Commander

Priority #1 _____
#2 _____
#3 _____

Officer

Priority #1 _____
#2 _____
#3 _____
#4 _____
#5 _____
#6 _____

Serving

Priority #1 _____
#2 _____
#3 _____
#4 _____
#5 _____
#6 _____

PVOT

Priority #1 _____
#2 _____
#3 _____
#4 _____
#5 _____
#6 _____
#7 _____
#8 _____

Authorizing Signatures:

(Branch Chair + Honours & Award Chair\Provincial Commissioner + Area Commissioner\President)

Signature _____

Signature _____

Print _____

Print _____

Title/Date _____

Title/Date _____

Initials of Council
Chairman of Honours & Awards

Initials of Council
President

Step by step Instructions for completing the attached
Recommendation for Admission and Promotion
in The Most Venerable Order of the Hospital of St. John of
Jerusalem

Review and identify all candidates within the organizational structure who may be eligible or deserving of admission or promotion. Longevity should not be a deciding factor.

Sections

1. Identify the Council or Special Centre presenting the submission.
2. Note the candidate's Priority Ranking on the submission form and also on the Priority Ranking form based on each grade submissions.

3. Candidates

Check an appropriate title block, or provide rank title/title in the preferred form. Ensure surnames and names are legible, in full, and spelled correctly. Indicate the present Grade in the Order, and year promoted to that grade. For Knights, Dames and Commanders the date of birth is required.

4. Addresses

Full residence and business mailing addresses including postal code, place an asterisk alongside the address to receive mailings.

5. Recommended Appointment

Check the appropriate boxes for admission or promotion and grade. State height for Knights, Dames and Commanders.

6. Instructions

As indicated on Recommendation form. Grand Priory recommends observing the following guidelines:

Serving Member to Officer	1 year
Officer to Commander	3 years
Commander to Knight/Dame	6 years

*** In Ontario a PVOT must be received prior to admission.**

7. Citation

All citations must be ***typewritten or completed in neat printing using a BLACK pen.*** Ensure full name and address, including postal code and telephone number is provided. Also indicated preferred address (*).

7(a) year and positions,

Example: 1994 Brigade Staff Officer; 1996 Branch Treasurer

7(b) accomplishments

Example: has successfully recruited 4 new members in 1996;
increased training revenues by 10%

7(c) honours & awards

Example: 1985 - Lifesaving Certificate,
 1990 - 5000 Hrs Public Duty Certificate,
 1995 - Branch Chairman's Award

7(d) basis. This section is very important.

The citation (Section 7d) must be at least **two** or more paragraphs in length. The citation supports the reason for promotion and the worthiness of the candidate for this honour. In addition to some background information on the candidate, the citation should explain the qualifications or characteristics of the candidate, and the kind and degree of work he/she has performed in support of or furtherance of the Order. **Be descriptive. Please refer only to accomplishments since the applicant's last admission or promotion.** Submissions should be discussed with the person in the Branch, Area or Council who can best validate the candidate's experience. Length of Service to the Order does not in itself warrant admission or promotion. Quality and quantity of work during such service are the important factors and should be well documented and detailed

8. Signatures Required

Forms must be signed by the proper authorizing signatures. Paid personnel are not eligible as valid signatures.	
INDIVIDUAL BEING RECOMMENDED	AUTHORIZED SIGNATURES
Branch Supporters	Branch Honours and Awards Chairman and Branch Chairman
Branch Volunteers	Branch Honours and Awards Chairman and Branch Chairman
Branch Honours and Awards Chairman	Branch Chairman and District Chairman
Branch Chairman	Branch Honours and Awards Chairman and District Chairman
Instructor/TRC	Branch Chairman and Branch Honours and Awards Chairman
Branch Staff	Branch Chairman and Branch Honours and Awards Chairman
Area Commissioner	District Chairman and Provincial Commissioner
Area Staff	Area Commissioner and Provincial Commissioner
District Chairman	Area Commissioner and VP Branch Liaison
Fellowship Members	Fellowship Chapter Chairman and Ontario Fellowship Chairman
Council Committee Chairman	Council Honours and Awards Chairman and Council President
Council Committee Member	Council Committee Chairman and Council Honours and Awards Chairman
Council Supporters	Council Committee Chairman and Council Honours and Awards Chairman
Council Instructor	Recommendation made by Manager Training and Signed by Council Honours and Awards Chairman and Council President
Council Staff	Council Committee Chairman and Council Honours and Awards Committee Chairman
Unauthorized signatures will result in an application being rejected. Submissions not following these guidelines will not be accepted by the Honours & Awards Committee. Submissions will not be returned and you will not be notified of their non acceptance.	