

Priory of Scotland of the Order of St John



Claim for qualifying for the
Certificate of Appreciation for Service
3, 5, and 7 Years.

As with the Order Service Medal, all those who make a significant contribution to the charitable works of St John Scotland (whether they are a Member of the Order of St John or not) are entitled to apply for the Certificate of Appreciation for Service.

The service certificate is approved when an individual has completed at least 60 hours' service per year for a period of 3-, 5-, or 7-years (**which do not have to be consecutive**).

Criteria

In Scotland, a person can qualify for the Service Certificate if they give service to the objects of St John Scotland as determined by the Board. The service must be voluntary, i.e. **unpaid** - reimbursement of expenses does not count as payment).

The service counts as qualifying service if it is properly recorded and certified.

Time spent organising or running events may count (providing they are not wholly or mainly of a social nature). **Time spent attending** them, or travelling to and from them, although appreciated, **does not**.

Instructions for volunteers

Please complete this form once per calendar year with as much detail as possible, your Area Chair will then sign it and forward on for approval.

(Volunteers please retain a copy of your completed, signed forms for your own records)

Instructions for Patient Transport Volunteers/Leads.

The hours of volunteering are already recorded monthly due to the PT role. Volunteer can complete the form as per instructions above or **The Patient Transport Lead or Area Chair** can forward their details directly to the Chancellor with their yearly hours sign off.

Instructions for Area Chair

Please validate the information as best as you can – please ask other volunteer leads to confirm hours if needed. Please certify the form by signing the bottom section of the form. Email the copies to the Chancellor or the volunteers paperwork can be uploaded by the Chair/Secretary to a 'Service Medal Folder' you have created on your Area SharePoint.

Receiving the Certificate of Appreciation for Service (Lapel Pin Badge)

Once approved, a copy of the signed Certificate of Appreciation will be forwarded to the Area Chair who will arrange to present this to the volunteer at a convenient time. (Maybe at your AGM, Committee meeting, or an Area Event).

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The Certificate of Appreciation for Service to the Charity and Community. (3, 5, or 7 Years)

Certificate by St John Scotland _____ [please enter name of Area]

Area Chair

I certify that, to the best of my knowledge, and after scrutiny and any appropriate adjustment of the above claim, the claimant has given qualifying service for the award of the Order's Certificate of Appreciation in 20__

Signature:

Name in Capitals:

Date: