



**Henvey Inlet  
First Nation**

Pickereel, ON P0G 1J0

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Day Care  
354B Pickereel River Road  
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Chief  
M. Wayne McQuabbie  
Council  
Patrick D. Brennan  
Brenda D. Contin  
Lionel R.M. Fox  
Carl Ashawasagai  
Stanley K. Moses  
Deborah Newton  
Maureen A. Kagagins

## MEMORANDUM

To: Band Members  
Fr: Millie Pawis, Director of Finance/Administration  
Dt: October 28, 2024  
Re: **Annual Christmas Party 2024**

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Members are reminded that it's the responsibility of the parent(s) to purchase their children(ren)'s Christmas gifts to be placed under the tree and handed out by Santa at this year's Annual Christmas Party. Listed below is the process parents are expected to follow:

1. The parent/guardian will call the Administration Office to confirm their attendance to the Annual Christmas Party, by the deadline.
2. The parent/guardian will purchase their respective child/children gift(s) before the Annual Christmas Party and provide a copy of a receipt to Roy Perreault, Office Manager prior to the deadline.
3. A designated staff member of HIFN will purchase the required number of Prepaid VISA or MasterCard's as per the receipts submitted.
4. The parent/guardian must attend the Annual Christmas Party on the date set along with their child/children and bring their wrapped gifts.
5. When the parent/guardian arrive, they will sign in with the designated staff member of HIFN to confirm their attendance where they will be provided with a Prepaid VISA or Mastercard as their reimbursement.
6. The parent will then be responsible for putting the gift under the tree.
7. Anyone who does not attend the Annual Christmas Party will not be reimbursed.

This year's Annual Christmas Party is set for December 14, 2024 dinner starting at 5:00 p.m.

The deadline for calling the Administration Office (705) 857-2331 to notify us of your attendance is 12:00 p.m. November 29, 2024. Please give your information to Roy Perreault, Office Manager.

Thank you.

/MP  
Director of Finance/Administration