

**TOWN OF MORDEN**  
**POLICY & PROCEDURES MANUAL**

<b>Section</b> Finance & Administration	<b>Classification</b> Policy
<b>Subject</b> Greetings Policy	<b>Pages</b> 3
<b>Authority</b> <i>Council</i>	<b>Effective Date</b> October 11, 2005
<b>Approved (date and resolution number)</b> <i>October 11, 2005 - #6.2</i>	<b>Index Number</b> F/A-016

**PURPOSE:**

This policy document is to establish an appropriate system to handle the numerous requests for Congratulatory Messages.

**GENERAL POLICY:**

**How Can Requests Be Made?**

Requests for Congratulatory Messages will be accepted via a form on the internet or hard copy forms available from the Civic Centre Office. (See Pages 2 & 3)

**What type of greetings can be requested?**

**Birthday Greetings** can be requested for Mordenites who are celebrating a 75<sup>th</sup> Birthday (and at five year intervals thereafter).

**Wedding Anniversary Greetings** can be requested for Mordenites who are celebrating a 25<sup>th</sup>, 40<sup>th</sup>, 50<sup>th</sup>, or 60<sup>th</sup> Wedding Anniversary .

**Special Greetings** can be requested for Mordenites who have achieved something out of the ordinary and should be recognized. All special messages must be accompanied by a short history. Special messages can also be requested for Milestone Events such as;

- Villages or towns celebrating their Centennial.
- Churches that are celebrating their Centennial.

**Who can order a Congratulatory Message?**

Messages can be requested by anyone, anywhere.

# WEBSITE CONTENT

## CONGRATULATORY MESSAGE REQUESTS

Greetings Branch - Town of Morden  
100-195 Stephen Street,  
Morden, Manitoba, Canada, R6M 1V3  
Tel: (204) 822-4434 Fax: (204) 822-6494

Welcome to the Greetings Branch section of the Town of Morden Website. Mordenites celebrating a significant anniversary or birthday can request congratulatory messages from the Mayor of the Town of Morden. The messages fall into the following three categories: *Wedding Anniversary, Birthday and Special Messages.*

### WEDDING ANNIVERSARY or BIRTHDAY MESSAGES

Mordenites celebrating a 75<sup>th</sup> Birthday (and at five year intervals thereafter) or a 25<sup>th</sup>, 40<sup>th</sup>, 50<sup>th</sup>, or 60<sup>th</sup> Wedding Anniversary can obtain messages by completing the Congratulatory Message Form on line. Please fill out the form carefully to be sure there are no mistakes in your messages when they arrive. If you do not have access to the Internet then you can collect a blank form from the Civic Centre.

Please notify us six to eight weeks before the celebrations to ensure you receive the messages on time.

### SPECIAL MESSAGES

Mordenites who have achieved something out of the ordinary, whether that award or achievement took place in or outside Morden, can be recognized by the Town and receive a Special Message from the Mayor. Just complete the Congratulatory Message Form on line or collect a blank form from the Civic Centre Office.

NOTE: All special messages must be accompanied by a short history.

<a href="#">Congratulatory Message Request Form</a>
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 Greetings Branch  
 100 – 195 Stephen Street  
 Morden, Manitoba, R6M 1V3  
 Telephone: (204) 822-4434  
 Fax: (204) 822-6494  
 Email: cmartin@mordenmb.com

## CONGRATULATORY MESSAGE REQUEST FORM

<b>Occasion:</b>	<input type="checkbox"/> Birthday <input type="checkbox"/> Wedding Anniversary <input type="checkbox"/> Special Message	Years: (75, 80, 85, 90, 95, 100) Years: (25, 40, 50, 60) Please supply short history.	
<b>Order Date:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
<b>Celebration Date:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
<b>Delivery Date:</b>	<b>Month</b>	<b>Day</b>	<b>Year</b>
<b>Celebrant(s)' Salutation:</b>	Select ( Mr., Mrs., Ms., Miss, Dr. ....)		
<b>Celebrant(s)' Name:</b>			
<b>Celebrant(s)' Address:</b>			
<b>Send Message To:</b>	<input type="checkbox"/> Same address as above? Enter below if different		
<b>Salutation:</b>	Select ( Mr., Mrs., Ms., Miss, Dr. ....)		
<b>Name:</b>			
<b>Address:</b>			
<b>Requester's Name:</b>			
<b>Daytime Phone Number:</b>			
<b>Email Address:</b>			

Submit

Reset