



## 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 2021 Service/Decade Pin, there will be no green form enclosed just this memo).

### Steps for ordering:

Eligible Member Missing from Club's list	Please add with their correct joining date Ask members if they wish to receive their Service/Decade pin. If not, do not order
Incorrect Joining Date	Amend the joining date for member or email National Office ( <a href="mailto:view@thesmithfamily.com.au">view@thesmithfamily.com.au</a> )
A member of Multiple Clubs	Service/Decade Pins to be presented by the member's primary club
To Order	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 2020 (<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.

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