



PROVINCIAL COMMISSIONER'S DIRECTIVE

Directive No.
06/98

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Supersedes
01/94

Subject

PROFICIENCY BADGES, NUMERALS AND CERTIFICATES

Direction

In an attempt to better facilitate Divisions in the presentation of Proficiency Badges, Numerals and Certificates, the following process will commence on 1 July 1998.

1. Each division with cadets/crusaders will be able to order on demand a stock of Proficiency Badges, Numerals and Certificates from the St. John Council for Ontario *Stores Department* using the attached ***Proficiency Badge/Certificate Order Form***. This form must be used for ordering. No phone orders will be accepted.
2. Upon a cadet completing the requirements for a proficiency badge, the division will prepare the badge certificate and arrange for an appropriate venue to present the certificate, badge/numeral. It is important that the information on the certificate be carefully prepared in a proper manner (i.e. laser printer, typewriter, or calligraphy).
3. The division will send the counterfoils from the awarded certificates (attached to base of certificates - sample attached) with the attached ***Proficiency Badge Report Form*** to the Brigade Community Services Department at Council.
4. Council will process the counterfoils and return a copy of the Proficiency Badge Report Form to the division to acknowledge processing.
5. Council will also maintain records and audit the categories and numbers of badges issued to each cadet/crusader, as well as submit applications to National Headquarters for the Grand Prior's Badge when all requirements have been met.

It is hoped that this procedure will permit divisions to present Proficiency Badges, Numerals and Certificates in a timely manner.

Authority