PROCEDURE: Lunch Reservation Cancellation Payment Request Procedure

EFFECTIVE DATE: September 2026

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 $28, made payable to GHWC to (*Treasurer's name and address*).

Amended: 10/2026
Amended: 10/2024
Amended: 8/2024
Approved: 9/2023