

Date: _____

Dear New Apprentice or Associate Member:

Congratulations on your new affiliation with Kempsville Rescue Squad Inc.! I hope it will be a long and productive one. Your operational status is "Ambulance Trainee".

Here is a list of items that you and I should take care of immediately:

- [] Label an available **mail file** for yourself in the Rescue Lounge.
- [] Pick up a **Phone List**. If none are available, contact the Office Manager (340-KVRS box 8 sub 1).
- [] Complete a **Uniform Request Form** and submit it to the Uniforms Coordinator (Shamera Boone).
- [] Pick up a **Training Packet**. If none are available, contact the Training Sergeant (340-KVRS box 7 sub 5). You must have your training packet with you on all training duties.
- [] Complete a **Schedule Availability Sheet** and submit it to the Schedule Sergeant (Linda Ellison). Your first ambulance training duties will be assigned on the basis of this sheet.
- [] Learn the **security codes** for the doors at Rescue 9 and 19. Do not reveal these codes to any non-members.

If you have any questions, feel free to contact me via voice mail (340-KVRS box 2). I will call you back as soon as I can.

Sincerely,

Membership Committee Chair