

NEW YORK STATE VOLUNTEER
AMBULANCE & RESCUE
ASSOCIATION, INC



Procedure Manual
UPDATED JANUARY 2008

NYSVARA PROCEDURE MANUAL

TABLE OF CONTENTS

<i>Individual Membership Dues</i>	6
<i>Squad Membership Dues</i>	6
<i>OFFICERS 2008</i>	7
<i>BOARD OF DIRECTORS 2009</i>	8
<i>COMMITTEES, DELEGATES AND LIASONS 2009</i>	10
<i>ORDER OF BUSINESS</i>	12
STATE PRAYER	13
PLEDGE OF ALLEGIANCE	13
OATH OF OFFICE	13
<i>STATE ORGANIZATION</i>	14
NAME	14
FISCAL YEAR	14
STATE OFFICERS	14
EX-OFFICIO MEMBERS	14
STANDING COMMITTEES	14
INTERIM COMMITTEES	14
<i>DISTRICT ORGANIZATION</i>	15
FISCAL YEAR	15
DISTRICT OFFICERS	15
STANDING COMMITTEES	15
INTERIM COMMITTEES	15
<i>COMMITTEE REPORTING PROCEDURE</i>	16
<i>MEMBERSHIP</i>	18
MEMBERSHIP APPROVAL	19
<i>SUGGESTED OUTLINE FOR DIRECTOR'S REPORTS AT BOARD MEETINGS</i>	20
<i>APPROVED BILLS PAID</i>	21
<i>EXPENSE VOUCHER</i>	22
<i>ANNUAL SQUAD REPORT</i>	24
<i>EXEMPT ORGANIZATION CERTIFICATION</i>	25
<i>DUES SUBMISSION FORM FROM DISTRICT TO NYSVARA</i>	26
<i>DUES SUBMISSION FORM FROM NYSVARA TO DISTRICT</i>	27
<i>APPLICATION FOR MEMBERSHIP</i>	28
<i>REIMURSEMENT GUIDELINES</i>	29
<i>PULSE CHECK</i>	30

<i>CREDENTIALS</i>	31
<i>CREDENTIALS COMMITTEE – SQUAD PROXY</i>	32
<i>CREDENTIALS COMMITTEE – INDIVIDUAL PROXY</i>	33
SAMPLE BALLOT	34
INDIVIDUAL VOTE TALLY SHEET	36
SQUAD VOTE-TALLY SHEET	37
<i>SAFETY</i>	39
SAFETY AWARDS	40
<i>SPECIAL AWARDS</i>	42
APPEALS	43
PRESENTATION OF AWARDS	43
<i>SPECIAL AWARDS NOMINATION FORM</i>	44
<i>SCHOLARSHIP APPLICATION</i>	46
<i>COMPETITION AND DRILL RULES</i>	47

NEW YORK STATE VOLUNTEER AMBULANCE & RESCUE
ASSOCIATION, INC.

PROCEDURE MANUAL AS REVISED IN 2008

Individual Membership Dues			
Member Type	Member Dues	State Dues	District Dues
District 01	\$10.00	\$6.00	\$4.00
District 04	\$10.00	\$6.00	\$4.00
District 05	\$10.00	\$6.00	\$4.00
District 06	\$10.00	\$6.00	\$4.00
District 07	\$10.00	\$6.00	\$4.00
District 10	\$10.00	\$6.00	\$4.00
District 12	\$10.00	\$6.00	\$4.00
District 14	\$10.00	\$6.00	\$4.00
District 16	\$10.00	\$6.00	\$4.00
District 18	\$10.00	\$6.00	\$4.00
District 19	\$10.00	\$6.00	\$4.00
District 20	\$10.00	\$6.00	\$4.00
District 30	\$10.00	\$6.00	\$4.00

- Deleted: \$10.00
- Deleted: \$10.00
- Deleted: \$6.00
- Deleted: \$10.00
- Deleted: \$10.00
- Deleted: \$11.00
- Deleted: \$10.00
- Deleted: \$12.00
- Deleted: \$6.00
- Deleted: \$6.00
- Deleted: \$10.00
- Deleted: \$10.00

Squad Membership Dues			
Member Type	Member Dues	State Dues	District Dues
District 01	\$105.00	\$55.00	\$50.00
District 04	\$80.00	\$55.00	\$25.00
District 05	\$75.00	\$55.00	\$20.00
District 06	\$80.00	\$55.00	\$25.00
District 07	\$110.00	\$55.00	\$55.00
District 10	\$60.00	\$55.00	\$5.00
District 12	\$125.00	\$55.00	\$70.00
District 14	\$60.00	\$55.00	\$5.00
District 16	\$80.00	\$55.00	\$25.00
District 18	\$200.00	\$55.00	\$145.00
District 19	\$75.00	\$55.00	\$20.00
District 20	\$60.00	\$55.00	\$5.00
District 30	\$60.00	\$55.00	\$5.00

OFFICERS 2008

PRESIDENT	Michael J. Mastrianni, Jr. 5 Sherwood Drive Poughkeepsie, NY 12603 Home: (845)297-2853 Cell (845)416-5528 E-Mail: president@nysvara.org
EXECUTIVE VICE PRESIDENT	Roy R. Sweet 62 North Street Broadalbin, NY 12025 Home: (518)883-4192 Cell: (518) 428-3384 E-Mail: execvicepresident@nysvara.org
VICE PRESIDENT	Henry Ehrhardt 87-42 259th Street Floral Park, NY 11001 Home: (718) 347-7133 E-Mail: vicepresident@nysvara.org
SECRETARY	Christy Hubbard 7 Holly Tree Lane #1 Stamford, NY 12167 Home # (607) 214-4001 Cell # (607) 643-2836 E-Mail: secretary@nysvara.org
TREASURER	Robert Franz 14 Edison Drive Huntington Station, NY 11746 E-Mail: treasurer@nysvara.org
FINANCIAL SECRETARY	Michael Wilhelm 7129 67 th Street Glendale, NY 11385 Cell # (347) 739-6947 E-mail: financialsecretary@nysvara.org
IMMEDIATE PAST PRESIDENT	SueAnn Burley 661 Whiting Road Webster, NY 14580 Home: (585) 671-2918 Work: (585) 647-4604 E-Mail: sueann.burley@delphi.com

BOARD OF DIRECTORS 2009

District 1	John E. Mauro Jr. PO Box 293 Tuxedo, NY 10987 Home: (845) 368-0316 Cell: (845) 406-2300 E-Mail: N2NHX@aol.com
District 4	Charles Hummel 78-26 84 th Street Glendale, NY 11385 Home: (718)456-4194 E-Mail: chummel52@aol.com
District 5	Nancy Pacella 8 Arrowhead Court Newburgh, NY 12550 Home: (845) 569- 9443 Florida: (772) 334-6880 E-Mail: NanPacella@aol.com
District 6	Heidi Stack 20 Forest Road Woodbourne, NY 12788 Home: (845) 434-9176 Cell: (845) 798-2973 E-Mail: HStack1@hvc.rr.com
District 7	Yvette Miller 90 45th St. Copaigue, NY 11726 Home: (631) 789-0074 E-Mail: ymiller337@aol.com
Region 1 (District 10)	Tim Hite E-Mail: hitetj@yahoo.com

District 12
Helen A. Fries
8 Arkansas Drive
Valley Stream, NY 11580
Home: (516) 823-0227
Work: (516) 326-550 X-70
Cell: (516)779-9187
E-Mail: HFries96@aol.com

District 14
TBA

District 15
Chris Bittner
E-Mail cbittner@navac.org
Cell (315) 263-1316

District 16
Raymond Casper
661 Whiting Road
Webster, NY 14580
Home: (585)671-2918
E-Mail: RCasper881@aol.com

District 18
Joseph DiBenedetto
138-32 63rd Avenue
Flushing, NY 11367-1106
Home: (718) 539-4842
E-Mail: JoePulse@aol.com

District 19
Kathleen Hanford
150 Beechwood Road
Sharon Springs, NY 13459-3602
Home: (518) 284-2197

Region 2 (District 20)
Alan Gaines
P. O. Box 359
Black River, NY 13612
Home: (315) 773-2630
Cell: (315) 783-4171
E-Mail Alforbras@aol.com

Region 3 (District 30)
Robert Ruston
8 Arrowhead Court
Newburgh, NY 12550
Home: (845) 569-2101 Fax (845) 569-2102
Cell: (914) 805-6704
RRusto@aol.com

COMMITTEES, DELEGATES AND LIASONS 2009

AUDIT

BUDGETS

Michael Mastrianni
Henry Ehrhardt
Roy Sweet
Robert Franz
Michael Wilhelm

THE BLANKET

James Downey
Nancy Ehrhardt

CHAPLAIN

CONSTITUTION & BYLAWS

Laura Tipping
Timothy Ryan
Ray Casper

CONVENTION

Michael Mastrianni (Chair)
Mike McEvoy, Rich Beebe, Jon Politis,
(Education)

CREDENTIALS

Tim and Bonnie Ryan

DRILL RULES

Charles Hummel

EDUCATION & TRAINING

Charles Hummel

GOOD AND WELFARE

Helen Fries

GRIEVANCE

Michael Mastrianni

HISTORIAN

INFORMATION TECHNOLOGY

John Hussar
Michael H. Wilhelm

LEGAL COUNSEL

Bryce Fiedman, Esq.

LEGISLATION

Michael H. Wilhelm

LIASON TO FASNY

Robert Ruston

LIASON TO NEW JERSEY

MEMBERSHIP BENEFITS

Alice Wright

MISSIONARY

Henry Erhardt
Roy Sweet

Last Updated: 12/2008

10

PARLIMENTARIAN	Laura A. Tipping
SPECIAL AWARDS	Teri Hamilton
SAFETY	Joseph DiBenedetto
STATE EMS COUNCIL	Henry Ehrhardt Michael Mastrianni
PROCEDURE MANUAL	Michael H. Wilhelm Henry Ehrhardt
PUBLIC RELATIONS	Laura Tipping Andrea Golinsky
NOMINATIONS	Board of Directors
RESOLUTIONS	Teri Hamilton
SUPPLY	Roy Sweet
SCHOLARSHIP	Teri Hamilton
YOUTH	Ralph Cefalo

ORDER OF BUSINESS

The Order of Business at Association meetings, unless otherwise determined by the Board, for Board meeting and by the membership, for membership meetings shall be as follows:

1. Opening Exercises - Pledge of Allegiance and State Prayer
2. Roll Call
3. Approval of Minutes
4. Reports of Officers, Immediate Past President and Directors
5. Committee Reports
6. District Reports
7. Reading of Correspondence
8. Old Business
9. New Business
10. Presentation of Bills
11. Place of next meeting
12. Adjournment

At the Annual Meeting a Memorial Service shall be included in the Order of Business. At the July Meeting, the Nominating Committee shall report to the Board with a slate of candidates for the coming year.

The authority of Parliamentary Procedure shall be the most recent edition of Robert's Rules of Order, Newly Revised.

All actions or transactions at a regular or special meeting of the Association, with a quorum present, shall be binding to the Association.

Fifty-one percent (51%) of the voting members of the Board of Directors shall constitute a quorum at Association Board of Directors meetings.

The Association shall have one (1) meeting each year at Annual Conference. Quorum shall be fifteen percent (15%) of member squads.

There shall be a Registration Fee for all persons attending the Conference and/or participating in any Conference activities. The Registration Fee shall be determined by the Convention Committee with the approval of the Board of Directors.

Any section of the Association Bylaws may be waived at any meeting of the Association for that meeting only by an affirmative vote of two-thirds (2/3) of the members present and voting.

Officers and Directors shall submit written reports to the President and the Secretary at least two weeks prior to the NYSVARA Board Meeting. The Secretary will follow-up with any Officer or Director who has not submitted a report.

The Secretary shall publish and distribute a list of follow-up items to the officers within two weeks following the Board meeting. The minutes of the previous meeting shall be published and distributed to all members of the Board within six (6) weeks following the Board meeting. The reports of Officers, Directors and Committee chairs will be published and distributed at least one week prior to the NYSVARA Board Meeting. The Secretary shall see that any necessary materials from the Board meeting are sent to absent members in a timely manner.

STATE PRAYER

Almighty God and Heavenly Father, we thank thee for Thy many blessings and that we are able to show Thy holy love in service unto others. We would ask that Thy wisdom and guidance direct our decisions in the problems and work to be faced in this meeting. We ask that Thy hand may lead our every action for it is unto Thee that we give all the honor, glory and praise. Amen.

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation, under God, indivisible, with liberty and justice for all.

OATH OF OFFICE

In the presence of the members here assembled, I (give name in full), do solemnly promise and pledge that I will uphold the Constitution of the United States, the Constitution of the State of New York, the Constitution and by-laws of the New York State Volunteer Ambulance & Rescue Association, and that I will faithfully discharge the duties of my office, to the best of my knowledge and ability.

STATE ORGANIZATION

NAME New York State Volunteer Ambulance and
Rescue Association, Inc.

FISCAL YEAR October 1 through September 30

STATE OFFICERS
President
Executive Vice President
Vice President
Secretary
Financial Secretary
Treasurer

Board of Directors
(one vote per person)
State Officers
Immediate Past President
District Directors

A member in good standing designated by the District in writing may stand in for the Director in their absence.

EX-OFFICIO MEMBERS
(no vote)
Standing Committee Chairpersons
Legal Council

STANDING COMMITTEES	Budget Chaplain Convention Grievance Information Technology Missionary Parliamentarian Public Relations Safety Supply	Blanket Constitution & Bylaws Education and Training Historical Legislative Nominating Procedure Manual Resolutions Special Awards Youth
---------------------	--	---

INTERIM COMMITTEES	Auditing	Election
--------------------	----------	----------

OTHER COMMITTEES	Drill Rules Good & Welfare	Member Benefits
------------------	-------------------------------	-----------------

DELEGATES & LIASIONS	State EMS Council	Fire Services NJ First Aid Council
----------------------	-------------------	---------------------------------------

DISTRICT ORGANIZATION

FISCAL YEAR	October 1 through September 30
DISTRICT OFFICERS	Director Executive Chairman Vice Chairman Secretary Corresponding Secretary (optional) Treasurer Assistant Treasurer or Financial Secretary (optional) Officer at Large (Optional)
STANDING COMMITTEES	Blanket (newsletter) Disaster Legislation Missionary Safety Supply
INTERIM COMMITTEES	Chairman to be appointed for such committees as deemed necessary for the District. Duties of such Chairman shall be the same as that of the State Chairman holding the same committee.

COMMITTEE REPORTING PROCEDURE

All NYSVARA Committee reports will be presented in the following format:

Committee name:
Date of the report:
Committee members:
Date of Meeting(s):
Attendance:
Issues addressed and/or activities undertaken:
Committee actions taken on these issues:
Other organization's positions the NYSVARA should be aware of:
Recommendations for NYSVARA Board action on these issues:
Issues deferred for later consideration and the reasons why:
Future plans, next steps, anticipated activities:

Committee Chairpersons are to submit written reports to their respective Vice President and the Secretary at least two weeks prior to the NYSVARA Board Meeting. Vice Presidents will follow-up with any Committee Chair who has not submitted a report.

COMMITTEE/DELEGATE/LIASION OVERSIGHT BY/REPORTS TO:

AUDIT		Board
BLANKET		Vice President
BUDGET	Chaired by President	Board
CHAPLAIN		Executive VP
CONSTITUTION & BY-LAWS		President
CONVENTION		President
CREDENTIALS		Executive VP
DRILL RULES & PROCEDURES*		Vice President
EDUCATION & TRAINING		Vice President
FIRE SERVICES*		Executive VP
GOOD & WELFARE*		Executive VP
GRIEVANCE		Board
HISTORIAN		Vice President
INFORMATION TECHNOLOGY		Vice President
LEGISLATIVE		Vice President
MEMBER BENEFITS*		Executive VP
MISSIONARY	Chaired by Executive VP(per	By-laws)
NJ FIRST AID ASSOCIATION*		Executive VP
NOMINATING		Board
PARLIMENTARIAN		President
PROCEDURE MANUAL		Executive VP
PUBLIC RELATIONS		Vice President
RESOLUTIONS		President
SAFETY		Vice President
SCHOLARSHIP		Executive VP
STATE EMS COUNCIL*		Vice President
SPECIAL AWARDS		President
SUPPLY		Executive VP
YOUTH		Vice President

* Committee not mentioned in By-laws –

Convention Committee Reporting Procedure: – Written report to the President & Secretary at least two weeks in advance of any NYSVARA Board Meeting, supplemented by weekly verbal contact with the President and monthly written summary reports to the President.

Committee name: Convention Committee -- Pulse Check 2___

Date of the report:

Committee members:

Date of Meeting(s):

Attendance:

Issues addressed and/or activities undertaken (each of the following major areas must be covered):

- Convention Registration Package (Publication/mailings/distribution)
- Seminars (Schedule, Description, Speakers, Speaker CV, Publication of Schedule)
- Fund-Raising (Sponsorships, Journal Ad Solicitation, On-site Activities)
- Publicity/Public Relations (ads, press releases, mailings)
- Registrations (status report)
- Vendors (registration package, vendor sign up status)
- Addition Convention Activities (e.g., Party Theme, Youth Activities, General Activities, etc.)
- Other Issues/Activities

Committee actions taken on these issues:

Recommendations for NYSVARA Board action on these issues:

Issues deferred for later consideration and the reasons why:

Future plans, next steps, anticipated activities (include anticipated completion/deadline dates):

MEMBERSHIP

Included in this section is paperwork to be filed on an annual basis, and initial paperwork to be filed by new applicants.

Application/dues renewal forms are sent to all members, Squad, Individual, and Sustaining, at the end of September. These should be returned to the State Association Financial Secretary as soon as possible. A copy of the renewal forms and the district portion of the dues shall be returned to the District Financial Officer directly or via the District Director as soon as possible.

Annual report forms are sent to every Squad in the Association in September along with the renewal notices. These must be filed with the State Financial Secretary to be able to vote at the Annual meeting. If your squad elections are held after September 30, an amended form with the new officers and delegates must be sent to both the District and the State Financial Secretaries.

Any squad failing to have their renewal forms back to the State Financial Secretary by December 1 shall be considered delinquent. A notice will be sent to these squads.

Any squad failing to have their renewal form in the hands of the State Financial Secretary by January 31 shall be automatically dropped from membership.

All Individual members shall receive a membership card.

All Squads and Sustaining members shall receive a membership certificate.

ACTIVE MEMBER - Entitled to vote at State Association and District meetings when a vote is called for.

Any organization or individual actively engaged in volunteer emergency care conforming to the Standards of the Association as set forth in the by-laws, Article II, shall be eligible for active membership in the Association.

Dues - Individual -For current dues, see cover page. Entitled to one (1) vote.

Squad -For current dues, see cover page. Entitled to twenty -five (25) votes

Dues on original membership are prorated if member joins during the year as follows:

Total membership fee for Oct. 1 through Sept.30 * 3/4 total dues for Jan.31 through Sept.30 *
1/2 Total dues for April 1 Through Sept.30 * 1/4 total dues for July 1 through Sept.30

SUSTAINING MEMBERS - Not entitled to vote

Individuals or business concerns interested in financially supporting the Association may apply for sustaining membership. Sustaining membership shall be available to both residents and non-residents of the State of New York. Upon payment of dues they will receive a certificate of membership and be allowed one business card size advertisement in one of the NYSVARA Publication and a link on the association's web site.

Dues Business concerns = \$125.00 annually

APPLICATION FOR MEMBERSHIP

Where an organization or individual seeking affiliation with the Association, is located in a District area, said applicant may file an application for membership with that District.

If for some reason said applicant does not wish to belong to the District in its area, said applicant may apply to an adjacent District. Said application must be in writing, and approved by both Districts. If a problem arises from said application, the Executive Board will make the decision as to where the applicant belongs.

MEMBERSHIP APPROVAL

An affirmative vote of the majority of the delegates present and voting at a regular District meeting shall be required.

All of the paperwork in the following sections are forms for making everyone's work easier. They may be used as aids in corresponding with the Financial Secretary or Treasurer, or to aid District Officers in keeping track of their own finances.

Also included in this section is a page discussing the limits of reimbursement that the Executive Board has set for meals, lodging, and travel expenses.

All other items submitted for reimbursement are subject to the approval of the Board of Directors to be handled on an individual basis.

All items submitted to a District, must be approved by said District's Executive Board.

SUGGESTED OUTLINE FOR DIRECTOR'S REPORTS AT BOARD MEETINGS

NEW YORK STATE VOLUNTEER AMBULANCE and RESCUE ASSOCIATION, INC.

DISTRICT ___ Report _____,20__

Membership

of Squads _____

of Individual members _____

of meetings (since last Board Meeting _____

Highlights of Meetings and District Activities

Items for Board Discussion (Please also add to agenda)

Respectfully Submitted,

District ___ Director

District Directors are to submit written reports to the NYSVARA Secretary at least two weeks prior to the NYSVARA Board Meeting.



*New York State Volunteer Ambulance
and Rescue Association, Inc.*

EXPENSE VOUCHER

DATE: _____

PAY TO: _____

FOR: _____

(ADMINISTRATIVE – OFFICER – COMMITTEE – SUPPLY - MISC.)

Itemized as follows: (Attach receipts supporting records)

Travel:

Date From: _____ To _____ Reason _____

Miles _____ x \$0.35 Tolls _____ Other _____ Total \$ _____

Lodging Where _____ Reason _____ Total \$ _____

Meals Where _____ Reason _____ Total \$ _____

(Meal allowance = breakfast \$5.00, lunch \$10.00 and dinner \$15.00)

Telephone:

Date From: _____ To _____ Reason _____ Total \$ _____

Postage:

Date From: _____ To _____ Reason _____ Total \$ _____

Supplies:

Date From: _____ To _____ Reason _____ Total \$ _____

Supplier(s): _____

Other:

Date From: _____ To _____ Reason _____ Total \$ _____

Total \$ _____

(Signature of person submitting voucher)

APPROVED FOR PAYMENT AS RECORDED IN THE MINUTES OF THE BOARD OF
DIRECTORS MEETING OF : _____

Presiding Officer

Secretary

PAID BY CHECK # _____ DATE: _____ TREASURER: _____



***New York State Volunteer Ambulance
and Rescue Association, Inc.***

ANNUAL DISTRICT REPORT

DISTRICT # _____

DATE: _____

TITLE	NAME-ADDRESS-ZIP CODE	AREA CODE - PHONE
DIRECTOR		
CHAIRPERSON		
VICE CHAIRPERSON		
SECRETARY		
TREASURER		
FINANCIAL SEC.		

DISTRICT CHAIRPERSON OF STATE COMMITTEES

BLANKET		
DISASTER		
MISSIONARY		
SAFETY		
SUPPLY		

NUMBER OF MEMBERS AS OF AUGUST 1ST: SQUADS ____ INDIVIDUALS ____ SUSTAINING ____

LIFE MEMBERS OF DISTRICT ____ NAMES: _____

HONORARY MEMBERS OF DISTRICT ____ NAMES: _____

PLACE OF MEETINGS: _____

MEETING DATES: REGULAR _____ ELECTION _____ TAKE OFFICE _____

COUNTIES DISTRICT SERVES: _____

EMERGENCY CONTACT

NAME	HOME NUMBER	WORK NUMBER	CELL

SIGNATURE OF REPORTING OFFICER: _____

PRINT NAME AND TITLE: _____



The New York State Volunteer Ambulance and Rescue Association, Inc.

ANNUAL SQUAD REPORT

CHECK ONE:	<input type="checkbox"/> ACTIVE	<input type="checkbox"/> SUSTAINING	<input type="checkbox"/> NEW
	<input type="checkbox"/> REINSTATEMENT AFTER LAPSE		

DATE: _____

Please type or print clearly with black ink:

Exact name of group or organization: _____

Headquarters address: _____

Mailing address: _____

Business Phone: _____ Emergency Number: _____

Type of organization or group – Circle all that apply:

- Independent VAC Independent Rescue Squad Fire Department Ambulance
 Fire Department Rescue Squad ALS BLS First Response Unit

Agency Email Address: _____

Agency Webpage: _____

OFFICERS

TITLE	NAME	EMAIL ADDRESS	PHONE
Purchasing Agent			
Primary Delegate			
Alt. #1			
Alt. #2			

The Primary Delegate is the individual, who is eligible to vote for your squad at District and Annual Meetings.
 No. of members: EMT's ___ CC ___ Intermediate ___ Paramedic ___ CFR ___ Dispatchers ___ Clerical ___
 Meeting Dates: Month of Annual Election: _____ Monthly Meeting Dates: _____

Signed: _____ Title: _____

Print Name: _____ Print Title: _____

 District Received Date: _____ State Received Date: _____

District Officer: _____ State Officer: _____

State of New York - Department of Taxation and Finance - Sales Tax Bureau

**New York State and Local Sales and Use Tax
EXEMPT ORGANIZATION CERTIFICATION**

VENDOR	NAME	EXEMPT ORGANIZATION
	AND	New York State Volunteer Ambulance & Rescue Association, Inc.
	ADDRESS	PO Box 254
		East Schodack, NY 12063

THIS CERTIFICATION IS ACCEPTABLE IF THE PURCHASER HAS ENTERED ALL INFORMATION REQUIRED	CERTIFICATE NUMBER EX- 16-321 9
--	---

THE UNDERSIGNED HEREBY CERTIFIES THAT THE ORGANIZATION NAMED ABOVE HAS RECEIVED AN EXEMPT ORGANIZATION CERTIFICATE AND IS EXEMPT FROM STATE AND LOCAL TAXES ON ALL ITS PURCHASES.

SIGNATURE OF OFFICER	TITLE	DATE

INSTRUCTIONS FOR USE OF CERTIFICATION

An Exempt Organization Certification (ST-119.1) must be presented to your vendor at the time the original purchase is made. For subsequent purchases from the same vendor, the exempt organization's name, address and certificate number on the sales slip or billing invoice are sufficient.

Exempt Organization Certifications should be retained by vendors for at least three years after the last date property or services were sold to the organization tax-free. The certification shall be considered part of any order given to the vendor and shall remain in force until revoked.

A supply of ST-119.1 may be obtained at any State District Tax Office or from the main office of the Sales Tax Bureau, State Campus, Albany, New York 12227. Private reproduction of ST-119.1 may be made without prior permission from the Sales Tax Bureau.

New York State Volunteer Ambulance and Rescue Association, Inc.

DUES SUBMISSION FORM FROM DISTRICT TO NYSVARA

Date:

FROM: DISTRICT#

NAME:

ADDRESS:

TELEPHONE:

E-Mail:

TO:

ENCLOSED PLEASE FIND OUR STATE DUES FOR THE FOLLOWING INDIVIDUALS:

<u>MEMBERSHIP #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>TEL.#</u>

Our Check # _____ In The Amount Of \$ _____ Covers Dues For The Above Individuals

INDIVIDUAL DUES ARE \$6.00

New York State Volunteer Ambulance and Rescue Association, Inc.

DUES SUBMISSION FORM FROM NYSVARA TO DISTRICT

Date:

FROM: DISTRICT#

NAME:

ADDRESS:

TELEPHONE:

E-Mail:

TO:

ENCLOSED PLEASE FIND DISTRICT DUES FOR THE FOLLOWING INDIVIDUALS:

<u>MEMBERSHIP #</u>	<u>NAME</u>	<u>ADDRESS</u>	<u>TEL.#</u>

Our Check # _____ In The Amount Of \$ _____ Covers Dues For The Above Individuals

APPLICATION FOR MEMBERSHIP



NEW YORK STATE VOLUNTEER AMBULANCE & RESCUE ASSOCIATION, INC.

PO Box 570064 Phone: (877) NYS-VARA
 Whitestone, NY 11357 FAX: (518) 477-4430
 www.nysvara.org E-mail: info@nysvara.org

Serving New York's Volunteer EMS Community since 1939

APPLICATION FOR MEMBERSHIP

Organization Name _____

Squad Mailing Address _____

City _____ County _____ State _____ Zip _____

Squad Phone Number _____ Squad Fax Number _____

Squad E-mail address _____ Squad web address _____

Signature of Squad Officer _____ Print Name/Title _____ Date _____

Individual Name _____

Home Address _____

City _____ County _____ State _____ Zip _____

Home Phone _____

E-mail address _____ Squad Affiliation _____

Signature of Individual Member _____ Date _____

My Service is: BLS ALS (Circle all that apply)

which is NYS Certified Registered

and is Fire-Affiliated Independent Individual Member ** \$10.00

Commercial Organization (Squad or Company) ** \$55.00

and is Volunteer Ambulance First Responder

Rescue Squad Sustaining (Corporate/Commercial) \$125.00

and I am a: Driver Attendant Dispatcher

Clerical CPR-D CFR CFR-D

EMT-D EMT-I EMT-CC EMT-P

Initial Membership Sign-up

Send this application along with a Check or Money Order payable to:
NEW YORK STATE VOLUNTEER AMBULANCE & RESCUE ASSOCIATION, INC.

** In areas of the State with active local affiliates, district dues apply. We encourage you to become active in your local district organization. District dues, where applicable, will be automatically added at renewal. FIRST YEAR SQUAD dues are prorated as follows: full annual dues for Oct 1 to Sept 30; three-quarters of annual dues for Jan 1 to Sept 30; one-half of annual dues for April 1 to Sept. 30; and one-quarter of annual dues for July 1 to Sept 1.

**MAIL COMPLETED APPLICATION TO:
 NYS Volunteer Ambulance & Rescue Association, PO Box 570064, Whitestone, NY 11357**

REIMBURSEMENT GUIDELINES

Mileage:

All Association Related APPROVED Travel for Officers and Committee Chairpersons will be reimbursed at the rate of \$.35 (35 cents) per mile.

All Association related travel for Directors, will be handled by the District.

Approved travel: i.e. Board Meetings, Seminars if approved by the Board, Missionary travel.

Meals:

Payment made to Officers attending Directors Meetings as follows:

Breakfast = \$5.00
Lunch = \$10.00
Dinner = \$15.00

Directors should follow District procedure. Most pick up expenses comparable to the State.

Rooms:

Payment to Officers and invited Committee Chairpersons at Board meetings = 1/2 double occupancy rate.

All other approved room charges will be paid as necessary. Double occupancy when possible is encouraged.

Convention:

Mileage does not apply.

Rooms:

Officers and Directors, when not reimbursed by their squad or district will be reimbursed at the rate of 1/2 Double Occupancy standard room rate for a maximum of 3 days or officer and spouse shall be reimbursed for a maximum of 2 days at the double occupancy rate.

For Directors to Qualify: The District must have been represented at 50% of Board Meetings and the Director must provide 8 hours of service to the Convention Committee as and where needed.

PULSE CHECK

EDUCATIONAL CONFERENCE AND ANNUAL MEETING

Each year the Association holds an Annual Educational Conference. During that time a number of things happen, such as:

Workshops- Seminars where you learn to improve your skills.

A Memorial Service- where the members of every Squad in the Association who have passed on during the previous year are honored and remembered.

A Trade Show- where you can see what's new in equipment, uniforms, and Ambulances.

Annual Meeting- where you find out what has gone on during the past year, elect the Officers for the coming year, and take part in the running of the Association.

EMT, First Responder, and Ambulance Drills are held, the winners being pronounced the State Champions for the year. Your Youth Corps should make an effort to form a team and compete. This is a fantastic way for your Squad and Youth to improve their skills and be judged by their peers. It is a learning experience for those watching, as well as for the competitors.

The Banquet where the new Officers are installed, Safety Awards are presented, Special Awards are presented, and Contest Trophies are awarded to the winners of the drills.

As Member squads and individuals, you should try to attend the Annual Conference. You will get to know people from other parts of the State, compare problems, and even solve some of them. You will also enjoy yourself because it is a fun time as well as a working weekend.

You may go to the conference for one to three days, as you choose. You may go to the Annual meeting and the Banquet if that is what you want to do (an extra charge for the Banquet will be charged if you are not attending the whole convention).

CREENTIALS

1. A list of three (3) names of members to serve on the Credentials committee shall be selected by the Credentials Committee Chairperson, who will submit the names to the President for approval of the Board of Directors, by its May meeting.
2. Said appointed and approved committee shall meet, together with the Association Secretary and Financial Secretary, for the purpose of preparing, reviewing and accepting the Annual meeting roster and the validation of proxies.
3. Expenses of travel for the Credentials committee Chairman and the three (3) members of the committee shall be charged to the State Association. The travel expenses of the Financial Secretary and the Secretary are charged to the Association.
4. A roster, as prescribed by the Association by-laws, Article X, Section 5(b), shall be prepared and placed in the hands of the Credentials Chairman by the Financial Secretary, prior to the opening of the Annual meeting.
5. The published roster shall be the unequivocal authority for the ultimate determination of voting eligibility.
6. Any member who is in disagreement with said roster shall have the right, prior to the final closing of the ballot box, to challenge the roster. Review and final determination of said challenge shall be made by a majority vote of the Credentials Committee, with the advice and input of the Parliamentarian and/or legal council if deemed advisable by the committee.
7. Ballots and Proxies shall be issued by the Credentials Committee upon presentation of proper identification at the annual meeting site. Ballots and proxies shall be signed for upon receipt.
8. At least one member of the Credentials Committee shall be present to accept and validate all ballots cast. The member, who signed for the ballots and or proxies, MUST deposit the same number of ballots and again sign for same.
9. Should the original recipient of the ballots and/or proxies, be required to leave the Annual meeting before the opening of the Ballot Boxes, transfer to a proper designee must be made with the full knowledge of the Credentials Committee.

NEW YORK STATE VOLUNTEER AMBULANCE & RESCUE ASSOCIATION, Inc.

CREDENTIALS COMMITTEE – SQUAD PROXY

The _____,
(Squad Name & District)

A member organization in good standing of the NYS Volunteer Ambulance & Rescue Association, Inc., does hereby designate the Secretary, NYSVA&RA or the officer or agent designated by the Board of Directors, as proxy, and authorize said proxy to vote on our behalf at the Annual Meeting to be held _____ and at any adjournment of such meeting. Unless otherwise instructed, the proxy will cast our vote for the slate of officers proposed by the Nominating Committee and on by-law amendments and other matters in accordance with recommendations made by the Board of Directors.

Or

does hereby designate _____
(Name of designee - must be an individual member NYSVARA in good standing)

to serve as proxy, and authorize said proxy to vote on behalf of this squad at the annual meeting or at any adjournment of such meeting.

This proxy may be revoked, at any time, upon notification to the Secretary, NYSVA&RA. (may be done c/o the Credentials Committee).

(Date)

(Name/Title - Presiding Officer or Secretary)

(Signature)

Instructions:

A Proxy is not needed for designated delegate(s) to vote. You can file this proxy as insurance of your vote in case your designated delegate is unable to attend. Unless otherwise instructed voting by your delegate will take priority over voting by your proxy.

*** Proxy must be returned to the Credentials Committee (delivered or postmarked) no later than 21 days prior to Annual Meeting.** The credentials committee will only accept this original or a proxy on squad stationary.

* The Secretary, NYSVARA may act as proxy unless another individual is designated. You may designate any individual member in good standing of the NYSVA&RA who will be attending the annual meeting (for example – consider your district director)

REMEMBER – A Squad in good standing **must have** dues paid **and an** Annual Report on file for the Current Membership Year (**October 1, 2004 - September 30**). If you have not done so, please file your squad report now (delivered or postmarked no later than 21 days prior to Annual Meeting), your vote and participation is important!

RETURN TO: Chair, Credentials Committee, NYSVA&RA,

CREDENTIALS COMMITTEE – INDIVIDUAL PROXY

I _____,
(Name & District)

a member in good standing of the NYS Volunteer Ambulance & Rescue Association, Inc., do hereby designate the Secretary, NYSVA&RA or the officer or agent designated by the Board of Directors, as proxy, and authorize said proxy to vote on my behalf at the Annual Meeting to be held _____ or at any adjournment of such meeting. Unless otherwise instructed, the proxy will cast my vote for the slate of officers proposed by the Nominating Committee and on by-law amendments and other matters in accordance with recommendations made by the Board of Directors.

Or

do hereby designate _____
(Name of designee)

to serve as proxy , and authorize said proxy to vote on my behalf at the annual meeting or at any adjournment of such meeting.

This proxy may be revoked, at any time, upon notification to the Secretary, NYSVA&RA.
(may be done c/o the Credentials Committee)

(Date)

(Name -- Print)

(Signature)

Instructions:

- *You can file this proxy as insurance of your vote in case you are unable to attend. Your attendance takes priority over voting by your proxy.
- * Proxy may be sent to the credentials committee or brought to the meeting and presented to the committee.
- * The Secretary, NYSVARA may act as proxy unless another individual is designated. You may designate any individual member in good standing of the association who will be attending the annual meeting (for example – consider your district director).

RETURN TO: Chair, Credentials Committee, NYSVA&RA,

SAMPLE BALLOT

NEW YORK STATE VOLUNTEER AMBULANCE & RESCUE ASSOCIATION, INC.

CONVENTION YEAR: _____ BALLOT FOR ELECTION OF OFFICERS

PRESIDENT

EXECUTIVE VICE PRESIDENT

VICE PRESIDENT

SECRETARY

FINANCIAL SECRETARY

TREASURER

NOTE: Squad = 25 votes Individual = 1 vote
Squad ballot and individual ballots shall be different colors

		<u>TALLY SHEET</u> <u>PROPOSITIONS</u>		
<u>PROPOSITION</u>		<u>YES</u>	<u>NO</u>	<u>BLANK</u>
#1	INDIVIDUAL	_____	_____	_____
	SQUAD	_____X25	_____X25	_____X25
TOTAL		_____YES	_____NO	_____BLANK
#2	INDIVIDUAL	_____	_____	_____
	SQUAD	_____X25	_____X25	_____X25
TOTAL		_____YES	_____NO	_____BLANK
#3	INDIVIDUAL	_____	_____	_____
	SQUAD	_____X25	_____X25	_____X25
TOTAL		_____YES	_____NO	_____BLANK
#4	INDIVIDUAL	_____	_____	_____
	SQUAD	_____X25	_____X25	_____X25
TOTAL		_____YES	_____NO	_____BLANK
#5	INDIVIDUAL	_____	_____	_____
	SQUAD	_____X25	_____X25	_____X25
TOTAL		_____YES	_____NO	_____BLANK

INDIVIDUAL VOTE TALLY SHEET

PRESIDENT: Candidate "A" _____ Total votes _____

"B" _____ Total votes _____

Total # of ballots cast _____

EXEC.V. P.: Candidate "A" _____ Total votes _____

"B" _____ Total votes _____

Total # of ballots cast _____

Vice President: Candidate "A" _____ Total votes _____

"B" _____ Total votes- _____

Total # of ballots cast _____

Secretary: Candidate "A" _____ Total votes _____

"B" _____ Total votes _____

Total # of ballots cast _____

Treasurer: Candidate "A" _____ Total votes _____

"B"- _____ Total votes _____

Total # of ballots cast _____

Financial Secretary: "A" _____ Total votes _____

"B" _____ Total votes _____

Total # of ballots cast _____

TOTAL # OF INDIVIDUAL BALLOTS CAST..... _____

NEW YORK STATE VOLUNTEER AMBULANCE & RESCUE ASSOCIATION, INC.

SQUAD VOTE-TALLY SHEET

PRESIDENT: Candidate "A" _____ Total vote _____ X 25= _____

"B" _____ Total vote _____ X 25= _____

Total # of ballots cast _____ X 25 = _____

Exec. VP: Candidate "A" _____ Total vote _____ X 25= _____

"B" _____ Total vote _____ X 25= _____

Total # of ballots cast _____ X 25 = _____

Vice Pres: Candidate "A" _____ Total vote _____ X 25= _____

"B" _____ Total vote _____ X 25= _____

Total # of ballots cast _____ X 25 = _____

Secretary: Candidate "A" _____ Total vote _____ X 25 = _____

"B" _____ Total vote _____ X 25 = _____

Total # of ballots cast _____ X 25 = _____

Financial Secretary: "A" _____ Total vote _____ X 25 = _____

"B" _____ Total vote _____ X25 = _____

Total # of ballots cast _____ X 25 = _____

Treasurer: Candidate "A" _____ Total vote _____ X 25 = _____

"B" _____ Total vote _____ X 25 = _____

Total # of ballots cast _____ X 25 = _____

TOTAL # OF SQUAD BALLOTS CAST..... _____ X25 _____

TALLY SHEET

ELECTION RESULTS

TOTAL # of Squads Authorized to vote.....
TOTAL # of Squad ballots cast.....
TOTAL # of Individual Members Authorized to vote.....
TOTAL # of Individual ballots cast.....
TOTAL # of votes needed for 2/3 vote.....
TOTAL # of Squad ballot voids.....
TOTAL # of Individual ballot voids.....

Based on the information above and the figures compiled on the attached Tally sheets, WE, the members of the Credentials Committee, declare the following results to be true and binding:

PRESIDENT-

EXECUTIVE VICE PRESIDENT--

VICE PRESIDENT

SECRETARY

TREASURER

FINANCIAL SECRETARY

PROPOSITION # 1

2

3

#4

#5

SIGNED AND WITNESSED ON THIS THE ____DAY OF _____20____.

Chairman of committee _____

Co-Chairman of committee_____

SAFETY

PURPOSE

To promote safe driving and keep safety always foremost in the minds of volunteers who man the vehicles in the State of New York.

ELIGIBILITY

Any volunteer ambulance squad in the State of New York who is a paid up member in good standing of the New York Volunteer Ambulance & Rescue Association.

REPORTS

The State Safety Chairman will send to each member squad in good standing a safety report.

REPORTING PERIOD

From June 1st through May 31st with a cutoff date of July 15th for all reports to be eligible for an award. State Safety Chairman should have all reports from Squads as soon as possible after May 31st. Any reports received after July 15th, will be considered for the next years award.

PRESENTATION OF AWARDS

Certificates of Appreciation and Safety Certificates are awarded at the Annual Meeting. Plaques are awarded at the Annual Banquet.

Certificates of Appreciation are given to new squads who joined the Association during the year and have completed safety reports for that reporting year.

Safety Certificate is given for accident free driving for one full year.

Five Year Plaque is given for accident free driving for a period of five consecutive years.

Ten Year Plaque is given for accident free driving for a period of ten consecutive years.

Fifteen Year Plaque is given for accident free driving for a period of fifteen consecutive years.

Twenty Year Plaque and above are given in five year increments for accident free driving. All years must be consecutive.

Any break in continuous years of accident free driving being reported to the Safety Chair constitutes that the squad begins receiving certificates or awards as if they had just joined the Association.

SAFETY AWARDS

RULES

Annual reports are sent to each member squad by the Safety Chair. They should be returned no later than thirty (30) days following receipt.

Report will include:

- 1 - Total number of runs or calls taken.

- 2 - Total number of miles traveled rounded to the nearest mile.

(It is possible that the criteria will be changed to take into account the fact that some squads take 4000 runs a year and others take 200.)

All accidents must be reported and submitted in writing to the State Safety Chair as soon as possible to determine if the accident is chargeable. Any accident not reported is considered chargeable and the squad begins to accrue time anew.

Any inquiries or discrepancies regarding awards must be submitted to the State Safety Chair in writing by December 31st of the year following the presentation of the certificate or award in dispute. Failure to do this disqualifies the squad from any further claims.

INVESTIGATION OF ACCIDENTS

The State Safety Chair will have the responsibility to investigate any accident or personal injury. He/She will get the facts and use the following interpretation of questionable accidents as his/her guide.

A reportable accident shall be any accident in which the squads' vehicle is involved, unless properly parked, or not operated by the squad, where such accident results in death, personal injury, or property damage. An Accident is reportable regardless of who was hurt, what property was damaged, or to what extent, where it occurred, or who was responsible.

- A. This rule provides that an accident is reportable within thirty (30) days regardless of who was responsible. Most traffic engineers agree that in a given automobile accident there are usually not one, but many causes which contribute to the accident. So, to get the best accident prevention results, it is important to lay some emphasis on the accidents for which drivers are apparently not responsible.

- B. This rule is interpreted to mean that any accident, involving any property damage, must be reported. This does not mean however, that ordinary contact between the bumper of a Squad vehicle and another car's bumper, or the bashing of a hubcap against a curb should be counted as an accident. These are wear and tear incidents rather than accidents, except of course, when there is actual crushing and breakage of a bumper or hubcap. Contact with other parts of vehicles however, are not wear and tear incidents and must be judged strictly on the facts as to property damage.

- C. Damage or injury caused by Acts of God, such as: branches blown from trees, lightning etc., are not reportable accidents.

- D. Unless a vehicle is properly parked, property damage - or injury arising from objects falling either within the vehicle or off the vehicle are reportable accidents.

- E. The occurrence of a fire in the engine or on the body of the vehicle is in itself not a chargeable accident, even though the vehicle is damaged to a considerable extent, or entirely destroyed. However, such an incident should be reported to advise the State Safety Chair of the incident.
- F. Accidents involving wild animals as per Motor Vehicle Law are not reportable unless someone is injured or damage is caused to the vehicle or other object than the wild animal.
- G. A vehicle shall be considered properly parked when completely stopped in any part of the street or highway, where it is legal and/or in accordance with police instructions to park such vehicle for the purpose of loading or unloading patients, passengers or materials carried by such vehicles. If a vehicle is parked, and because of a slight incline or other incident, the vehicle, driverless, travels into a collision with another vehicle, or fixed object, the vehicle is reportable. The vehicle was not properly parked.
- H. If a door of a properly parked vehicle is opened, and a collision with pedestrian or vehicular traffic results in any property damage or personal injury, it is a reportable accident.

PREVENTABILITY OF ACCIDENTS

Responsibility to prevent accidents is not based on who was responsible or at fault.

Responsibility to prevent accidents goes beyond careful observance of traffic rules and regulations. Drivers must drive in a manner to prevent accidents, regardless of the other fellow's faulty driving or nonobservance of traffic laws.

UNLESS THOROUGH INVESTIGATION SHOWS EXTENUATING CIRCUMSTANCES
QUITE BEYOND THE CONTROL OF THE DRIVER, ACCIDENTS ARE USUALLY
PREVENTABLE.

SPECIAL AWARDS

CLASSIFICATION OF AWARDS-

1. District Chairpersons and the Special Awards Chairperson shall, when recommending the degree of award, shall be guided by the classifications established in this chapter.
2. As it is highly desirable that there should be uniformity and certainty in estimating the degree of risk or initiative, and capability undertaken by a member, to entitle him/her/them to an award, regard being given to the fact that in the calling of ambulance personnel a certain degree of initiative and capability is required. The awards shall only be given for duty above and beyond the normal every day routine operation. This is essential when reviewing nominations for awards.
3. The following classifications of awards are established:
 - a. Class 1 – (Titled Meritorious Award) to entitle a member to receive this award, the act under consideration should involve a degree of danger properly to be characterized as GREAT PERSONAL RISK.
 - b. Class 2 – (Titled Educator of the Year Award) to entitle a member to receive this award, the nominee **must** be recognized by the New York State Department of Health as a **certified** instructor, through outstanding teaching, publication or research has greatly improved pre-hospital services at the local, county, regional or state level.
 - c. Class 3 – (Titled President's Award) to entitle a member to receive this award, an exceptional contribution to EMS activities must be made.
 - d. Class 4 – (Titled Leadership Award) to entitle a member to receive this award, an individual shall perform an outstanding service to the Association or a member organization of the Association.
 - e. Class 5 – (Titled Civilian Award) this award shall be presented to non-members who are not ambulance personnel or a professional in the medical field, for the individual acts of personal bravery or initiative and capability in the saving of a life.
 - f. Class 6 – (Titled Unit Citation) to entitle a unit to this award, the act under consideration should involve an outstanding unit operation, dependent upon teamwork and cooperation.
 - g. Class 7 – (Titled Youth Squad Award) to be eligible, a youth squad shall perform outstanding service to their local unit, community, or to the Association.
 - h. Class 8 – (Titled EMS Person of the Year) all nominees for all other awards shall be considered for EMS Person of the Year, preference given to nominees of Class 1 awards.

GENERAL REQUIRMENTS:

1. All nominees, with the exception of Class 5, must at the time the act was performed, have been a member of a member organization, or an individual member of the Association, in good standing.
2. A Unit nominated for a Unit Citation must at the time the act was performed, has been a member in good standing with the Association.
3. All nominees must have performed the act within the Award period - June 1st to May 31st of the previous year, and be submitted to the committee at least sixty (60) days prior to Convention.

APPLICATION PROCESS:

1. Applications for consideration should be submitted to the District Chair, on the provided Application Form, together with witness statements, pictures, newspaper articles, etc.. District Officers shall review applications and forward same to the Special Awards Committee with their recommendations.
2. A committee of at least three (3) members, appointed by the President of the Association, shall constitute the Special Awards Committee. They shall review all applications for awards and make appropriate recommendations to the Board of Directors.
3. Any applications submitted that are to be found unacceptable, shall be returned to the District Director from which the application originated. The appeal process may be instigated at that time.

APPEALS

1. Appeals shall not be considered unless the appeal clearly discloses new evidence of additional facts relative to the act or work performed, which were not included in the original reports considered by the Special Awards Committee.
2. Appeals shall be reviewed by the Special Awards Committee, together with the Executive Vice President. They shall recommend to the Board of Directors to either deny the appeal or recommend the nominee for further consideration.

PRESENTATION OF AWARDS

1. The Special Awards Committee shall, with the concurrence of the Board of Directors, prepare the appropriate awards for presentation.
2. All Awards shall be presented at the Annual Conference and Trade Show.
3. Suggested awards for each class are as follows:
 - a. Classes 1 through 4 shall consist of an Appropriate Plaque, engraved with name, and date of award given. A Citation stating what the award stands for shall be also given.
 - b. Class 5 Awards shall consist of a pre-printed certificate of Merit upon which the name of the person shall be affixed.
 - c. Class 6, Unit Award, shall consist of an appropriate plaque for the unit, as well as each individual involved in the act.
 - d. Classes 7 and 8 shall consist of an Appropriate Plaque.

NEW YORK STATE
VOLUNTEER AMBULANCE & RESCUE ASSOCIATION

SPECIAL AWARDS NOMINATION FORM

Candidate's Name _____

Home Mailing Address _____

City/State/ZIP _____

EMS Affiliations/Organizations:

Name of Organization _____

Address of Organization _____

City/State/Zip _____

Phone _____

Role/Title _____

Category for which the applicant is being nominated:

- | | |
|------------------------------------|------------------------------------|
| _____ EMS Person of the Year | _____ Leadership Award |
| _____ Youth Squad Award | _____ Meritorious Award |
| _____ Educator of the Year | _____ Unit Citation |
| _____ Civilian Award | _____ Medical Director of the Year |
| _____ Rescue-EMS Recognition Award | |

Award description and criteria are attached to this application.

Please provide a brief narrative of why this person is being nominated, ie.caring, commitment, dedication, strong leadership skills, excellent teaching skills, ingenuity, bravery, etc. Attach supporting documents you feel will help in the decision making process regarding this nomination.

Person or Agency submitting nomination: _____

Phone: _____ E-mail: _____

Signature & Title : _____

REQUIREMENTS

All nominees, except for certain categories, must have been a member of a Member Organization or an Individual Member of the Association in good standing at the time of the act.

All nominees must have performed the act within the award period... June 1st thru May 31st of the previous year and be submitted to the committee at least sixty (60) days prior to convention.

CATEGORIES OF SPECIAL AWARDS

EMS Person of the Year:

To entitle a member to receive this award, an exceptional contribution to EMS activities must be made.

Educator of the Year Award:

To entitle a member to receive this award, the nominee must be recognized by the NY State Department of Health as a certified instructor. Through outstanding teaching, publication, or research has greatly improved pre-hospital services at the local, county, regional or state level.

Leadership Award:

To entitle a member to receive this award, an individual shall perform an outstanding service to the Association or a Member Organization of the Association.

Unit Citation:

To entitle a unit to this award, the act under consideration should involve an outstanding unit operation, dependent upon teamwork and cooperation.

Youth Squad Award:

To be eligible, a youth squad shall perform outstanding service to their local unit, community, or to the Association.

Rescue-EMS Recognition Award:

To entitle a member to receive this award, an outstanding contribution in both Rescue & EMS activities must be made.

Civilian Award:

This award shall be presented to non-members, who are not ambulance personnel or a professional in the medical field, for the individual acts of personal bravery or initiative and capability in the saving of a life.

Medical Director of the Year Award:

To give recognition of those of the medical profession who have contributed knowledge and guidance to volunteer squad members.

Meritorious Award:

To entitle a member to receive this award, the act under consideration should involve a degree of danger properly to be characterized as At Great Personal Risk.

Completed applications must be mailed sixty (60) days prior to our Annual Meeting & Convention to:
NYSVARA-Special Awards
PO Box 254
East Schodack, NY 12063

**NEW YORK STATE
VOLUNTEER AMBULANCE & RESCUE ASSOCIATION**

SCHOLARSHIP APPLICATION

APPLICANT'S NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

VAC/RESCUE SQUAD: _____

SQUAD CAPTAIN/PRESIDENT: _____

TELEPHONE NUMBER: _____

Schools to which you have applied and your current acceptance status:

School name	Accepted (Yes or Pending)
1. _____	_____
2. _____	_____
3. _____	_____

REQUIREMENTS:

- Age: No limit
- Must be used for furthering your education in a medical related field. (Not for EMT and / or CFR courses.
- Applicant and/or an immediate family member must be an individual member or a member of a squad in good standing in the NYSVA&RA.
- Deadline: Postmarked sixty (60) days prior to Annual Meeting & Convention.
- Course or school session must start in current year.

APPLICANT MUST SUBMIT THE FOLLOWING:

- Completed application.
- Proof of enrollment in the form of admission slip or letter from institution.
- Proof of current individual or squad membership in NYSVA&RA.
- Brief essay as to why you feel you are qualified for a scholarship award. Please include any recognition you may have received from your squad or high school.

RETURN COMPLETED APPLICATION TO:

**NYSVARA-Special Awards
PO Box 254
East Schodack, NY 12063**

COMPETITION AND DRILL RULES

Each year the Association holds at its annual convention, First Aid Competitions.

These consist of:

1. Youth - Problems that deal with First Responder level of training.
2. EMT - Dealing with that level of training.
3. Ambulance- Inspection and an EMT drill.

It is highly advisable for all squads to field at least one team, especially youth. It is a wonderful learning experience for all.

Most teams that compete started as Youth First Responder teams, and have graduated into the Senior EMT teams. We have a few Youth teams but encourage all squads to form a Youth squad; they are our future riders and what better way to train them than on our own ambulances.

There is a Drill Rules Book that is ever changing, so if you are interested in competing, or starting a Youth squad, contact the current Drill Rules Chairperson, or the State Youth Chairperson. Their addresses can be found at the beginning of the manual and are updated as needed.



**New York State Volunteer Ambulance & Rescue Association
PO Box 254
East Schodack, NY 12063
877-NYS-VARA
www.nysvara.org**