

**Poverty Bay Sail and Power Squadron
Procedure for In Remembrance Contributions
January 2012**

During the December 2011 E Board meeting the Board decided to change our Squadron "Remembrance" donations from the National Education Fund to our own Legacy Fund. In addition it was decided to provide the opportunity for members to make remembrance contributions to the Legacy Fund in honor of the member.

The procedure for member donations is:

At the general meeting following the loss of a member the Treasurer will prepare donation cards with the members name and rank for distribution at the dinner meeting. There will be sufficient cards and envelopes to have one envelope with 4 to 6 cards on each dinner table. The envelopes will be placed on the tables during the set up process.

During the reports portion of the meeting,(after the Commander has announced the name of the lost member) at the end of the treasury report the treasurer will announce that the Squadron will be making a contribution to the Legacy Fund in honor of the lost member and describe the purpose of the envelopes.

Members who want to contribute to honor the lost member can take a card from the envelope, fill it out and put their contribution and the card back in the envelope. The Treasurer will collect the envelopes and deposit the funds along with the Squadron's \$100 contribution in the Legacy Account.

The Treasurer will prepare a letter to the family and mail it along with the cards from members who made personal donations in honor of their loved one.