

Guidelines for Acknowledgements

Members will receive a **CARD** for:

Illness: anything longer than 15 consecutive working days; requests not to be submitted until the 15th day of absence have occurred

Death: of any family member

Birth: birth or adoption of a child of association member, grandchildren

Wedding: of an association member

Members (family) will receive a **GIFT BASKET** or a **DONATION** in memory will be made for:

Death of a(n)

- Association member
- Spouse / common law partner
- Mother or Father / Stepmother or Stepfather
- Mother or Father-in-law
- Daughter or Son / Stepdaughter or Stepson
- Daughter in law or Son in law
- Sister or Brother
- Grandchild
- Grand Parent

****Very Important****

Form must be completed in full

If any information is missing, form will be returned and request will not be fulfilled. All information on the form is pertinent, ensure all information is included before submitted form

Fax request first, then submit hard copy

If a donation is being sent in memory, a sympathy card will be sent to member, stating that a donation has been made in honor of the deceased. Please be aware that it can take a few months to get an acknowledgement from an organization when a donation has been made