

Guidelines for Sunshine Chair

Approved: January 3, 2024

To ensure appropriate action, the following guidelines have been approved by the Executive Board. Please communicate to the Sunshine Chair when there is a need for action to be taken. The Sunshine Chair understands that exceptions to these guidelines may occur and are at the discretion of the Guild President.

1. In the event of a current member's death, the guild will contribute \$75 to the charity of the family's choice. If there is no charity designated, the guild will have a tree planted through the Living Tribute Program (alivingtribute.org). A sympathy card will also be sent to the family.
2. In the event of the death of a current member's immediate family, the guild will donate \$50 to the charity of the family's choice. If no charity is designated, a tree will be planted through the Living Tribute Program (alivingtribute.org). A sympathy card will also be sent.

Immediate family is defined as: spouse, domestic partner, parent, child, grandchild. There are many nuances in defining "family" and determination of this will be at the discretion of the Board and/or Guild President

3. In the event of the death of a current member's extended family, a sympathy card will be sent.
4. If the Board is informed of a former guild member's death, a \$25 donation to a designated charity will be made and a sympathy card will be sent. If a charity is not designated, a tree will be planted through the Living Tribute Program (alivingtribute.org).
5. In the event of a current guild member's illness, a get-well card will be sent. If the illness is serious and requires a hospital stay (i.e. cancer treatment, cardiac issues, surgery), flowers/fruit basket/plant/other gift will be sent to the member at home. Cost, including delivery, will not exceed \$80.
6. If the guild member wishes, the Sunshine Chair or Guild President will inform guild members of the issue (death, illness) via the MVQ Google Group of the MVQ Facebook page.
7. Any exceptions to the Guidelines will be at the discretion of the Guild President.
8. The Sunshine Chair will maintain documentation of all pertinent information.