

## Process for Ordering and Recording of Long Service Badges

On the first day of the month the Membership and GO Co-ordinator will send a list of all who are due a Long Service Badge in that month to the County Badge Secretary and The Awards Sub-Committee Chair.



### 5 and 10 year awards

The Badge Secretary will order the badges and send the 5 year and 10 year badges to the appropriate Division Commissioner with an invoice and a list of recipients.

### 20 year plus awards

The Badge Secretary will order the 20 year and over service awards and the Awards Committee Chair will send a congratulatory card asking if they are happy to wait for a presentation by the County Commissioner or if they want to receive their award by post or via their Division Commissioner.



### 5 and 10 year awards

These will be recorded on Go by the Membership and GO Co-ordinator when the Badges and Invoices are sent to the Division Commissioner.

### 20 year plus awards

If the recipient chooses to wait for a presentation the Badge Secretary will keep the awards. If they choose to have it sent via post to themselves or to their Division Commissioner, then they will be posted. They will be recorded on GO by the Awards Chair via the GO Coordinator as soon as they are posted or presented.



20 year plus - When Covid is over we will hold our presentation events for all those receiving 20 year and over awards. If the recipient cannot attend an alternative arrangement will be sought. Again, they will be recorded on Go by the Awards Chair via the GO Coordinator.