

CPR/FA REQUESTING OFFICER INFORMATION

The MEDIC FIRST AID® program offered by GWRRA is a chance to learn potentially life saving techniques in a low stress class setting. All classes are open to **CURRENT** GWRRA members and their immediate families. The MEDIC FIRST AID® curriculum currently being offered by GWRRA for its members is Basic Plus 6.0. This includes Basic CPR, First Aid and AED (automated external defibrillation). The Basic Plus class requires approximately 6-7 hours to deliver the information. Currently there are no recertification classes being offered. The following key points cover many of the “most asked” questions when scheduling a MEDIC FIRST AID® class.

To schedule a MEDIC FIRST AID® class for your members:

- Complete the entire form including 3 possible date choices. This will allow for flexibility when arranging training equipment and instructors. Include the name of the location **AND** address of class if known
- Email (cgeggie@juno.com) or mail your completed request form to:

Melanie Geggie
Ohio District CPR/FA Coordinator
2208 Oxford-Trenton Rd
Oxford, Ohio 45056

The requesting officer will receive confirmation of the class date and instructor(s). As the class date approaches, the instructor will contact the requesting officer to finalize class times and lunch arrangements. (I'll take a moment here to comment about lunch!) We recommend that lunch can be a carry in, delivery or individual brown bag. Off site restaurant lunches can significantly lengthen an already busy day. Lunch is certainly at the discretion of each chapter and these scenarios are only suggestions to keep your day on schedule.

When possible, requesting officers are urged to contact other chapters in their area to survey the possibility of a multi-chapter or area wide class. By combining classes, this helps us better utilize the program resources including instructor time. To hold a class, there is a minimum requirement of 6 students. Class maximum is 24 students.

The Tuition Fee is \$20 per member. Checks need to be made payable to GWRRA OF OHIO. **The requesting officer is responsible for collecting the fees and sending them (along with a FINAL roster of the pre-registered participants) to me NO LATER THAN TWO WEEKS before the approved class date.** This District policy allows for an accurate number of student training materials and completion cards to be sent in a timely manner for your class. The correct instructor to student ratio also depends on this number being accurate. **Therefore, only those members (and their immediate family) with a CURRENT GWRRA membership and who have prepaid for a class will have student materials and completion cards sent for them.**

Thank you for your time in arranging MEDIC FIRST AID® training for your members. If you have any questions, please email me at cgeggie@juno.com or contact me by telephone at 513-523-0190.

Melanie Geggie
Ohio District CPR/FA Coordinator

OHIO DISTRICT REQUEST FOR MEDIC FIRST AID® CLASS

To request a MEDIC FIRST AID® class for your Chapter or Section you must complete this form. Please include both email address and telephone number where you can be contacted. Forward your completed form to **MELANIE GEGGIE, Ohio District CPR/FA Coordinator at cgeggie@juno.com or mail to 2208 Oxford Trenton Rd, Oxford, OH 45056**

Section: _____ Chapter: _____

Location and Address of class: _____

Requesting Officer: _____ (position) _____

Requesting Officer Telephone Number: _____ Email: _____

Type of Class Requested: Basic Plus 6.0 (No recertification class is available for Basic 5.0)

Number of Students Expected: _____ (An instructor is limited to 12 students. If more than 12 students are expected, a second instructor will be arranged.) **A minimum of 6 students is required.**

Requested Date: (1st choice) _____
(2nd choice) _____
(3rd choice) _____

It is the responsibility of the requesting Section/Chapter to provide a suitable location for the class. Location must be large enough to accommodate the expected number of students and have ample floor space for small group practice sessions. **THE REQUESTING SECTION OR CHAPTER MUST PROVIDE A TV AND DVD PLAYER (NOT VCR) TO PLAY THE NECESSARY TRAINING MATERIALS. TV AND DVD CONNECTIONS MUST BE CHECKED IN ADVANCE OF CLASS!** Times for the class and arrangements for lunch should be discussed with the appointed instructor(s) prior to the class. Students should wear comfortable clothing and be prepared to work in small groups on the floor to practice the techniques taught. Any physical limitations should be brought to the instructor's attention prior to class. Basic program will last 6-7 hours. Participants must be CURRENT GWRRA members.

****100% PARTICIPATION IS REQUIRED TO RECEIVE A COMPLETION CARD!****

NON-REFUNDABLE TUITION FOR CLASSES MUST BE PREPAID (checks made payable to GWRRA of Ohio) TO COORDINATOR NO LATER THAN 2 WEEKS BEFORE SCHEDULED DATE.

(section below to be completed by Ohio District CPR/FA Coordinator)

Approved by: _____ Date: _____

Date of class: _____

Assigned instructor(s): _____