



St. John Ambulance Saint-Jean

Council for Ontario

46 Wellesley Street East
Toronto, Ontario M4Y 1G5
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1-800-268-7581
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Conseil de l'Ontario

46, rue Wellesley est
Toronto, Ontario M4Y 1G5
Téléphone: (416) 923-8411
1-800-268-7581
Télécopieur : (416) 923-4856

DATE: January 2002

TO: District Commissioners, District Chairs, District Managers, Branches, Patient Care Provider Units, Therapy Dog Units, Youth Units, Campus Response Teams

FROM: Community Services Department

RE: ***Volunteer Administrative Development (VAD)***

The Community Services Department of the St. John Council for Ontario is hosting volunteer development courses in various districts throughout 2002.

The VAD courses offered are designed to provide ***basic*** administrative development to volunteer Community Service leaders (or potential leaders) ***age 18 years and older***, throughout Ontario. While the primary target group is Community Services, topics are designed to be of interest to all St. John Ambulance members that interact with Community Services (e.g. Committee Chairs, Staff, etc.)

The following are the topics that will be covered in this course:

Organizational Structure and Function	Meeting Management
Honours and Awards (including youth awards)	Program Planning
Community & Customer Service	Managing Community Service Finances
Administration/Forms Management	Position Descriptions
Ceremonies and Special Events	Recruitment, Screening, Respect and Retention

This exciting and informative course has been well received in various parts of Ontario and is being offered in ***Central-West District***, February 15, 16, 2002 at the St. John Ambulance, Cambridge Branch Office, 56 Jaffray Street, Cambridge, ON.

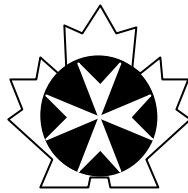
The course will begin promptly at 9:00 a.m. each morning and will finish at 5:00 p.m. on the first day, and 4:00 p.m. on the second day.

A coffee break will be provided each morning and afternoon, and lunch will be provided each day, but ***participants will be responsible for their own travel and accommodation arrangements and costs***. Participants will be provided with all course materials.

Dress for the course is **casual**.

Please note that each participant must be present for the entire course in order to be eligible for a completion certificate. Attendance on the course is limited so please return registration forms to the Community Services Department no later than 4:30 p.m. on ***February 4th, 2002***. To confirm receipt of registration call 1-800-268-7581 ext. 282 and ask for Wendy.

For more information, please contact Brian Cole, Manager, Community Services at: 1-800-268-7581 ext. 243.



**VOLUNTEER ADMINISTRATIVE DEVELOPMENT
REGISTRATION FORM**

February 15, 16, 2002

**Course Location: St. John Ambulance, Cambridge Branch Office, 56 Jaffray Street, Cambridge,
ON.**

To: Community Services Department
St. John Council for Ontario
46 Wellesley Street East
Toronto, ON M4Y 1G5
Fax: (416) 923-4856
Email: wrudnik@on.sja.ca

Application MUST be fully completed

Name: _____ Address: _____

Unit/Branch: _____ City/Town: _____

Phone (Home): _____ Postal Code: _____

Phone (Work): _____ Fax: _____ Email: _____

Type of Volunteer (e.g. patient care provider, therapy dog member, etc.): _____

Age: _____ Length of Time with St. John: _____

Position: _____ Length of time in that Position: _____

Previous Position: _____

Previous Leadership/Management Course? Yes / No St. John Employment

Other (please specify): _____

If yes to Previous Leadership/Management Course, please specify course content:

Special dietary or other needs:

Note: participants must be 18 years of age or older

To confirm receipt of registration call 1-800-268-7581 ext. 282 and ask for Wendy