



Prior's Award Information Sheet

St John

The Prior's Award exists to encourage St. John to be a learning organization by providing St. John volunteers and staff with opportunities to participate in a wide variety of learning experiences. These experiences can take many forms, such as internships and international exchanges, short-term professional development courses, and academic programs at the post-secondary level. Each of these learning experiences should strive to contribute to strengthening St. John's organizational capacity.

Number of Awards Available:

There is one award with a value of \$1,000 available each year.

Eligibility:

The award program is open to all St. John volunteers in Canada who have a minimum of 2 years active involvement with the organization. St. John Councils or Branches interested in organizing an in-house training activity for their volunteers may also apply. Please note that this award is not retroactive. Deadlines for receipt of applications will be established with the call for applications. The intake period is typically in the spring season.

Evaluation and Selection:

The award supports various types of learning pursuits. The evaluation of requests is multifaceted. In addition to assessing the overall benefit to the candidate(s), different criteria are used for different types of learning.

- Academic Courses at the Post-Secondary Level:
 - Assess likelihood of successful completion of the course.
 - Relevance of the subject matter to the volunteer's roles or responsibilities within St. John.
 - Organizational need.
- Internship or international exchange:
 - Suitability of candidate to participate in the exchange or internship, e.g. adaptability, resilience, ability to meet requirements of host, language skills, etc.
 - Assess the benefit to the candidate and how St. John will integrate the new learning into the organization.
 - Capacity to broaden or build new relationships with other organizations.
- Professional Development
 - How does participation in this activity enhance the volunteer's ability to carry out responsibilities?
 - Relevance of the training to the organization's needs.

Each request will require a 200 word essay outlining why the applicant would like to participate in this learning activity, what the expected outcomes are, and how this learning activity will



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contribute to St. John as a learning organization. Examples of how this learning will be applied should also be included.

Each request will also require a letter of reference from a St. John Ambulance Branch or Council representative. In the case of a Council or Branch in-house training request, a reference letter from the Board or Council chair is required.

Applications will be reviewed at the Provincial/Territorial office in which the application was submitted. Final review and selection will rest with a selection committee from the Priory with representation from across Canada.

The selection committee will review all files and the committee will select the successful application through consensus.

Notification Process:

All applicants will receive a letter stating the status of their application. The individual/ St John Branch / Council selected to receive an award agrees to the following:

Prior to receiving this award, the recipient(s) will be required to:

- Submit proof of acceptance into the chosen activity.
- For individuals, provide his/her Social Insurance Number for income tax purposes.
- Supply a current photo, along with permission to use this photo.

Upon Completion of Learning Activity:

Award recipient(s) will be required to submit an evaluation of the learning experience, describing how the experience has made a difference both personally and to the organization. This evaluation is due within 4 weeks of completing the activity. This will include any success stories that have resulted. Applicant(s) understand that their evaluation will be used on the SJA website, and in St. John newsletters such as "The Order News."