

Guidelines for Acknowledgement

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: Cards are sent for passing of an member's extended family

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

Wedding: of an association member

Donations or Baskets are sent for passing of an Association Member or their immediate family members

Death of a(n)

- Parents
- siblings
- children
- spouse/common-law
- stepparents/stepchildren
- in-laws
- grandchildren or grandparents

****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

Email request first, then submit hard copy if needed

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