



Memorandum

DATE: June 25, 2020

TO: Freeman D. Chute

FROM: Ross Hunt

RE: **Recommendation of Parameters Royal Canadian Legion**

Please find below the parameters that we discussed with the Royal Canadian Legion for the 2020 campaign.

1. The Royal Canadian Legion will be allowed in the vestibule of all Costco Wholesale locations across Canada from November 1 to November 10 during the Poppy campaign.

Our Hours of operation are:

Monday – Friday (9:00 a.m. to 8:30 p.m.)

Saturday (9:00 a.m. to 6:00 p.m.)

Sunday (9:00 a.m. to 6:00 p.m.)

2. A memorandum will be communicated by Costco Wholesale Central office to all our Warehouse Managers to reiterate the above. We will forward the memorandum to the Royal Canadian Legion for reference as well.
3. The Royal Canadian Legion will communicate Costco parameters and the Royal Canadian Legion Headquarter instructions to each branches at the earliest convenience and ensure the message will be communicated clearly to all volunteers. A copy of the Royal Canadian Legion Headquarter instructions needs to be forwarded to Costco Wholesale, as we will ensure each Costco location receives this message as well.

4. **Recommendations for guidelines / parameters for the Royal Canadian Legion volunteers that will be at our buildings:**

- The volunteers will not be allowed to overly solicit members.
- The volunteers must be professional and appropriately dressed
- Volunteers must limit the amount of disruption at the entrance.
- Volunteers must stand while soliciting funds and must be engaged in thanking our members for their donation. Obviously if a volunteer is unable to stand we will allow this accommodation.

If concerns arise at anytime we may ask the volunteer to be replaced or removed from the property.

Regards,
Ross Hunt