



Fostering an organizational culture of ongoing recognition and respect as an equal partner within the MRU community.

MRSA Flower/Donation Procedure

- 1) Mount Royal Staff Association (MRSA) members can contact the MRSA office to request flowers to be sent as outlined in the [Flower/Donation Policy](#).
- 2) In order to facilitate delivery, the MRSA Administrative Assistant refers to the “MRSA Member Addresses” information provided by Human Resources.
- 3) The MRSA Administrative Assistant refers to the dues list to ensure the recipient is an MRSA member and then has the flowers sent.
- 4) The MRSA florist of choice is: Dutch Touch at 142-9919 Fairmount Drive SE, Calgary, AB T2J 0S3 (403) 271-4157.
- 5) The spending guideline is \$50 per event, which includes an arrangement in a vase, GST and the delivery fee. This amount can be changed at the discretion of the MRSA President, Vice-President(s) or Executives.
- 6) The flowers are then charged to the MRSA account.
 - In the event of a death in the family, the member can request that a donation be made to a registered charity in lieu of flowers. The member will not receive a tax receipt.
 - Donations are processed by the MRSA Treasurer at the request of the Administrative Assistant.