

Brigade Community Services Resource List

Oct. 1998

Brigade Community Service information is available through the Brigade Community Services Office at the St. John Council for Ontario, Tel. 1-800-268-7581:

Brian Cole, Provincial Chief Staff Officer, ext. 243

Carolyn Droz-Finlayson, Administrative Assistant, ext. 282

Jackie Sobers-Nedd, Member Services (Records) Clerk, ext. 228

Legend

Documents containing Brigade related information listed below:

BGR = Brigade General Regs.(being replaced by SJCI) BMH = Brigade Members Handbook
CLM = Camp Leadership Manual DPG = Provincial Brigade Disaster Planning Guide
OP = Council Branch/Brigade Operations Manual ORD = Knowledge of Order Proficiency Manuals
PCD = Provincial Commissioner's Directives SJCI = St. John Canada Instructions Part 2
YLM = Youth Leaders Manual YRB = Youth Record Book

Council departments that provide Brigade related materials (or information not in above documents):

ADM = Administration BCS = Brigade Community Services BL = Branch Liaison
FIN = Finance HA = Honours & Awards MIS = Mgt. Information Systems
PR = Public Relations STORES = Stores TRG = Training

Where do I find information related to?

Subject

Reference

Account Information, Council related	FIN
Administration Manual, Branch/Brigade 1992, Copies of	ADM
Administration, Personnel	SJCI 2-8-1, PCD 4/98
Administration, Unit	SJCI 2-8-2, PCD 4/98
Administrative Positions, Officers in	SJCI 2-3-1
Advanced First Aid Badge Directive	PCD 5/92
Age Requirements, Members	SJCI 2-3-1
Aid de Camp, Brigade, Guidelines	BCS
Annual Report (Return)	SJCI 2-8-1, PCD 4/98
Appointment (Rank) Codes	SJCI 2-8-1, PCD 4/98
Appointment, Provincial confirmation of	PCD 8/91 (under review)
Appointment/Promotion Efficiency	PCD 10/91
Appointments and Rank Designations	SJCI 2-2-2, PCD3/98, PCD 4/98
Appointments, Approval of officer	BCS
Appointments, Length of	BCS
Area Cadet Officer Directive	PCD 3/92
Auxiliary Members, Membership Requirements	SJCI 2-3-1
Awards, Brigade Service (adult/youth)	SJCI 2-6-1, BMH Ch.3, YRB
Awards, Information re: Council's	OP Ch.4
Awards, Information re: Order	SJCI 2-6-1, SJCI Part 1-1-4, BMH Ch.3
Awards, Information re: Others	SJCI 2-6-1, BMH Ch.3
Awards, Processing Brigade	BCS
Awards, Processing Order	HA
Awards, Voluntary Community Service	SJCI 2-6-1, PCD 1/97
Badges on Sweaters Directive	PCD 4/96
Badges, Brigade, Information related to	BMH

Badges, Youth, Information related to	YRB
BAP Exams (copies of - for Area Training Officers only)	BCS
Barrier Devices (infection)	SJCI 2-4-7
Branch Boards (General Information)	OP Ch.3
Branch Development, Information related to	BL
Branch Support to Brigade	OP 0202-02
Branches, Relationship to Brigade	SJCI 2-2-2
Brigade Assessment Process (BAP)	SJCI 2-4-2
Brigade Forms Manual, Copies of	STORES
Brigade Forms, Copies of	STORES
Brigade General Regulations, Copies of	STORES
Brigade Manuals, Copies of	STORES
Brigade Members Handbook, Copies of	STORES
Brigade Organization	SJCI 2-2-2
Brigade Supplies/Uniform Accoutrements (purchase of)	STORES
Brigade Training System (BTS), for patient care services	SJCI 2-4-1, BMH Ch.2
Brigade Unit Establishment	PCD 3/98
Brigade Unit Software, General information & copies	BCS
Brigade Unit Software, Troubleshooting	MIS, BCS
Brochures/PR materials (procuring)	PR
BTS Certification (policies)	SJCI 2-4-5
BTS Evaluators (policies)	SJCI 2-4-4
BTS Instructors (policies)	SJCI 2-4-3
BTS Level 1,2,3 Standards Guides, Copies of	STORES
BTS, Questions and Answers to, Copies of	BCS
Budget Inquiries/Info., Areas/Provincial Brigade	BCS
Cadet NCO Leadership Course Reference Material	BCS
Cadet Special Service Shield Information	SJCI 2-6-1, YLM, YRB, BMH Ch.3
Cadet Website, Ontario	www.sja-ontario-cadets.org
Cadets (General Information)	YLM, BMH, YRB
Camp Leadership Accreditation (General Information)	CLM, YLM
Camp Leadership Accreditation (Processing)	BCS
Camp, Adult (non-Brigade) Assistants at	PCD 7/98
Camp, Cadet, Information	PCD 13/91, PCD 14/91, PCD 3/95, CLM
Camping Leadership Manual, Copies of	STORES
Campus Response Teams (Guidelines)	PCD 5/98
Ceremonial, Brigade related	BGR Ch.13
Chaplains, Brigade	PCD 1/95
Charitable Registration Numbers	FIN
Communication (General Information)	BGR Ch.15
Community Care Services, Membership Requirements	SJCI 2-3-1
Community Needs Assessment Information	SJCI 2-7-1
Community Service, New initiatives inquiries	BCS
Competition, Ontario Open (Guidelines/Registration)	TRG
Competition, Patient Care Rules, Copies of	BCS
Competition, Patient Care Scenarios, Copies of	BCS
Conference, Ontario Council (General Information)	PR
Contact List/Phone Numbers, Branches in Ontario	BCS, BL, ADM
Contact List/Phone Numbers, Brigade in Ontario	BCS
Corporate Graphic Standards Information	PR
Critical Incident Stress Management Team List, Provincial	BCS
Critical Incident Stress, Brigade Course Materials	BCS
Critical Incident Stress, Brigade Instructor List	BCS
Did You Know? Information Sheets, Copies of	BCS
Disaster Planning Guide, Provincial Brigade, Copies of	STORES
Disasters & Emergency Preparedness	SJCI 2-7-5, DPG, BCS

Disbanding a Unit, Information related to	SJCI 2-8-2
Discipline Procedures	SJCI 2-9-3
Discrimination (filing a complaint with Executive Director)	ADM
Discrimination (General Information or copies of policy)	BCS
Division, Establishing a Youth	YLM Ch.4
Division, Maintaining a Youth	YLM Ch.5
Dress Guidelines, Brigade	BMH Ch.2
Dress Guidelines, Youth	YRB
Drill Information	BCS
Duke of Edinburgh's Award	YLB
Duties, Brigade (i.e. Community Service)	SJCI 2-7-2, BGR Ch.8, BMH Ch.2
Duties, Brigade Personnel on	SJCI 2-7-2
Duty, Personnel on	SJCI 2-7-2
Efficiency (Now known as 'Qualifying Service')	SJCI 2-6-1
EMCA, Qualification Bar	PCD 12/91
Enrolment Ceremony, Youth	PCD 4/91, YLM
Evaluation of Brigade Service	SJCI 2-7-2
Fellowship (Overview)	SJCI 2-1-5
Finance & Accounts (General Information)	BGR Ch.11
Finance, Council related information	FIN
Financial Management, Brigade Manual, Copies of	BCS
Financial Statements, Council related	FIN
First Aid Kit Contents (General Information)	SJCI 2-7-2, OP 0204-06
First Aid Post, Contents (General Information)	OP 0204-07
First Aid Post, Setting Up	SJCI 2-7-2
Forms Manual, Copies of	STORES
Fundraising, General Information	BCS, BL
Funerals, Brigade Participation at	BCS
Grievance Procedures	SJCI 2-9-3
Harassment (filing a complaint with Executive Director)	ADM
Harassment (General Information & copies of policy)	BCS
Honours and Awards Manual, Copies of	HA
Hours, Volunteer, Required for Qualifying Service	SJCI 2-6-1
Hygiene (infection)	SJCI 2-4-7
Immunization	SJCI 2-4-7
Infection, Risk of Viral	SJCI 2-4-7
Instructor Development, Association	TRG
Instructor, Association Records	TRG
Insurance, General Information	SJCI 2-6-2
Insurance, Member Liability Information	BCS
Insurance, Property Information	ADM
Insurance, Provision of Patient Care on duty	SJCI 2-6-2
Insurance, Volunteer Accident Claim (info/processing)	BCS
Interviewing, General Guidelines	SJCI 2-9-2
Junior Manual, Copies of	STORES
Knowledge of the Order Proficiency Manuals, Copies of	STORES
Knowledge of the Order	BMH Ch.3, YLM Appendix, YRB, ORD
Leaders Guide, Brigade, Copies of	STORES
Leaders Guide, Youth, Copies of	STORES
Leadership Courses	BCS
Logo (Corporate Graphic Standards) Information	PR
Marketing Support, Overview	SJCI 2-6-3
Medals, non-St. John, Purchasing Information	BCS
Medals, St. John Miniature Purchasing Information	STORES
Medals, Wearing of Miniature Purchasing Information	BCS
Medical Information Form	CLM, YLM

Medical Officers, Brigade	PCD 5/95
Medications, Administration of	PCD 2/98
Membership Form (Overview)	SJCI 2-8-1, PCD 4/98
Membership Requirements, (all member types)	SJCI 2-3-1
Mess Kits, Brigade, Guidelines	BCS
Mobile First Aid Units (Contents – General Information)	OP 0204-05
Mobile First Aid Units (General Information)	OP 0204-03
Music, St. John Council for Ontario	BCS
National Brigade Officers – Overview	SJCI 2-2-1
NCOs, Appointment and Promotion	BGR Ch.6, PCD 3/98 (under review)
Officers, Appointment and Promotion	BGR Ch.5, PCD 3/98 PCD 8/91 (under review)
Operational Reviews, General Information	ADM
Operations Manual, Branch/Brigade 1992, Copies of	ADM
Order of St. John (General Information)	BMH Ch.3, YLM Appendix, YRB, ORD
Patient Care in Private Homes Directive	PCD 1/92
Patient Care Record Form, Copies of	STORES
Patient Care Records (Overview)	SJCI 2-7-4
Patient Care Records, Release of	PCD 5/96
Patient Care Services, Membership Requirements	SJCI 2-3-1
Permanent Staff, Relationship to Brigade	SJCI 2-3-1
Photo ID, applications, Copies of	STORES
Photo ID, processing	BCS
Physical Limitations (related to Patient Care Services)	SJCI 2-3-1
Police Record Checks	SJCI 2-9-2, PCD 7/98
Position Descriptions, Brigade Officers, Copies of	BCS
Prayers, St. John	BCS
Privacy of Information	SJCI 2-1-2
Proficiency Badges/Certificates (procuring)	STORES
Proficiency Badges/Numerals/Certificates Directive	PCD 6/98
Proficiency Program (General information)	SJCI 2-6-1, YLM, YRB, BMH Ch.3
Proficiency Program Manual, Copies of	STORES
Property & Equipment Information	BGR Ch.12
Protocol/Etiquette Information	BCS
Provincial Commissioner's Directives, Copies of	STORES
Provincial Commissioner's Directives, Status of	PCD 1/98
Provincial Headquarters (General Information in SJCI)	SJCI 2-2-2
Qualifying Service Information	SJCI 2-6-1
Radio Equipment Directive	PCD 7/91
Records, Provincial Brigade	BCS
Recruitment, General Information	BCS
Registration of a Unit	SJCI 2-8-2
Requests for Brigade Service	SJCI 2-7-2
Responsibility Levels (General Overview only)	SJCI 2-9-1
Retirement	SJCI 2-3-1
Screening Process	SJCI 2-9-2
Special Service Shield	SJCI 2-6-1, YLM, YRB, BMH Ch.3
St. John Ambulance (General Information)	SJCI 2-2-1, BMH Ch.1, YLM
St. John Ambulance Association	SJCI 2-2-1
St. John Ambulance Brigade	SJCI 2-2-1
St. John Ambulance in Canada	SJCI 2-2-1
St. John Council for Ontario (General Information)	ADM
St. John Enterprises (General Information)	ADM
Standard Financial Operating Procedures, Copies of	FIN
Stores Price List, Copies of	STORES
Supplementary List	BGR Ch.3, PCD 2/91 (under review)
Therapy Dog Certificate Directive	PCD 1/96

Therapy Dog Program (General Information)	SJCI 2-5-2
Therapy Dog Program Evaluators Manual, Copies of	BCS
Therapy Dog Program Guidelines Manual, Copies of	BCS
Therapy Dog Program, Forms	BCS
Therapy Dog Program, Phase 1 certs. (procuring)	STORES
Therapy Dog Program, Phase 2 certs. (procuring)	BCS
Therapy Dog Visitation Awards Directive	PCD 3/96
Training, Association Records	TRG
Training, St. John Ambulance Association Standards	TRG
Uniforms, Brigade Guidelines	BGR Ch.10, BMH Ch.2
Uniforms, Where to purchase	BCS
Uniforms, Youth Guidelines	YRB
Unit Designator Codes	SJCI 2-8-1, PCD 4/98
United Way, General Information	BCS, BL
Units, Brigade	SJCI 2-2-2, PCD 3/98
Vehicles, ID system and copies of related forms	BCS
Vehicles, Ministry of Transport Registration	BCS
Vehicles, Mobile F.A. Unit Contents (General Information)	OP 0204-05
Vehicles, Procurement/Selling	BCS
Vehicles, Striping Kit, Where to purchase information	BCS
Voluntary Community Service Certificates	PCD 1/97, SJCI 2-6-1
Volunteer Application Form (Overview)	SJCI 2-9-2, PCD 4/98
Volunteer Development Information	BCS, BL
Volunteer Rights and Responsibilities	SJCI 2-1-1
Website, Cadets, Ontario	www.sja-ontario-cadets.org
Website, St. John Council for Ontario	www.sjaon.com
Website, St. John National HQ	www.sja.ca
Workfare	SJCI 2-1-3
Youth Leader Information	YLM Ch.3
Youth Members, Membership Requirements	SJCI 2-3-1
Youth Program	YLM Ch.2
Youth Record Books, Copies of	STORES

Also reference the Ontario Cadet Website for valuable Brigade information at: www.sja-ontario-cadets.org