



(*SAMPLE DOCUMENT*)
HAAO PETITION GUIDELINE

SUGGESTED TIMELINE FOR DISTRIBUTION AND COLLECTION OF PETITION
START DATE TO END DATE

Distribution

1. Set up a committee to oversee the distribution and collection of the petition.
2. Set timelines *START DATE* to *END DATE**. This is the recommended timeline but if you need create a more workable timeline for your organization please do so. Ideally we would like to have this returned by *DATE*.
3. Create a list of locations within your facility and community that will permit you to circulate the petition. Try to choose areas where the public is more than likely to support your organization or Auxiliary/Association.
4. Use legal size paper and print off as many copies, from the template provided, as you feel you wish to distribute in any one location. You will have to format to include the lines.
5. Take the petition to organized events e.g. General Meetings, Luncheons and Fundraising events.
6. Remind individuals to sign only one petition supporting HAAO.
7. Assign committee members to distribute and oversee petition. Ask members to check that petition is being signed in that location and whether or not further pages are required.

Collection

1. At the *END DATE** collect all the petitions.
2. Committee members will need to check that there are no spoiled signatures. A line should be drawn through those signatures that are unacceptable.
3. Fill out Return Form recording the number of names collected.
4. Return Option #1: Take petition to your (*example - Local MPP, MP, Councillor, etc.*) and request that the form and petition be mailed to the address provided.
5. Note: Not all (*example - Local MPP, MP, Councillor, etc.*) will be focusing on the same issues in your community and may not be willing to mail these petitions for you.
6. Return Option #2: Each organization mail the petition and Return Sheet to the address provided:

NAME & ADDRESS OF MPP, MP OR COUNCILLOR, ETC.

Sample only if you are petitioning the Legislative Assembly of Ontario

NOTE: The information below was reproduced from the Ontario Government web site.

Residents of the Province of Ontario have the right to petition their legislators at Queen's Park. A petition is a request that the Parliament of Ontario take some specific action (or refrain from taking some action) to redress a public grievance. The action requested must be within the scope of jurisdiction of the Ontario Legislative Assembly, and the request must be clear, temperate, proper and respectful.

In order to be certified by the Clerk, every petition shall:

Form of address

(i) be addressed to the Parliament, Legislature or Legislative Assembly of Ontario;

Request for action

(ii) contain a clear, proper and respectful request that the House take some action within its authority;

No erasures or insertions

(iii) be written, typewritten or printed, without erasures or insertions;

Contents

(iv) have its request appear at the top of every sheet, if it consists of more than one sheet of signatures; and

Petitioners

(v) contain the names, addresses and original signatures written directly on the face of the petition and not pasted thereon or otherwise transferred to it.

Form and Content

A petition must be addressed to either the Parliament, Legislature or Legislative Assembly of Ontario. Petitions addressed to the Government of Ontario or to a particular minister cannot be accepted.

Petitions must be written, typewritten or printed, and it is recommended that the paper be standard letter or legal size.

If a petition consists of more than one sheet of signatures, the text of the petition must appear at the top of every sheet. Each person petitioning the Parliament of Ontario must print his or her name and address and sign his or her name under the text of the petition.

A petition must contain original signatures only, written directly on the face of the petition and not pasted or transferred to it. Petitions must be free of erasures or insertions. Petitioners must be residents of the Province of Ontario; it is acceptable for petitioners to be under the age of majority.



Supporting Healthcare
Volunteers in Ontario

HAAO PETITION RETURN FORM

Date

Name of Hospital Auxiliary or Association or Organization

Date

Name of Hospital Auxiliary or Association or Organization

Date

Name of Hospital Auxiliary or Association or Organization

Date

Name of Hospital Auxiliary or Association or Organization

Date

Name of Hospital Auxiliary or Association or Organization

Signature (Print)

Date



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Date

Name of Hospital Auxiliary or Association or Organization

Date

Name of Hospital Auxiliary or Association or Organization

Date

Name of Hospital Auxiliary or Association or Organization

Date

Name of Hospital Auxiliary or Association or Organization

Signature (Print)

Date