

St John Volunteer Corps

*The Priory in the United States of America of
The Most Venerable Order of the Hospital of St John of Jerusalem*



HANDBOOK FOR VOLUNTEERS

January 15, 2021

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1. Welcome Message—*Advancing the Volunteer Corps*

The St John Volunteer Corps (SJVC) was formally launched at the Annual Meeting of the United States Priory on June 26, 2013, to provide opportunities for members of the U.S. Priory to perform service activities in addition to providing financial support for the St John Eye Hospital Group. For many years, other Priories throughout the world have operated strong service components through the St John Ambulance organizations, which have provided first aid training and services, as well as through various other health and service organizations.

The founding mission of the St John Volunteer Corps was to identify areas within our society where the talents and commitment of our members could be utilized to provide a wide range of volunteer services in support of veterans, initially within the Veterans Administration Medical System. More recently, approval was given to expand the scope of the Corps to services to the vulnerable in the broader community.

Since 2013 there has been significant growth in participation in the SJVC, the number of hours contributed and the variety of services provided by SJVC members. In 2020, with the establishment of a SJVC National Committee, we evaluated the scope of volunteer services currently provided and established ambitious goals and mechanisms to include more Confrères in the Corps and expand the range of services and service populations, keeping very much in mind our historical roots as a chivalric order serving the sick and the poor.

I am most grateful to all members of the National Committee, who devoted many hours to reviewing our past successes, identifying new areas of opportunities for service, improving our approval process for new services, updating the recording of service hours, recognizing outstanding performance and setting bold strategic goals for the St John Volunteer Corps for continued growth in the future.

*At the time this handbook is prepared, many of our service activities and programs are necessarily on hold or have to be modified because of COVID-19, but there are still great opportunities for service **as long as all the appropriate public health guidelines are followed by everyone**. This handbook contains suggestions for service at this challenging time that may continue in the future as well. Your ideas for additional ways to help are most welcome and are encouraged (southby@gwu.edu).*

I encourage all our Confrères to seek out opportunities to serve with the SJVC. Participation is a great way to create connections with your fellow Confrères and between regions. Your SJVC service will create opportunities for building meaningful relationships and a greater understanding of our Order as well as discovering ways to get more involved in the Order itself. Your contributions will be a visible demonstration of living up to our motto, Pro Fide, Pro Utilitate Hominum (For the Faith and in the Service of Humanity).



Richard F. Southby, KStJ, Ph.D. (Med), F.F.P.H., F.R.S.P.H., COL (Ret) USAR
Vice Chancellor, St John Volunteer Corps

2. Introduction

The St John Volunteer Corps (SJVC) was formally launched at the Annual Meeting of the United States Priory on June 26, 2013, to provide opportunities for members of the U.S. Priory to perform service activities in addition to providing financial support for the St John Eye Hospital Group (SJEHG) in keeping with the volunteer and healthcare services provided by other Pories throughout the world

Initially the SJVC focused on finding volunteer opportunities solely within the Veterans Administration (VA). Over time this relationship with veterans extended beyond the VA to other organizations that served service personnel in need of various forms of special assistance.

The most recent SJVC development will increase the opportunity for participation by more Confrères of all ages and in all circumstances across the country. Organizations and activities that can be approved will now include other healthcare organizations, especially those with particular interest in eye care, as well as organizations that seek to assist the sick and the poor in various ways beyond healthcare services.

In June 2020, a SJVC National Committee was established by the Prior to assist the SJVC Vice Chancellor with the workload and growth of the Corps. The key elements outlined for the Committee were:

- Expand the SJVC from approximately 12% of the Confrères currently participating to 50% over the next three years.
- Encourage a greater participation in the Corps by younger members of the U.S. Priory.
- Expand the services currently provided by SJVC members to address the regions and geographies where Veterans Affairs access is not possible or is difficult.
- Re-examine our historical roots to provide aid to all, eye care and beyond.

The membership of the SJVC National Committee comprised:

Dr. Richard Southby, Chair	Mr. Doug Garson
Mr. Butler Derrick, Co-Chair	Ms. Jane Heath
Mr. Simon Boyd	Ms. Ellen LeCompte
Ms. Melanie Ethridge	LTC (Ret) Jeff Ritsick, Administrative Coordinator

The following working groups were established:

- Expansion of Service Activities and Approval Process
- Expansion of Participation in the SJVC with Special Emphasis on Younger Members
- Revision of the SJVC Strategic Plan
- Revision of the SJVC Handbook

After several monthly meetings, the committee submitted a new SJVC Strategic Plan in November 2020, followed by this handbook in January 2021.

3. Mission, Vision and Goals

The new SJVC Strategic Plan updated its, mission, vision, and goals and may be found [here](#).

a. The Mission of the St John Volunteer Corps

“To utilize the talents and commitment of our Confrères in providing a wide range of volunteer services supporting organizations serving the sick and the poor in accordance with the overall mission of the Priory in the United States of the Order of St John.”

b. The Vision for the St John Volunteer Corps

“To become the recognized outstanding volunteer service component of the United States Priory on a par with other Priories throughout the world.”

c. Strategic Goals of the St John Volunteer Corps

- i. Provide Confrères with the opportunity to engage in a variety of volunteer service activities throughout the United States as approved by the leadership of the U.S. Priory.
- ii. Clearly define criteria and accountability for method(s) in which Confrères can earn recognition for volunteer service and leadership within their community.
- iii. Develop a process by which St John Volunteer Corps hours for each Confrère can be tracked, summarized, and analyzed electronically through a portal on the U.S. Priory website.
- iv. Assist in recruitment efforts of prospective young Confrères for the Order of St John who may be seeking, or are currently participating in, service activities in line with our mission. Similarly, seek opportunities to re-engage inactive Confrères through a variety of volunteer possibilities.
- v. Build and enhance *esprit de corps* within the U.S. Priory.

d. Implementation

The main purpose of the SJVC Strategic Plan proposals is to make volunteering with the SJVC more convenient, accessible and possible for more Confrères regardless of age, personal circumstances, available time, geographic location or interests and skills; to ensure that any expansion is in keeping with the missions, visions and identity of the SJVC, the U.S. Priory and the Order; and to create an effective means to record accurately individuals’ hours and to recognize them accordingly.

4. Reasons to Serve with the St John Volunteer Corps

Service to our Lords the sick and the poor in context of being Confrères is as old as the Order itself. When you are invested, you promise “to [devote] yourselves so far as you are able, to the objects and purposes of the Order, more especially the care of the sick and injured.” Serving with the SJVC is an effective means of fulfilling this obligation. The ongoing expansion of SJVC activities and participation is a natural development resulting from the growth and maturation of our Priory.

Being a participant with the St John Volunteer Corps will enable you to provide “hands on” services to the vulnerable in your local community. While there are many groups in our society that need or seek additional help, the SJVC specifically seeks to assist organizations that best compliment the mission and motto of our Priory and the Order.

You will gain personal satisfaction from being part of a team of SJVC volunteers doing things that, even in small ways, improve the quality of life for others. It is often said by those who serve others that they feel they get back far more than they put in; so it is said by Confrères who commit to dedicating time within the SJVC. Helping others in itself provides great personal reward as well as inspiration to want to do more, not only within the Order, but also within the world in general.

In addition, serving locally with the SJVC offers a tangible connection to our fiscal support of the SJEHG. Relatively few Confrères are able to volunteer at this amazing, life changing hospital that we as members of the United States Priory support through our Oblation as well as many other generous financial contributions. Helping the vulnerable here in the United States, however, can help us to better appreciate the dedication of the hospital staff serving the vulnerable in Jerusalem. Therefore, your local volunteer activities can provide a valuable connection to the great work your dollars enable many remote miles away. This unanticipated reward is often expressed by many SJVC participants.

As a SJVC participant, you are serving as an ambassador representing the worldwide Order and our U.S. Priory. It is important to remember that, as a participant in the SJVC, you have a wonderful opportunity to further the work the Order, not only by the direct activities you undertake, but also by drawing attention to the Order and its long history of serving others. By being an active representative, you may encourage others to consider membership in the Order, and you are highlighting the presence of the Order to foundations and individuals who might join the U.S. Priory in its financial support of the SJEHG. This in itself is extremely valuable to the Order.

5. How to Participate with the SJVC

a. Who to Contact and How to Register

The best way to learn about opportunities for participation in the SJVC is to talk with your local Confrères who are already volunteering as well as your Regional Chair and Regional SJVC Coordinator. If you are a new member, your sponsor is also a good source of information. These fellow Confrères will help you identify where and what opportunities already exist in your area and can help you find activities and times that work best for you. They can assist you in recommending other organizations or activities that you might wish to introduce.

There is no minimum or maximum number of service hours as a requirement for participation in the Corps; all voluntary service is appreciated.

Please keep in regular contact with your SJVC Coordinator and/or Regional Chair to inform of your hours of service as well as any other salient details and updates to ensure ongoing guidance, reporting and approval of your voluntary service.

Registration is a new process to help match volunteers and opportunities as well as collect and monitor SJVC data. To register for the St John Volunteer Corps, contact your Regional Chair or designated SJVC Coordinator and submit a completed SJVC Registration Form (Appendix I). The original form will be kept in the region, and a copy will be sent to the SJVC Administrative Coordinator.

Once registered, it is up to each participant to arrange specific volunteer times and activities with the chosen organization. Your fellow local Confrères may be able to help you get started. It is each participant's responsibility to ensure that volunteer hours are reported (see section 8) and that annual hours are correctly tabulated and confirmed with his or her Regional Chair.

b. Protocols

When volunteering within and in partnership with other organizations, it is essential that you follow the rules and protocols of that organization. It is important to take time to make yourself fully aware of these requirements. They are there to protect your safety as well as that of the staff and those you are serving. These rules also often include common privacy practices, such as not discussing the identity or issues of the vulnerable you are serving. Being a member of the Order of St John as well as serving with the SJVC is an honor, so please always do your utmost to respect the dignity and privacy of those you are serving and with whom you serve.

Where organizations permit, you are encouraged to proudly wear clothing that displays our official logo, such as ties, scarves, caps, blazer badges etc. or your Maltese cross lapel pin (note: the wearing of medals is not appropriate). In circumstances where such items are not allowed, please verbally identify yourself as a volunteer and member of the Order whenever appropriate.

c. Opportunities to Volunteer

Initially, the United States Priority launched the SJVC focused on finding volunteer opportunities solely within the Veterans Administration. Our veterans certainly deserve this special attention, and it is a wonderful way in which we can thank them for their service in the defense of our nation. Over time our service with veterans extended beyond the VA to other organizations that serve our service personnel in need of special assistance.

Now the SJVC will expand further in ways that increase access to service opportunities to far more Confrères of all ages, in all circumstances and all regions. It will include other non-veteran healthcare organizations, especially those with particular interest in eye care, as well as those suitable organizations that seek to assist the sick and poor in various ways beyond direct health care.

In addition, the SJVC aims to develop closer connections with our Alliance Orders and their volunteer programs. Volunteering alongside our brothers and sisters in the Sovereign Order of Malta and the Johanniterorden of Germany can now be considered for approval as SJVC hours.

The following are some organizations that have been identified as offering potential opportunities meeting the SJVC Committee approval criteria.

Serving veterans in the local community:

- i. Veterans Administration Voluntary Service: Since 1946, the VA Voluntary Service has provided for our nation's veterans while they are cared for by VA health care facilities. There are opportunities to augment staff with end-of-life programs, foster care, community-based volunteer programs, hospital wards, nursing homes and veteran outreach centers. Within the VA Medical Centers, you may choose from an extensive list of available volunteer activities. Contact the Department of Veterans Affairs Voluntary Services in your area. www.volunteer.va.gov/AboutVAVS.asp
- ii. Veterans Service Organizations: The VA lists many veterans service organizations and charities chartered, recognized or supported to varying degrees by the VA that are worthy of exploring for volunteer opportunities. A directory of Veterans Service Organizations is available at <https://www.va.gov/vso>.
- iii. Fisher House: A Fisher House is “a home away from home” for families of patients receiving medical care at major military and VA medical centers. The homes are normally located within walking distance of the treatment facility or have transportation available. There are 91 Fisher Houses located on 25 military installations and 41 VA medical centers. Many more houses are under construction or in design. “There is never a charge to stay at a Fisher House.” Several St John regions already work with Fisher Houses serving meals, providing fellowship and assisting with local events. Fisher House locations can be found at <https://fisherhouse.org/programs/houses/>.

- iv. State Veterans Homes: Over 150 state veterans homes provide for veterans requiring some nursing care (assisted living) and enable them to spend their last years with comrades. Many opportunities for visiting, conversations and morale boosting. A complete directory and contact information can be found at https://www.veteransaidbenefit.org/list_state_veterans_homes.htm
- v. Veterans of Foreign Wars: The VFW's mission is to speed rehabilitation of the nation's disabled and vulnerable veterans and to assist veterans' widows and orphans and the dependents of vulnerable or disabled veterans. The VFW is comprised of 6,000 posts in all 50 states and many foreign lands. SJVC Members who are themselves eligible Veterans of Foreign Wars may join and serve as full-fledged members. To find your local VFW post: <https://www.vfw.org/find-a-post>
- vi. Veterans of Foreign Wars Auxiliary: The VFW Auxiliary operates in hundreds of locations in all 50 states. Membership in the VFW Auxiliary is required for service and is limited to families of service members who were or are eligible for membership in the VFW. Eligibility and location information may be found at <https://vfwauxiliary.org>
- vii. American Corporate Partners: ACP's free Mentoring Program connects post-9/11 veterans (Protégés) with corporate professionals (Mentors) for customized mentorships. ACP assists veterans on their path towards fulfilling long-term careers. ACP Mentors are carefully matched with prospective Protégés. Mentoring can take place in person or via telephone or videoconference. This program is especially well-suited for SJVC participants who have specialized business, professional and executive skills and enjoy developing a relationships with younger professionals. <https://www.acp-usa.org/mentoring-program>
- viii. National Veterans Legal Support Program: A variety of organizations provides opportunities for individual lawyers and for law firms to provide pro bono legal work for and on behalf of veterans. Operating at both individual and strategic levels, the NVLSP is a nonprofit organization that has worked "since 1981 to ensure that the government delivers to our nation's 22 million veterans and active-duty personnel the benefits to which they are entitled because of disabilities resulting from their military service to our country." <https://www.nvlsp.org/what-we-do/lawyers-serving-warriors/>

Serving others in the local community:

- i. Medical Reserve Corps: The MRC is a national network of volunteers organized to improve the health and safety of their communities. It has approximately 800 community-based units throughout the United States in which volunteers help strengthen public health, improve emergency response capability and build community resiliency. Volunteers include but are not limited to medical and public health officials. <https://mrc.hhs.gov/volunteerfldr/AboutVolunteering>

- ii. American Red Cross: Red Cross volunteer activities are based on current needs and locality with varying opportunities across the country. Not all volunteering is directly first aid related. Opportunities also exist in a wide variety of fields, from IT support to connecting those in need to Red Cross services. <https://www.redcross.org>
- iii. Salvation Army: First established in England in 1865 to serve its poorest, most vulnerable and neglected, the Salvation Army is a Christian organization that exists to meet human need wherever, whenever, and however it can, assisting over 23 million annually in the U.S.A. alone. Today it continues its commitment to “doing the most good” to meet human needs without discrimination. It welcomes volunteers of all ages. Opportunities vary by location. <https://www.salvationarmyusa.org/usn/volunteer/>
- iv. Vision-related Organizations and Charities: One example of non-medical support for vision-related organizations is The LightHouse for the Blind and Visually Impaired. The LightHouse educates the public as well as those for whom blindness is a new and unfamiliar experience. It welcomes volunteers in a wide range of activities, from administration to one on one and group support activities for all ages. Established in San Francisco (<https://lighthouse-sf.org/volunteer/>), there are now many independent LightHouse organizations across the country, each with its own programs, opportunities and websites.
- v. Sovereign Military Order of Malta: There are three SMOM Associations in the United States each encompassing a specific geographical region: Western (SF), American (NYC) and Federal (DC). Spiritual and service activities are coordinated on the Association level and are advertised to members through platforms such as the Weekly Update from the Order of Malta American Association. Volunteer opportunities already under discussion for approval include the Order of Malta Clinic in Oakland, northern California, which has since 2008 provided free healthcare services to vulnerable, low-income and uninsured patients. Those wishing to participate in the wide variety of SMOM service activities should contact our OSTJ SMOM Alliance Officer.
- vi. Johanniterorden of Germany: Past Confrères’ activities in cooperation with the Johanniter have been diverse, including assisting with various projects at VA. Hospitals, supporting a children’s winter coat drive and providing much needed supplies to an orphanage in the Bahamas after a Hurricane in 2019. Contacts have been established with representatives on both east and west coasts as part of our effort to develop this alliance relationship. To offer or seek information about opportunities to volunteer alongside Johanniter members in your area, please contact the OSTJ Johanniter Alliance Officer.

As specific organizations and opportunities are identified and approved, they will be added to this list. In the meantime, all Members are welcome to recommend potential activities within these suggested organizations or others to their Regional Chairs or SJVC Regional Coordinator and to seek activity approval following the guidelines presented in section 7.

d. SJVC Service and Other Philanthropic Work

As the SJVC looks beyond the VA, it is extremely important that we have a clear “identity” to our volunteer work. Confrères are invited into the Order because of their charitable and/or philanthropic work and so are already donating time, talent and treasure to other organizations. Such service is extremely important and valuable to society and should continue. It is not service specifically identified with the Order, however. While supported and encouraged, such noble service cannot therefore be credited as SJVC hours.

The SJVC Committee is interested in learning about the organizations and charities with which our Confrères volunteer outside of the SJVC. Identifying causes and activities that attract and inspire our Members can help in the continuing development and growth of the SJVC. Confrères are encouraged to inform their Regional Chair of their other charitable interests and activities.

6. How to Serve with the SJVC during COVID-19

The current pandemic poses additional challenges to SJVC members because the need for social distancing limits access to private homes and public and private institutions where our services are normally provided. Even so, there are needs in our local communities that can be fulfilled by our volunteers. These include communicating with isolated persons by telephone calls, letters, emails and other social media. Outreach activities could also include discussion groups using Zoom or other platforms. It may be feasible to interact directly with people in their homes, nursing homes or continuing care facilities from outside the building, i.e. through a window. Assistance with shopping, collecting prescriptions and delivering food to “shut in” persons are also options. Another potential service is to make and distribute face masks. Volunteering for these types of services is best coordinated with your local parishes, the American Red Cross, the Salvation Army, food banks, homeless shelters and other local service providers. Confrères who are health professionals or trained emergency service providers may have additional opportunities to share or practice their specialties as SJVC participants during this time.

While the pandemic is restricting many of the ways our Confrères have until now served with the SJVC, it also offers new opportunities and ways to serve. We need to continue to be very clear about how, who, and what we embrace as SJVC activities. We must be cognizant that, in addition to personal service, volunteering within the SJVC provides a valuable means to promote the Order itself; thus, we want to be sure that any service is recognized under the OStJ banner and that we maintain our “identity” in our volunteer work. As always, when volunteering within the SJVC, clearly identify yourself visually or audibly as a member of the Order.

a. First Aid Training

In the Victorian era, St John focused on the need for free public first aid and ambulance services, when no such system existed in the newly industrialized England. The outstanding St John Ambulance services resulted and became the trailblazer for the Order in the modern era.

The U.S. Priory chose to support the great needs of the St John Eye Hospital Group rather than create an equivalent to the St. John Ambulance service. First aid services are a common activity for the Order worldwide, however, and finding links with this type of service is therefore appropriate and good for our connectivity with the wider membership.

With first aid as the basis for the Order’s historical services, all members are encouraged to consider becoming certified in first aid, not for the purpose of seeking people to rescue or creating an independent first aid service, but simply to have the basic skills that would enable each of us to help in an emergency situation at home or in the community. The Red Cross and the medical professions would like to see every citizen with at least some basic first aid skills, and they believe that many tragedies could be avoided or lessened with such knowledge. This basic first aid training is a way to demonstrate to potential partnering organizations or groups that we honor our history and our word to help “our Lords the sick and the poor” by already making a discernable level of commitment. The Red Cross offers all sorts of training, from basic first aid to more specialized courses, both online and in person across the country. Online

certification during this period of limited interaction and gathering would be a great use of one's time.

When COVID-19 is not preventing in-person gatherings, there is potential opportunity to work with the Red Cross to hold special training days for our members where they are geographically concentrated. This would provide a means of local gathering and team building. Individual sign-up options would allow flexibility for those who are more isolated or cannot connect to a group class. Red Cross course information can be found at <https://www.redcross.org/take-a-class/first-aid/first-aid-training>

b. Eye Care Connections

With our financial focus toward the SJEHG and its outstanding worldwide reputation for eye care, it is appropriate to focus our SJVC activities on eye care related services both during the current pandemic and in the future. This opens the door for clinically qualified Confrères to utilize their skills with the SJVC. We encourage Confrères who work or are otherwise knowledgeable in this field to offer some guidance from their experiences as to how those who may not be clinically qualified can offer assistance and support at this time.

Another method of supporting people with eye health conditions is by connecting with organizations that coordinate support for the visually impaired. One example is the reading and recording of "books for the blind." This type of activity suits the current COVID-19 health and safety restrictions and might in the future lead to volunteer opportunities that would provide flexibility for Confrères with busy schedules and those who are distanced from approved places to volunteer.

c. Helping Those in Need

The St John Ambulance was established to help and educate those in need during a time of industrialization in Victorian England. There are similar ways to help those struggling today. Various direct support activities fall under this category: assisting soup kitchens and food bank programs and other services that support the vulnerable and the homeless are all suitable ways to be a SJVC volunteer at this time.

7. Volunteer Activity Approval Process

Confrères are encouraged to seek out SJVC opportunities to suit the particular diversities of their local volunteers and communities. The procedure below must be followed for proposing any new SJVC volunteer activity. Approval must be completed before any official SJVC participation takes place.

- a. The proposer must prepare a written proposal, giving specific information including, but not limited to:
 - i. What organization will the activity benefit
 - ii. Who are the recipients of the service(s)
 - iii. What type of service(s) will be provided
 - iv. Where will the activity take place
 - v. How this proposal fits in with the mission of the U.S. Priory and the SJVC
 - vi. Anticipated benefit to recipients
 - vii. Any limitations on who and/or how many may volunteer
 - viii. How the organization will log volunteer hours and forward them to the SJVC Regional Coordinator
 - ix. How the volunteer will be identified as a Confrère of the OSStJ
 - x. Whether SJVC volunteers' activities are covered by the organization's insurance
 - xi. Any other clarifying details
- b. The proposal should be forwarded to the appropriate Regional SJVC Coordinator and Regional Chair.
- c. The Regional Chair will forward the proposal, with a recommendation for approval or rejection, to the SJVC Vice Chancellor, who will put it before the SJVC National Committee for review.
- d. The SJVC National Committee will consider all proposals and make recommendations accordingly.
- e. The SJVC Vice Chancellor will notify the Regional Chair of the approval or rejection of the proposal.
- f. The SJVC Vice Chancellor will bring all volunteer proposals together with their related SJVC National Committee recommendations to the attention of the Chapter in a timely manner.

8. Reporting Volunteer Hours

Reporting of volunteer hours is valuable for both for the individual and the Order. In 2020 the St John Volunteer Corps had over 225 participants throughout the United States. In the first seven years of the SJVC, the number of annual hours contributed has grown from just over 800 hours to 7300 hours by its 225 participants in 2020. These hours are reported to London and demonstrate the commitment of the Priory in the U.S.A. toward the mission of the Order. As such, the method and mode of reporting qualified service hours addressed below is critical. It is planned that our Priory website will in the future serve as a means of recording this data as well as source of information for all SJVC activities and data collection.

a. Individual Reporting

Confrères should ensure their participation with the Volunteer Corps is registered (see Appendix 1) and recognized by their Regional Chairs or designated SJVC Coordinators. Participation only in approved activities will count towards annual totals (see section 7). Reports should be made to Regional Chairs or SJVC Coordinators on at least a quarterly basis unless otherwise designated by your Regional Chair. Ensuring hours are properly recorded is the responsibility of the individual, and errors should be corrected at the regional level.

b. Regional Reporting

Regional Chairs are required to report on a quarterly basis to the SJVC Administrative Coordinator no later than 30 days after the end of each quarter (reporting dates are listed in Appendix III—St John Volunteer Corps Quarterly Report Form). Every Confrère participating in the SJVC is to be listed in alphabetical order on the quarterly report form. New volunteers should be identified as such, and any Confrères who are no longer participating should be noted.

- i. Regional Chairs will report quarterly hours using the report form in Appendix III. This form is currently available upon request in a Word document or PDF from the SJVCHours@gmail.com; it will be posted online once an SJVC portal is created on the U.S. Priory website. The correct recording of volunteer hours in these submitted reports is essential for the maintenance of reliable volunteer service records for both the individual and the U.S. Priory as a whole.
- ii. All highlighted areas of the form in Appendix III must be appropriately updated for each newly submitted report.

If registered SJVC participants do not have additional hours to be recorded in any particular quarter, their names should still be included in the quarterly report. This will help to ensure the Regional Chair or SJVC Administrator does not fail to report any volunteer's hours and identifies the status of all participants.

9. Recognition of Service

Records are kept of all hours reported by individual Confrères. Each year Confrères who have been especially generous with their donation of time and voluntary service to the SJVC are recognized.

- a. Annual Recognition Certificates: Confrères who contribute 60 hours or more in a qualifying year shall be presented with a certificate acknowledging their service (see Appendix IV). Certificates shall be produced by the U.S Priory HQ and, when appropriate, be issued by the Prior during Investiture weekend in front of the Priory body.
- b. Service Medal: Beginning with the first member of the SJVC to qualify, the Priory will start awarding the Order Service Medal (see Appendix V).

The Service Medal is awarded by every establishment of The Order. It is given to Members, members of its foundations (St John Ambulance and St John Eye Hospital Group) and other St John institution volunteers who give substantial time and effort over a significant period of years. Authorized for issue since 1895, the silver Medal continues to bear the bust of HM Queen and Empress Victoria on the obverse and ensigns of the Order and healing on the reverse, suspended from a black ribbon with two broad vertical white stripes. For service of fifty years the Medal and Bars are replaced with the Medal in gold, and future bars are award in gold.

In the United States, members of the SJVC who serve 60 or more hours a year for ten years will receive the Medal, and for each additional five years served will receive a Bar on the ribbon of the Medal. The SJVC Administrative Coordinator periodically reports service hours to the Priory Registrar, who keeps the records of all Member service and will annually report this to the Prior and Priory Honors and Awards Committee.

10. Concerns, Questions and Additional Information

If you have questions about the St John Volunteer Corps service, please contact your Regional Chair or the SJVC Vice Chancellor. The following are most appropriately contacted regarding specific topics.

Regional Chairs—regarding regional and local volunteer questions and applications for the approval of specific activities. In regions where there is also a Regional Coordinator, your Regional Chair will provide the relevant contact information.

SJVC Administrative Coordinator—regarding the submission of volunteer service hour data by Regional Chairs

SJVC Vice Chancellor and SJVC National Committee members—regarding the general development and advancement of the SJVC, the Volunteer Handbook and approval of regional volunteer activity proposals.

Order of Malta Alliance Officer and Johanniter Order Alliance Officer—regarding service opportunities with these Alliance Orders.

A detailed list of the names and contact data for all Confrères currently serving in these positions can be found on the U.S. Priory website:

Officers and Chapter Members and Alliance Liaisons

<https://www.saintjohn.org/about-us/organization-of-the-priory-in-the-usa>

Regional Chairs and Co-Chairs

<https://www.saintjohn.org/dashboard/regional-committees>

N.B.: the development and addition of a unique portal for the SJVC on the U.S. Priory website <https://www.saintjohn.org> is currently under discussion.

APPENDIX I: Volunteer Registration Form

REGISTRATION FORM: St John Volunteer Corps, Priory in the United States of America		
Name:		
<i>(Last)</i>	<i>(First)</i>	<i>(Middle Initial)</i>
Date of Birth: / /		
<i>(Month)</i>	<i>(Day)</i>	<i>(Year)</i>
Home Address:		
<i>(Number and Street)</i>		
<i>(Town/City)</i>	<i>(State)</i>	<i>(ZIP Code)</i>
Telephone: <i>(Home)</i> ()		
<i>(Work)</i> ()	<i>(mobile)</i> ()	
Email Address:		
Occupation:		
Relevant Qualifications/Skills/Experiences:		
Preferred Volunteer Service Role:		
Applicant's Signature:		Date: _____ / _____ / _____
		<i>(Month) (Day) (Year)</i>
Regional Chair/Volunteer Coordinator notes:		

PLEASE SUBMIT COMPLETED REGISTRATION TO YOUR REGIONAL CHAIR.

APPENDIX III: SJVC Regional Chair Quarterly Report Form



**Priory in the United States of America
of the Most Venerable Order of the Hospital
of St John of Jerusalem**

Regional Committee Chair Quarterly Report
for the St John Volunteer Corps (SJVC)

Washington, DC Region

For the 1st **X**, 2nd ____, 3rd ____, 4th ____ Quarter of the reporting period **2019-2020**

List of Member Volunteer hours for this quarter and cumulative for the year

Name	Hours this period	Total Hours this year
Jones, Dave	10	50
Smith, Joe	0	45

List of all Volunteer Corps Members of your Region in every report

New Members:

If you have any new Volunteers you will insert their name here. Their name will be included above.

Additionally, if anyone is removed as a member (for whatever reason) put their name here and list reason of removal. You will no longer report this person in your quarterly report.

Short Stories:

The purpose is to include short stories of what events are taking place in your Region. Who is doing what in general terms. This is your opportunity to tell the Priory HQs what is going on in your Region. Also add in new ideas for volunteering, have you made any new contacts or organizations that other Regions may be able to engage with in their Regions? Have there been any efforts to recruit new members to volunteer?

APPENDIX IV: Annual Recognition Certificate



**The Most Venerable Order of the
Hospital of St. John of Jerusalem**
Priory in the United States of America

Resolved that the Special Thanks of the Prior and the Members
of the Priory in the United States be hereby conveyed to

for volunteer services of _____ hours rendered in the furtherance of the
work of the Order in connection with the Volunteer Corps

Dated at Washington, District of Columbia, this _____ day of _____



Prior

Vice Chancellor
St John Volunteer Corps

APPENDIX V: Service Medals

Service Medal



Ultra Long Service Medal

