



April 4, 2019

MEMO

URGENT ANNOUNCEMENT! MEDALLION & ENGRAVING - HOLIDAYS

Our medallion/engraving person will be on holidays from:

Saturday, April 27, 2019 to
Tuesday, May 14, 2019

His last pick up before he goes on holidays will be as follows:

Pick up: Wednesday, April 24, 2019 before noon
Delivered: Friday, April 26, 2019

When he returns from holidays, the first pick up will be Wednesday, May 15, 2019.

If you have any medallions that need engraving before he goes on holidays, you need to do one of the following:

- 1) Come into the office at 200 Thornton Rd, Oshawa, ON in person with the completed medallion request form or complete one in the office
- 2) Send me an E-mail: aa.oshawa@live.com with all the information

Submissions need to be received by 10 am – Wednesday, April 24, 2019



Please include the following information:

- 1) Name of the member receiving the medallion
- 2) Sobriety date From and to: Month, Day and year
- 3) Member's group
- 4) What does the member want on the medallion
- 5) Contact Person
- 6) Contact Person's telephone number
- 7) Date Required
- 8) Does the member wish to have their medallion announcement posted online? Yes or No
- 9) If yes when is the medallion being held

Should you require any further information, please do not hesitate to contact me at the Intergroup Office (905) 728-1020

*Yours in Service,
Lakeshore Intergroup
Deborah M. - VOLUNTEER Office Manager*