

VIEW National Office

MEMORANDUM

To: All VIEW Clubs
From: VIEW National Office
Date: January 2018
Re: Service Pin Ordering



Dear Club Secretary,

Enclosed within this pack, on **green paper** is your Club's Service Pin Order Form. (Note: If your club does not have any eligible members for a 2018 Service Pin, there will be no green form enclosed just this memo).

Steps for ordering:

Eligible Members	Not on list – please add with their correct joining date If not wanting their pin – do not order
Ineligible members	Amend the joining date for member
To Order	Complete the Order Form section fully and return (with cheque if required) to National Office

Note: allow 1 month for processing of requests. Dates for mailouts are published in the January covering memo and National Minutes November 2017.

If **pins are required urgently** for an impending Birthday function or Zone Conference, **please include the date** by which you need to receive your order and we will endeavour to send it out to meet your deadline.

Notes:

- Replacements for lost or damaged pins all cost \$5 regardless of the length of service; please use the standard Stock Order from available on the website (resources/forms).
- Members should receive badges only from their primary club.
- Club members can either purchase a 10 or 20 year pin OR receive a recognition of (10/20) years' service certificate not both.

If you have any questions or concerns about this process, please contact National Office at view@thesmithfamily.com.au.

Yours faithfully,

Linda Custer
Operations Coordinator – VIEW