

PROCEDURE: Lunch Reservation Cancellation Payment Request Procedure

EFFECTIVE DATE: September 2023

Objective:

- The purpose of this procedure is to stream-line the communication to our members regarding payment when they made a lunch reservation and were unable to attend. Refer to the Lunch Reservation Cancellation Policy.
- The Notices Chair should reach out to our member within a day or two after the meeting for a wellness check. Any relevant information should be shared with the Treasurer and/or the President in case of a serious illness or event that prevented our member from attending.
- The e-mail requesting payment with the customized text (below) should be sent out within a week of the meeting date.

We are sorry that you were unable to attend the **Month/date** GHWC membership meeting; however, if you make a reservation and cannot attend, your payment is still required. Therefore, please send your check in the amount of **\$25**, made payable to GHWC to (**Treasurer's name and address**).

Amended: 8/2024

Approved: 9/2023