



Service Pin Checklist and Order Form

Enclosed on **green paper** is your Club's *Service/Decade Pin Checklist and Order Form*. (Note: If your club does not have any eligible members for a 2019 Service Pin, there will be no green form enclosed just this memo).

Steps for ordering:

Eligible Members	Not on your Club's list – please add with their correct joining date Ask members if they wish to receive their Service pin. If not, 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

Important:

Allow 1 (one) month for processing of requests. Dates for mailouts are published in the January covering memo (included in this pack) and National Minutes October 2018 (<http://view.org.au/resources/publications/>).

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

Notes:

- ◆ Replacements for lost or damaged Service pins cost \$5 regardless of the length of service; please use the standard Stock Order from available on the website (<http://view.org.au/resources/forms/>).
- ◆ Members should receive badges only from their primary club.
- ◆ Club members can either purchase a 10 or 20 year Service 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.