



British Columbia Fire Training Officers Association

Operational Guideline

Featured Associate Member Website	O.G. # 2.04.03	Page 1 of 1
	Eff: October 10, 2014	Initial of Pres DC

Purpose: It shall be the objective of the BCFTOA to have a featured Associate Member displayed on the Association website.

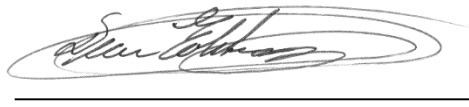
Scope: The BCFTOA membership.

Policy: All active BCFTOA Associate Members can submit their organization's information so that they can be featured on the Association's website as a means to strengthen the networking of the Association and to promote their organization.

Procedure:

Associate members of the Association may be featured on the website using the following procedures:

- Each organization may submit their information at any time to the BCFTOA. Selection of the organization for the "featured" program will be based on date of submission or random selection.
- EBlasts will occur every six months from the Association to generate the featured fire department program
- This information shall be sent to the Administrative Assistant via email at admin@bcftoa.com
- The website will have a specific section that is titled "Featured Associate Member"
- The featured Associate Member shall be displayed on the website for not less than 8 weeks and not more than 10 weeks depending on the amount of Associate Members that wish to participate in the program
- If Associate Members do not participate and the information becomes stale (greater than 10 weeks) the program will be removed from the website until additional Associate Members participate in the program again
- Pictures of the organization are required for the feature which may include your logo, business location and training activities in relation to fire departments.
- The Associate Member's information shall include the following
 - o Organization Name
 - o Organization activities or operation activities as it relates to the Fire Training Officer
 - o Calendar of events, or fire department/rescue training scheduled
 - o Any training initiatives or special interests that the organization is undertaking
 - o Contact information with links to their website??

 Signature of President Signed: October 26, 2014	This OG replaces Issued: NA
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