

Date: \_\_\_\_\_

Name: \_\_\_\_\_:

Congratulations! This letter documents that you and I have met, and the meeting resulted in your promotion to Probationary Attendant-In-Charge status. You may remove the red stripe from your Rescue ID cards.

The next ambulance schedule will reflect your new operational status. As of now, you are NOT responsible for any trainee duties that you may still be scheduled for.

You are now eligible for a Dress Uniform Shirt. Please complete a Uniform Request Form and submit it to the Uniforms Coordinator.

Your corporate membership status has not changed. You are still an Apprentice Member of the corporation. You have, however, fulfilled one of the three requirements for becoming a Full Member of Kempsville Rescue Squad Inc. The other requirements are that you accrue six months as an Apprentice Member, and that you win a vote of approval from the membership. Full Members have the power to vote and may hold office. See section 207 of the bylaws for more information.

Please remember that because AICs carry heavier responsibilities, the sanctions for failure to cover assigned duties will now be stiffer. Fortunately, the rewards for a job well done are more meaningful.

Enjoy your new role!

Sincerely,

Squad Commander

copies: Assistant Squad Commander  
Squad Uniforms Coordinator  
DEMS Personnel File  
Squad Promotions File

Squad Training Supervisor  
Chair, Squad Membership Committee  
Squad Personnel File