

Guidelines for Acknowledgements

Social Committee Guidelines and Procedures 2025-2026 Roles, Responsibilities, and Procedures for Association Committees

Eligibilities

- Illness: Cards sent for absences over 15 consecutive working days; request submitted after 15th day.
- Death: Cards sent for passing of an association member or immediate family (parents, siblings, children, spouse/common-law, stepparents/stepchildren, in-laws, grandchildren).
- Birth: Cards sent for birth or adoption of a child or grandchild of an association member.
- Wedding: Cards sent to association members upon marriage.

Submitting Requests

- Requests must first be faxed using the designated form, followed by submission of a hard copy.
- All required fields on the request form must be completed. Incomplete forms will not be processed.

Donations in Memory

- When a memorial donation is made, a sympathy card is sent to the association member, noting the donation in honor of the deceased.
- It may take several months to receive an acknowledgment from the organization after the donation is processed.

Committee Responsibilities

- The committee is responsible for sending acknowledgments on behalf of the association.
- Guidelines for distribution are attached and available for download at www.retea.ca.

Sending Donations and Gift Baskets

- Notify recipients by mail when a donation is made.
- Forward a copy of the completed request form to the Executive Treasurer for donation processing.
- To send a gift basket, place orders through Balloon, Bouquets Plus at (204) 339-9778; each basket costs \$80-100 with taxes and delivery.
- Purchase cards and stamps as needed and submit receipts to the Executive Treasurer for reimbursement.