

Guidelines for Acknowledgements / Social Committee

2018 - 2019

Cards

Illness:

- + anything longer than 15 consecutive working days, **(requests not to be submitted until the 15th day of absence has occurred)**

Death:

- + of any family member

Birth:

- + Birth or adoption of a child of association member, grandchildren

Wedding:

- + of an association member

Gift Basket or Donation

Death of a:

- + Association member
- + Spouse / Common Law Partner
- + Mother or Father/step Mother or Father
- + Mother or Father in-law
- + Daughter or Son / step Daughter or Son
- + Daughter-in-law or Son in-law
- + Sister or Brother
- + Grandchild

VERY IMPORTANT

- + Form must be completed in full. If any information is missing, it will be returned. All information is pertinent for the request to go through.
- + When faxing in your request; please send in hard copy as well; as fax machines are sometimes not working
- + If a donation is being sent in memory:

A sympathy card will be sent, stating that a donation has been made.

(Sometimes it can take a few months to get an acknowledgement from an organization that they received a donation. We want our members to know they have been remembered.)