

1. Date of Referral (dd/mm/year)

2. Name of Referrer

3. Name of Recipient

4. Type of Life Event

Please provide some details of the event if known

5. Should this be announced or kept private

6. Please indicate gift selection

eg. flowers, gift card, something specific?

### Instructions

Fill out the form on your device.

Click the print icon on your device

Select your print to PDF choice, such as Microsoft to PDF

Save to your device then attach and send by email to [KTV.TL@win-ab.org](mailto:KTV.TL@win-ab.org)

OR

Fill out and print to submit in person

OR

Print and fill out manually and submit in person or scan and email

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For Committee Use:

Approved?

Yes

No

Purchase Date

Item(s) purchased

Price including tax (attach receipt)

Entered in ledger by (name)