

## **AWARDS**

### **ELIGIBILITY FOR SERVICE AWARDS**

1. Eligibility for service awards is the requirement for a Brigade member to qualify for a year of credit towards the Service Medal of the Order. Changes in eligibility are retroactive only to 1 January 1996. Eligibility is determined as follows:
2. *Qualification Procedures*— in order to earn eligible status, members must perform at least sixty hours of Brigade service annually. Brigade service includes voluntary hours spent on community service of any type, administration duties on behalf of the Brigade, and training sessions. Brigade service for Cadets includes voluntary community service of any kind and training sessions, which may consist of First Aid training, leadership training and work on Cadet Proficiency Subjects.
3. *Eligibility for Year of Enrolment*— members must meet the criteria of active participation as described in paragraph 2 within the calendar year.
4. *Leave of Absence*— Members who are unable to carry out their Brigade duties for a period of three to twelve months, because of sickness, travelling, personal business, employment or education, may apply to the Provincial/Territorial Commissioner for a leave of absence.

### **SERVICE AWARDS**

5. National Headquarters is financially responsible for badges for all national service awards, the Cadet Proficiency program, and the Grand Prior's Badge program. Service Bars may be processed by either National or Provincial Headquarters. The Service Medal of the Order, Bars to the Service Medal and the Grand Prior's Badge will be issued by National Headquarters. The Cadet Proficiency Badge and numbers, the Cadet Service Stripes and Stars and the Special Service Shield are issued in bulk to Provincial Headquarters by NHQ Stores.
6. A *Service Bar* is given to Adult and Crusader members for each completed three years of eligible service. The award is one bar for three years, two bars for six years, and three bars for nine years.

Councils may choose to administer the three, six and nine year Service Bars. If they do so, they must forward a list of all Service Bar recipients to NHQ, indicating the recipient, the recipient's unit number, and the level of the award received. NHQ will then ship the appropriate number of bars to the Council for distribution.

7. The *Service Medal of the Order* will be awarded to Brigade members who have completed twelve years of eligible service. The final recommendation for awards of the Service Medal of the Order to Brigade members whose twelve years of eligible service is comprised solely of Brigade service rests with the National Commissioner.
8. *Silver and Gilt Bars to the Service Medal* are awarded for each successive five years of eligible service. The Service Medal, Bars, medal ribbon and crosses are worn as follows for years of eligible service:

12 years	Service Medal, Ribbon
17 years	Service Medal and 1 Silver Bar, Ribbon and 1 Silver Cross
22 years	Service Medal and 2 Silver Bars, Ribbon and 2 Silver Crosses
27 years	Service Medal and 3 Silver Bars, Ribbon and 3 Silver Crosses
32 years	Service Medal and 1 Gilt Bar, Ribbon and 1 Gilt Cross

For every 5 years additional service, add 1 Gilt Bar, 1 Gilt Cross

These awards will be presented free of charge by National Headquarters, but if they are lost there will be a charge for replacement.

9. *Service Stripes and Stars* are awarded to Cadets for each year of eligible service:

1 year	one black and white Stripe
2 years	two black and white Stripes
3 years	a Service Star (removal of two previously awarded Stripes)
4 years	a Service Star and one Stripe
5 years	a Service Star and two Stripes
6 years	two Service Stars (removal of two previously awarded Stripes)
7 years	two Service Stars and one Stripe

Eligible Cadet service qualifies for service to the Service Medal of the Order upon transfer to Adult/Crusader status. However, Cadets may not wear the Adult/Crusader awards. Crusaders may continue to wear the Cadet Service Stripes and Stars up to the time they receive the one bar Service Award (removal of Cadet awards).

## **THE ORDER AND PRIORY AWARDS**

10. Brigade members, as a result of their service performed in support of the Order, may be recommended for Order or Priory Awards. These awards are described in StJCI 1-4.

## CADET PROFICIENCY PROGRAM

11. The Proficiency Program exists as a way to motivate youth in the Brigade, as a vehicle for developing a broad range of skills, and to encourage Cadets to achieve proficiency in a number of subjects. It is designed to occupy the interest of Cadets over a number of years and to help develop individual competence and confidence.
12. Cadets and Crusaders may obtain Proficiency Certificates by qualifying in any of the subjects listed (see Annex A). No more than four Proficiency Certificates may be awarded in any calendar year.
13. Provincial/Territorial Headquarters will issue the Proficiency Certificate and retain the counterfoils. When the individual has successfully completed twelve proficiency subjects, the counterfoils will be forwarded to National Headquarters to support an application for the award of the Grand Prior's Badge. For detailed information on the Grand Prior's Badge, see StJCI 1-4-3.
14. Upon earning the first Proficiency Certificate, Brigade youth are entitled to wear the Proficiency Badge. Each additional Certificate earned is indicated by wearing the appropriate numeral above the Proficiency Badge. Once the individual qualifies for the Grand Prior's Badge, the Proficiency Badge and numerals will no longer be worn.

## LINK BADGE PROGRAM

15. The Link Badge program is to recognize the service and continuity of youth members from one program to another. There are three link badges: Link One recognizes membership completed in the Junior program, Link Two in the Cadet program, and Link Three in the Crusader program.
16. **Eligibility:** To be eligible for a link badge, a Brigade member must serve a minimum of at least one year of active service in the corresponding portion of the youth program. It is not necessary for a member to take part in all portions of the youth program to qualify (eg. someone joining the Brigade as an adult, who at one time spent a minimum of a year as a Junior, is eligible to receive the Link One badge). Any currently active Brigade member is eligible to apply for receipt of a link badge(s).
17. **Process:** Anyone with a minimum of at least one year active service in any of the three youth programs (Juniors, Cadets, Crusaders) may apply to their Council using the *Application for Link Badge* (see Annex E) or written verification. Application should not be made unless transition from one youth program to another, or to the Adult program, has taken place. The Council will issue the appropriate link badge(s) for presentation, which should be carried out during an awards night, inspection or other appropriate occasion.

18. **The Award:** The link badge is comprised of three separate small badges, each with three links (one white, two red) embroidered on it from left to right. Link One's white link is on the left, Link Two's white link is in the middle, and Link Three's white link is on the right. The award is worn on the right side of the uniform, centered immediately above the name tag. Individuals earning this award are entitled to wear the badge(s) on their uniform for as long as they remain entitled to wear the Brigade uniform.

### **SPECIAL SERVICE SHIELD**

19. The Special Service Shield is awarded by the Provincial/Territorial Commissioner to Cadets who have completed a minimum of 200 voluntary hours of service to the community as a Cadet. The badge is red, printed with the number 200. On completion of each additional 200 hours of voluntary service, a service shield badge will be awarded as follows:

400 hours	green, printed with the number 400
600 hours	blue, printed with the number 600
800 hours	bronze, printed with the number 800
1000 hours	silver, printed with the number 1000
1200 hours	gold, printed with the number 1200

20. The Special Service Shield is awarded only to Brigade youth from 11 to 15 years of age. It may not be worn by members of Adult divisions or by Cadet Officers.
21. All forms of service must be arranged or approved by the Cadet's own Divisional Superintendent. Cadets may qualify for service as indicated in paragraph 2.

### **VOLUNTARY COMMUNITY SERVICE CERTIFICATES**

22. Voluntary Community Service Certificates recognize the accumulation of specific periods of voluntary Brigade service by adult or crusader members of volunteer services.
23. Upon completion of the first 100 hours of service, a certificate signed by the Provincial/Territorial Commissioner will be issued by the Provincial/Territorial Headquarters. A sticker for 100 hours will then be affixed to the certificate. Additional stickers will be issued by the Provincial/Territorial Headquarters for 250, 500, 750, 1000, 1500, 2000, 2500, 3000, 3500, 4000 and 4500 hours of service.

24. Upon completion of 5000 hours of service, a certificate signed by the National Commissioner will be issued by National Headquarters. A sticker for 5000 hours will then be affixed to the certificate. Additional stickers will be issued by the Provincial/Territorial Headquarters for 5500, 6000, 6500, 7000, 7500, 8000, 8500, 9000 and 9500 hours of service.
25. Upon completion of 10000 hours of service, a certificate signed by the Chancellor will be issued by National Headquarters. A sticker for 10000 hours will be affixed to the certificate. Additional stickers will be issued by the Provincial/Territorial Headquarters in increments of 500, beginning with 10500 hours of service, and up to 14500 hours
26. Special certificates will be issued by National Headquarters in increments of 5000, beginning with 15000 hours of service. Stickers will not be affixed to these certificates.

### **PRIORY SUPERIOR PERFORMANCE CERTIFICATE**

27. Priory awards, in the form of an illuminated certificate, may be awarded annually to the outstanding Adult and Cadet divisions of each council. Divisions comprised mainly of Crusaders may compete for either the Adult or Cadet award at the discretion of the Provincial/Territorial Commissioner.
28. As awards are made on a council basis, Provincial/Territorial Commissioners must establish their own standards and criteria for judging the winner in each category. If all divisions in any one category fail to meet the minimum standards, no winner need be declared in that category.
29. National Headquarters must be informed by 15 March of each year of the division number, name and location for the winning divisions in each category. Awards will be issued by Priory to the Provincial/Territorial Commissioner for presentation on an appropriate occasion.

### **UNIT RECOGNITION**

30. The long service of Brigade units at the Area and Divisional levels is recognized officially following the completion of each 25-year period of service to the community.
31. Recognition is in the form of a certificate, sponsored at intervals as follows:

25 years	Provincial/Territorial Commissioner
50 years	National Commissioner
75 years	Chancellor
100 years	Prior

32. It is recommended that each 25-year milestone be used as a publicity vehicle to promote St. John within the community, and to attract, motivate and retain members in the Brigade.
33. Provincial/Territorial Commissioners are requested to apply to National Headquarters on behalf of units with sufficient accumulated service, up to six months prior to the official date. The date from which qualifying service is calculated for units that have been created from two or more units is the earliest registration date of the former units. Application can be made using the memorandum at Annex B.

### **THE ALICE ALBERTA RITCHIE AWARD**

34. The Alice Alberta Ritchie Award is awarded to a Division or for combined effort by a group of Divisions or Areas (adult and/or youth) for exceptional service, possibly in the event of a major disaster, emergency, epidemic or for a particularly enterprising and successful form of public service.
35. Application must be made no later than 30 April of the year following the calendar year in which the incident occurred. Late entries will not be considered. Application must be in the form of a written request to the National Commissioner, signed by the appropriate Provincial/Territorial Commissioner, and accompanied by supporting documentation.
36. The selection committee for this award will be comprised of the National Commissioner, one or more of the National Officers of the Brigade as appointed by the National Commissioner, and the Director of Volunteer Support.
37. The Alice Alberta Ritchie Award is a silver bowl, which was presented in 1953 by Mrs. Thomas (Kathleen) Gilmour, MBE, GCStJ, in memory of her mother, Mrs. Harold Ritchie, DStJ, a former member of the Ontario Council, and District Superintendent (N) for the Toronto District. The silver bowl will be engraved with the name of the winning unit, and will be sent, together with a keeper plaque, to the appropriate Council for presentation at a suitable occasion. The silver bowl must be returned to NHQ c/o the Director of Volunteer Support, no later than 30 April of the year following presentation.

### **RETIREMENT**

38. Members of the Brigade who have earned the Service Medal of the Order, and/or served at a senior level may be recognized for their dedicated service when they give up Brigade membership.

39. *Retirement Letter* — the National Commissioner will recognize the contribution of every member who has accumulated a minimum of twelve years eligible service (earned the Service Medal of the Order) during their Brigade career through a personal letter. The Provincial/Territorial Commissioner should apply on behalf of the retiree to the National Commissioner, at least two months prior to the retirement date. Submissions for retirement letters should be made on the form at Annex C, including pertinent honours and appointments, and any other specific items of interest that may help the National Commissioner to personalize the letter to the retiring member.
40. *Retirement Certificate* — the National Commissioner will recognize the contribution of any member, on their retirement, who has served the Brigade in the ranks of CSS and above. The Provincial/Territorial Commissioner should submit a written request to the National Commissioner on behalf of the retiree, being sure to include their name, last office within the Brigade, Area or Council, date and language preference (English/French) of the retiree.

### **COUNCIL AND LOCAL AWARDS**

41. Provincial/Territorial Councils are encouraged to develop additional awards for Council and local levels, in order to promote excellence of service and retention of members.

### **LAURIN SUGGESTION AWARD PROGRAM**

42. The explanation and procedures for the Cyrille and Elaine Laurin Suggestion Award Program are outlined in Annex D. They were formerly issued as StJCI 4-6.