



St. John Ambulance Saint-Jean

Council for Ontario

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***** IMPORTANT – TIME-SENSITIVE INFORMATION – PLEASE READ CAREFULLY *****

TO: Community Services Unit Leaders
FROM: Brian Cole, Provincial Manager, Community Services
c. District Commissioners, Branch Managers
DATE: December 2003
RE: **2003 COMMUNITY SERVICES UNIT ANNUAL REPORT & ATTESTATION PROCESS -
DUE FEBRUARY 15th, 2004**

Attached is a blank Community Services Unit Annual Report (formerly Annual Return or BF2) for the year ending December 31, 2003. In order that your members receive the recognition they have earned during 2003, and as part of our risk management procedures, these forms must be returned to Council's Community Services Department by **February 15, 2004**.

Unit Annual Reports must be completed for all Youth and Adult units, in Patient Care Services, including Campus Response and SAR Teams, and Community Care Services (i.e. Therapy Dogs). Active auxiliary members must also be included where they exist.

The Annual Report must be submitted directly to the Council Office upon completion. Please remember that promptness and accuracy are critical to the success of an effective program. A copy of your completed report must also be forwarded to your District Commissioner and Branch, for information purposes.

The top portion of the form provides a summary of the unit's information, to assist in compiling statistical data. The main portion of the form to be completed will have information on each ACTIVE member currently with your unit. The following information is to be entered on the form:

- i. Name (*last name, first name*)
- ii. National ID number (*if known, if not known-ignore*)
- iii. Member Type (*e.g. adult patient care, therapy dog, youth, leader, etc.*)
- iv. Hours of Service (*voluntary community service*) for the year. This is a breakdown of all community service hours, including applicable service, training and admin. hours.
- v. Course Type - this is information on applicable courses taken in 2003 only (*see bottom of the Annual Report for appropriate acronyms for Standard Level First Aid, Emergency Level First Aid and BTS Levels 1, 2, etc.*).
- vi. Comments – additional information or comments

Remember to forward with the Annual Report a completed Membership Form and Police Records Check for any active member whose membership forms, etc. was not forwarded in advance.

The only signature that is required on the form is that of the applicable leader of the unit originating the Annual Report. Community Services Units are asked to forward a copy of the completed Annual Report to their District Commissioner and Branch.

In addition to the Annual Report, we have also attached an Attestation Form that must be completed by each member in the Unit (one form per member - photocopies of the blank form can be made, or additional forms can be requested from the Community Services Department at Council). As you are aware, police record checks are no longer routinely required for those who have previously submitted a police record check.

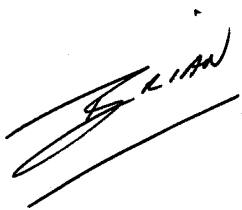
All members age 18 (eighteen) years of age and older are however, required to annually attest in writing (using the Attestation Form) to notifying their immediate supervisor and the Manager, Community Services, St. John Council for Ontario, if, since the last record check or attestation, their driver's license has been suspended or restricted for any reason, if they became the subject of any criminal investigation or if any charges were brought against them, even if the charges are pending.

The member will complete the form and return the form to the member's supervisor e.g. unit leader. Failure to complete and return the forms will result in the suspension of non-compliant members.

The member's supervisor will forward, no later than February 15, 2004, these completed forms in a sealed envelope marked "Confidential" along with the Annual Report to the Manager, Community Services at the Council office for review.

It is important that each member of your Unit have the opportunity to review their information contained in the annual report that you are submitting on his or her behalf. Each year too many members are not properly credited for their service due to inaccurate information being processed. If you have any questions or concerns, please contact Jackie Sobers-Nedd, Member Services (Records) Clerk at 1-800-268-7581 x.228 or by email at jsobers-nedd@on.sja.ca.

As we embark on what we hope will be another successful year, we would like to thank you for your service and support over the past year.

A handwritten signature in black ink, appearing to be 'J. Sobers-Nedd', written over a horizontal line.