

## **PIEDMONT SHAG ASSOCIATION POLICIES & PROCEDURES**

### **REMEMBRANCE FUND:** *(Flowers, Cards or Memorials)*

#### **POLICY:**

- Remembrances (flowers, memorial contributions) will be restricted to:
  - Occurrence of severe illness requiring hospitalization of a current member
  - Death of a current member
  - Death in the immediate family of a current member.
- Immediate family is defined as a spouse, child or parent.
- Current member is defined as someone on our current year membership roster.

#### **GUIDELINES:**

##### ***Flowers or Memorial Contributions will be sent in the event of the:***

- Death of PSA member – Flowers or a memorial contribution (family preference) will be sent to the funeral service of the deceased PSA member. Flowers may be sent to the members' home if we are not notified in time to make the service.
- Death of PSA member's immediate family – If notified in time, flowers or a memorial contribution (family preference) will be sent to the funeral service of the family member. Flowers may be sent to the members' home if we are not notified in time to make the service.
- Severe illness of a PSA member (overnight hospitalization) - Flowers should be sent to the hospital if possible. If PSA is not notified in time, flowers should be sent to the members' home.

##### ***(or) Cards will be sent:***

- To the family of any deceased PSA member.
- To any member upon the death of an immediate family member
- To any member with a severe illness
- To anyone that is deemed appropriate by the Corresponding Secretary. Example would be president of another shag club or ACSC or any friend of PSA.
- Thank you cards should be sent to anyone that has done something to help PSA in some manner.

#### **PROCEDURE:**

- The Corresponding Secretary should be notified of severe illness or death of a member or the immediate family of a PSA member, with an indication of family preference (flowers or a memorial contribution to a recognized charity).
- The Corresponding Secretary will work within the above guidelines set for sending flowers, memorial contributions or cards.
- Corresponding Secretary (or delegate) will take care of ordering flowers. The bill should be submitted to PSA to be paid by the treasurer.
- The Corresponding secretary will request that the Treasurer send memorial donations to the designated charity.
- Cost parameters for flowers or memorial contributions will be set by the current PSA Officers/Board Members.