

POLICY FOR REPLACEMENT CERTIFICATES

Award certificates will only be created and distributed once. The problem seems to be getting the certificate to the individual after the Awards Banquet. If, however, a replacement certificate is requested, the following guidelines will be followed.

1. If lost in the mail, then a replacement certificate will be created at no cost.
2. If the club or individual misplace or lose the certificate en route for distributing to recipient, then a replacement or service charge may apply.
3. If an individual wishes a replacement certificate, a replacement or service charge may apply providing the Awards Committee can verify that the individual previously received the award.