



St. John Ambulance Saint-Jean

SAVING LIVES SAUVER DES VIES
at work, home and play au travail, à la maison et dans les loisirs

Manitoba Council/Conseil de Manitoba
Community Services
1 St. John Ambulance Way
Winnipeg, MB R3G 3H5
Tel: 204-784-7016 or 784-7021
Fax: 204-786-2295
Attn: Christine Armstrong
E-mail: christine.armstrong@mb.sja.ca

Charitable Registration # 12322 6110 RR0001

Dear Event Organizer:

Thank you for your interest in utilizing the services of St. John Ambulance to cover the first aid needs at your upcoming event. Our **volunteers** are trained, qualified and equipped to provide first aid and CPR at public events. They are re-certified every year and participate in ongoing training each month.

Event organizers have affirmed that having us at their event not only provided them with the necessary first aid, but also gave them 'peace of mind'.

The following information has been provided to help you better prepare for and utilize our services:

- Please complete the following "Request for Coverage" application and return it to our office by fax (204-779-6724), e-mail or in person.
- We require at least 6 – 8 weeks notice of your event. We receive many more requests than we can accommodate at this time, and we cover events on a **first come first** serve basis. If on an occasion you are unable to give the requested notice, there is a much lower possibility that you will receive coverage.
- When possible, we will confirm our services at your event 1 week prior to the date of the event. If you have not heard from us, please feel free to give us a call to confirm coverage.
- It is important that a facility or specific location exists in which we can administer our services. A clean and easily accessible room that will allow for privacy is best, preferably with access to running water.
- St. John Ambulance volunteers are not permitted to administer or dispense any medication, nor do they carry medication of any type with them. Volunteers are also not permitted to transport people and as such, we do not have an 'ambulance' at events.
- Information relating to personal patient information and treatment is confidential, and cannot be disclosed to any public or organizing body.
- The number of volunteers assigned to an event is based on many factors, including, but not limited to, the number of anticipated spectators and participants as well as the level of risk involved with the event. This number can be determined once we receive your "Request for First Aid Coverage" form.
- All events out of the Winnipeg City limits will be accessed a mileage charge for each vehicle required. The current rate is 50 cents per kilometer from the perimeter.
- St. John Ambulance is a not for profit, registered charitable organization, which is led primarily by volunteers. Since we receive no government funding we rely on donations from the organizations we serve to help recover costs. These costs include such things as training and certification, first aid supplies, vehicle costs, travel, administration, insurance and uniforms. The St. John Ambulance members assigned to your event will be volunteers who are not paid for their service. They donate their time and energy to serve our community through St. John Ambulance.

*In response to many requests from community organizations such as yourselves,
We have provided a **** suggested**** amount for the donation of our services.
Volunteers (minimum of 2) \$15.00 per hour/per volunteer*

*** Please note that these are recommended donations, and the ability to meet this suggested donation **does not** affect our being present at the event.*

It would also be appreciated if St. John Ambulance – Manitoba were recognized in all forms of advertising or recognition that you use to promote your event.

When providing refreshments/snacks for your event volunteers, please ensure that the St. John volunteers are not overlooked.

You may send your donation payable to St. John Ambulance - Manitoba Council, c/o Community Services (please indicate the name of your event).

If you have any questions please do not hesitate to call me at (204) 784-7016, or reach me by email at christine.armstrong@mb.sja.ca.

Sincerely,

Christine Armstrong, Director, Community Services,
St. John Ambulance Manitoba