

**POLICY AND PROCEDURES
ENGAGEMENT IN THE MORALE MAIL SERVICES
FOR OVERSEAS TROOPS
RCL KANATA BRANCH 638**

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POLICY

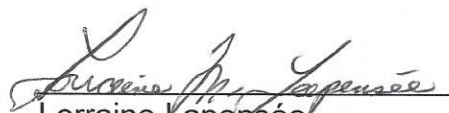
Branch 638 will cooperate with the Military Family Resource Centre (MFRC) in its program of providing Morale Mail Service for Overseas Troops by acting as a drop-off point for parcels being sent to Canadian troops serving abroad and liaising with the MFRC to arrange for the items onward transmission.

PROCEDURES

1. Ensure that the person dropping off a parcel for troops abroad completes the sign-in sheet (an example in Annex A).
2. Ensure that the sender completes the Canada Post manifest (example in Annex B)
3. Immediately inform the program coordinator at MFRC that the Branch has a package for pick-up (See Annex C for contact information).



Douglas Rowland
Policy and Procedures



Lorraine Lapensée
President