

Step by step Instructions for completing the attached
Honours Nomination Form
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. Grand Priory recommends observing the following guidelines:

Serving Member to Officer	3 years
Officer to Commander	3 years
Commander to Knight/Dame	5 years

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

Submitting Council

Identify the Council presenting the submission.

Candidates Information

Indicate appropriate title block, (ie: Mr./Mrs/Ms./Capt./Maj.) Ensure First and Last names are legible, in full, and spelled correctly. Indicate the **present Grade** in the Order, and year promoted to that grade. For those being admitted **identify year candidate received a PVOT in the “year of last promotion” box. For Knights, Dames and Commanders the date of birth is required.**

Please also check the “Unity” system to identify if the candidate has a Unity reference number.

Please identify the complete **home** address for the candidate. (Do not identify a Branch address or business address). **Telephone numbers (home and business) must be included.**

Nomination

Please identify whether for admission or promotion and identify which level submission is for.

Citation

Basis for Nomination

All information must be ***typewritten or completed in neat printing using a BLACK pen.***

Identify the different roles/responsibilities that the candidate has assumed, and explain how the nominee fulfils the criteria for admission or promotion. Citation should be at least two paragraphs in length. Showcase the candidate’s contributions, the quality and quantity of work, volunteer service, and contribution of time, skills and resources, as well as their ongoing involvement and commitment to St. John Ambulance and/or the Order of St. John. If identifying community service with organizations outside of St. John, indicate how that affiliation has benefited St. John Ambulance. If listing committee meetings in which the individual has participated, please indicate the individual’s contribution to the meeting process (mere attendance is not a relevant factor). **Be descriptive. Refer only to accomplishments since the applicant's last promotion.** (remember, length of service does not, in itself, warrant promotion in the Order).

Note: Submissions for St. John staff would be considered for “sustained quality of service above and beyond the call of duty” for which the employee **did not receive compensation in any material form (overtime pay, time off etc.)** The candidate’s immediate supervisor or department head must recommend the employee for admission or promotion.

**Very
Important**

Summary Citation

This section must be completed. The summary citation is a brief summation (100 words or less) of the reason for the submission. This summary should be concise and suitable for public use (Investitures and web publication). **(Failure to complete will result in the submission not being accepted).**

Signatures Required

All Honours Nominations Forms must be signed by the following:

Nominator

Branch Chairperson

Provincial Chair, Honours & Awards

Provincial Board Chair

(If a Branch Chair is being submitted the Vice Chair would sign the submission form.)