

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 or Special Centre presenting the submission.

Merit Order of Ranking

Note the candidate's Priority Ranking on the submission form and also on the Priority Ranking form based on each grade submissions. (Local Honours & Awards Committee only)

Admission/Promotion

Check the appropriate boxes for admission or promotion and grade.

Candidates

Indicate appropriate title block, or provide rank title/title in the preferred form. 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.**

Addresses

Full residence and business mailing addresses including postal code; place an asterisk alongside the address to receive mailings. **Telephone numbers must be included**

Citation

All citations must be **typewritten or completed in neat printing using a BLACK pen.** Identify different roles/responsibilities candidate has assumed. Examples of information required:

CServices Staff Officer	1994	Branch Treasurer	1999
CServices Area Officer	1996	Branch Chairman	2002

Basis for Nomination

The summary should be at least **two** or more paragraphs in length. The citation supports the reason for promotion and the worthiness of the candidate for this honour. In addition to some background information on the candidate, the citation should explain the qualifications or characteristics of the candidate, and the kind and degree of work he/she has performed in support of or furtherance of the Order. **Be descriptive. Refer only to accomplishments since the applicant's last admission or promotion.** 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).

Very Important!

Length of Service to the Order does not in itself warrant admission or promotion. Quality and quantity of work during such service are the important factors and should be well documented and detailed.

Examples: has successfully recruited 4 new members in 1996;
 Increased training revenues by 10%

If identifying community service with organizations outside of St. John, indicate how that affiliation has benefited St. John Ambulance

You may also wish to indicate any special awards or recognition received during tenure. For example:

1985 - Lifesaving Certificate,
 1990 - 5000 Hrs Public Duty Certificate,
 1995 - Branch Chairman's Award

Note: Submissions for St. John staff must be accompanied by documentation of their volunteer hours in support of the Order. Describe the type of service and the approximate hours provided. Volunteer service is defined as service for which an individual **does not** receive a salary or time in lieu of money.

Very Important!

Nominations of candidates with no previous support of St. John Ambulance or the Order **must** Document how the Branch/Council intends to use the individual's skills to support the organization.

Signatures Required

All Honours Nominations Forms must be signed by the Branch Chairperson and/or Branch Honours & Awards Chairperson.

For District submissions, and others outside of the Branch structure, please use the following guidelines.

INDIVIDUAL BEING RECOMMENDED	AUTHORIZED SIGNATURES
Branch Volunteers/Supporters/Instructors/Staff	Branch Honours & Awards Chair/ Branch Chair
Branch Honours and Awards Chairman	Branch Chair/Board Member
Branch Chairman	Branch Honours and Awards Chair/Board Member
District Commissioner	Branch Chair/ Branch Honours & Awards Chair/Prov. Commissioner
District Staff	District Commissioner/Provincial Commissioner
District Chairman	Branch Chair/Branch Honours & Awards Chair/VP Branch Liaison
Fellowship Members	Fellowship Chapter Chairman/Ontario Fellowship Chairman
Council Committee Chairman/Council Supporters	Council Honours & Awards Chair/Council President
Council Committee Member	Council Committee Chair/Council Honours & Awards Chair
Council Staff	Council Committee Chair/ Council Honours & Awards Committee Chair/CEO

HONOURS AND AWARDS
SUBMISSIONS SUMMARY & PRIORITY RANKING

BRANCH : _____

TOTAL SUBMISSIONS: _____

Please sign here if the Branch does not intend to submit any names for Admission/Promotion this year, and RETURN THE FORM to Council:

Branch Chair : _____

KNIGHT/DAME: #1 _____
#2 _____

Commander

Priority #1 _____
#2 _____
#3 _____
#4 _____
#5 _____
#6 _____

Officer

Priority #1 _____
#2 _____
#3 _____
#4 _____
#5 _____
#6 _____

Serving

Priority #1 _____
#2 _____
#3 _____
#4 _____
#5 _____
#6 _____

PVOT

Priority #1 _____
#2 _____
#3 _____
#4 _____
#5 _____
#6 _____
#7 _____
#8 _____

Authorizing Signatures:
(Branch Chair + Honours & Award Chair)

Signature

Print

Title/Date

Signature

Print

Title/Date

**THIS FORM MUST ACCOMPANY ALL SUBMISSIONS TO COUNCIL FOR ONTARIO
THIS FORM MUST BE RETURNED SIGNED IF NO SUBMISSIONS ARE TO BE PUT FORWARD**

NEW!

Honours Nomination Form

Candidate's Name _____

10. Basis for Nomination: *(A concise statement of the qualifications, accomplishments, achievements and characteristics of the nominee and the degree of work performed in support of or in the furtherance of the work of the Order.*

Please refer only to accomplishments since the nominee's last promotion or admission.

11. Privacy Policy

St. John Ambulance is committed to the privacy of personal information contained within this nomination form. The personal information provided will be used to determine eligibility for admission or promotion of the nominee in the Order of St. John. The information is confidential and will not be released by the Secretary of the Order, without the consent of the nominator. Following notification of the candidate of their admission and/or promotion, the information will be retained at St. John Ambulance National Office for 2 years. Information for nominees not approved for admission or promotion is destroyed following admission and promotion notification to the Councils. For information about St. John Ambulance's Privacy Policy, please contact our Privacy Officer at St. John Ambulance National Office, 1900 City Park Dr., Suite 400, Ottawa, ON, K1J 1A3 or by e-mail privacyofficer@sjamb.ca.

12. Supporting Signatures

Chairperson / Branch
Honours & Awards Committee

Date

Council President or
Chairperson, Special Centre

Date

PLEASE SEND COMPLETED FORMS TO:
Provincial / Territorial Council or Special Centre
Honours and Awards Committee

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