



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 2022 Service/Decade Pin, there will be no green form enclosed just this memo).

Steps for ordering:

<p>Eligible Member Missing from Club's List</p>	<ul style="list-style-type: none"> • Please add with their correct joining date • Ask members if they wish to receive their Service/Decade pin. If not, do not order
<p>Incorrect Joining Date</p>	<ul style="list-style-type: none"> • Amend the joining date for member or email National Office (view@thesmithfamily.com.au)
<p>A member of Multiple Clubs</p>	<ul style="list-style-type: none"> • Service/Decade Pins to be presented by the member's primary club
<p>To Order</p>	<ul style="list-style-type: none"> • Complete the Order Form section with number of Badges (Certificates) required for each category and return (with cheque, if required) to National Office

Important:

Allow one (1) month for processing of requests. **Dates for mailouts** are published in the **January covering memo** (included in this pack) and National Minutes November 2021 (<http://view.org.au/resources/publications/>).

If **Service/Decade pins are required urgently** for an impending Birthday function or Zone Conference, **please include the date** you require to receive your order. We will endeavour to meet your deadline.

Notes:

- ❖ Replacements for lost or damaged Service/Decade 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/>)
- ❖ A member of multiple clubs should receive Service/Decade Pin only from their primary club
- ❖ Club members can either purchase a 10 or 20 year Service/Decade pin OR receive a recognition of (10/20) years' service certificate not both.

Linda Custer
 Office Coordinator - VIEW