



# FIRST AID BOOKING INFORMATION

Please review the below information before completing your request to book St. John's Ambulance First Aid sessions.

## COMPLETING THE REQUEST FORM:

- Step 1:** When making your initial request for a First Aid course, please complete **Section A** of the **First Aid Booking Request Form** and return it to [carolyn.gibson@4hnovascotia.ca](mailto:carolyn.gibson@4hnovascotia.ca).
- Step 2:** 4-H NS will then work with St. John's Ambulance to confirm your course and send you confirmation via email.
- Step 3:** Once your course has been confirmed, please complete **Section B** of the **First Aid Booking Request Form** and return it to [carolyn.gibson@4hnovascotia.ca](mailto:carolyn.gibson@4hnovascotia.ca) no later than 1 week prior to your class.

It is especially important that you indicate whether each participant is a 4-H Member/Volunteer, Non-4-H Student or a Non-4-H Adult.

Note that a minimum of 10 participants are required to hold a course. Maximum class size is 18 participants.

## PAYMENT INFORMATION, 4-H MEMBERS AND VOLUNTEERS:

Please note that St. John's Ambulance offers a 50% discounted rate of \$47.50 to 4-H Members and 4-H Volunteers only (this does not include parents of 4-H members).

The organizing club/county will receive an invoice from 4-H Nova Scotia for all 4-H Member/Volunteer participants after the course has been completed. 4-H NS then handles payment to St. John's Ambulance.

## NON 4-H PARTICIPANTS:

You may invite participants who are non 4-H members/volunteers, however, they would pay the regular St. John's Ambulance fee.

Adult non 4-H	\$95.00
Student non 4-H	\$80.75

**Important: Do not pay St. John's Ambulance directly, the organizing club/county will receive an invoice from 4-H Nova Scotia after the class has been completed.**

For further information on booking a 4-H First Aid course please contact [carolyn.gibson@4hnovascotia.ca](mailto:carolyn.gibson@4hnovascotia.ca) .