

Instructions for Cheque Presentation with Grant Recipient.

1. Director Assignment:

- The director responsible for each cheque presentation will be determined at board meeting when is grant awarded.

2. Email Communication:

- CF Officer send an email to director with the grant recipient letter attached and contact information.

3. Organization Contact:

- Director will contact the organization to arrange a suitable time and location for the presentation.

4. Letter Preparation:

- Directors are responsible for printing the letter for their respective recipient.

5. Cheque Pickup:

- Director will arrange to pick up the cheque from Treasurer or Chair. (Ryan or Karen will bring the cheque to town for pickup).

6. Cheque Presentation:

- Director will present the cheque and letter to the recipient.
- Director should explain the letter to ensure the recipient understands the expectations.
- Directors will take a photo of the presentation and send it to CF Coordinator.

By following these steps, we can ensure a coordinated and efficient cheque presentation process