



St. John Ambulance

Council for Ontario

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NEW INFORMATION

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

TO: Branch Managers, Branch and Community Services Unit Leaders
FROM: Brian Cole, Director, Community Services
DATE: December 2006
NEW RE: 2006 BRANCH & AFFILIATED COMMUNITY SERVICES UNIT ANNUAL REPORT –
DUE FEBRUARY 1, 2007

BRANCH & AFFILIATED COMMUNITY SERVICES UNIT ANNUAL REPORT

NEW

Attached is a blank Branch and affiliated Community Services Unit Annual Report (formerly Annual Return or BF2) for the year ending December 31, 2006. In order that your volunteers receive the recognition they have earned during 2005, and as part of our risk management procedures, **this form must be submitted to your Branch Manager no later than February 1, 2007. Branch Managers will be responsible for forwarding this information to Council's Community Services Department no later than February 15, 2007.** Branches and Community Services Units - Please retain copies in a secure location for your own records. **There should be one separate form for branch board/non-CS volunteers and separate forms for each Community Services Unit.**

NEW

Branch Board and Unit Annual Reports respectively must be completed for all Branch Board (board/non-CS volunteers) and Community Services Units (CS volunteers) including Medical First Response Services, Youth Services, Therapy Dog Services, Campus Response Teams, SAR Teams and Car Seat Safety Teams.

The Annual Reports must be submitted to your Branch Manager upon completion. Please remember that promptness and accuracy are critical. This report will then be forwarded by the Branch Manager to Council's Community Services Department.

NEW

The top section of the form provides a summary of the Branch board or unit's information, to assist in compiling statistical data. New this year is the requirement for Unit Event totals (e.g. 36 duties, 45 TDog visits, etc.) The main portion of the form to be completed will require information on each ACTIVE volunteers currently with the Branch board or CS 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-leave blank*)
- iii. Member Type (*e.g. board or non-CS volunteer, patient care [MFR], therapy dog, youth, leader, etc.*)
- iv. Hours of Service (*voluntary service*) for the year. This is a breakdown of all branch and/or community service hours, including applicable direct community service, training and admin. hours. **Note: Branch Board (non-CS) volunteer hours should be recorded as Admin. Hours.**

- v. Course Type - this is information on CS-related applicable courses taken in 2005 only (*see bottom of the Annual Report for appropriate acronyms for Standard Level First Aid, Emergency Level First Aid, CPR, AED and AMFR1*).
- vi. Qualifying Service – for provincial office use only – leave blank
- vii. Comments – additional information or comments (please use reverse or separate sheet if necessary)

Remember to forward with the Annual Report a completed Membership Form and Police Records Check (if applicable) for any active member whose membership information was not forwarded in advance.

The only signature that is required on the form is that of the applicable leader of the branch or unit respectively originating the Annual Report.

Once completed the form is a confidential document and should be treated as such.

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 to ensure that they receive credit for their service. If you have any questions or concerns related to the Annual Report, please contact Jackie Sobers-Nedd, Member Services (Records) Clerk at 1-800-268-7581 x228 or by email at jsobers-nedd@on.sja.ca.

ATTESTATION PROCESS

In addition to the Annual Report, Council's Human Resources Department has sent out attestation forms that all St. John Ambulance members must complete and return to Council's Human Resources Department.

If you have any questions or concerns related to the attestation process please contact the Human Resources Administrator, Paula Anglin at 1-800-268-7658 x237 or via e-mail: panglin@on.sja.ca.

As we embark on another successful year, we would like to thank you for your service and support over the past year and your continued commitment to your communities.

A handwritten signature in black ink, appearing to read 'P. Anglin', is written over a horizontal line. A vertical red line is positioned to the right of the signature.

