

**Policy for Sunshine Committee -  
Review at October 1, 2019 Board Meeting  
Revised 3/4/2020**

**Objective:**

**To help comfort Club members and their beloved ones who are ill or have lost a spouse, domestic partner or other immediate family member.**

**Procedures:**

**1- When notified of an illness (hospitalization, outpatient procedure, nursing home or in-home confinement) of a Club member or his spouse or domestic partner, a Get Well card will be forwarded to that person.**

**2-When notified of the death of a Club member, a Sympathy Card will be forwarded to the surviving spouse, domestic partner or an immediate family member, if known.**

**Additionally, a donation of \$50 will be contributed to the listed charity. If no charity is listed, a fruit basket will be delivered to the surviving family, if feasible.**

**3-When notified of the death of the spouse or domestic partner of a Club member, a Sympathy Card will be forwarded to the surviving Club member.**

**Additionally, a donation of \$25 will be contributed to the listed charity. If no charity is listed, a fruit basket will be delivered to the surviving family, if feasible.**

**4-When notified of the death of a Club member's other immediate family members (grandparent, parent, sibling, child or grandchild), a Sympathy card will be sent to that Club member.**

**5-As deemed appropriate by the Sunshine Committee chair, a Committee representative will attend a Club member's wake, memorial service or funeral. Additionally, appropriate visits with surviving Club members or family will be conducted.**

### **Responsibilities:**

**1-The Sunshine Committee should administer the above procedures.**

**2-Club members should report all known get well and condolence requirements to a Sunshine Committee member.**

**3-The Sunshine Committee should communicate all get well and condolence information to the Technology Committee or "post" for website communication.**

**4-Any exception to this policy should be reported to the Club President. Donation in excess of the prescribed \$100 must be approved by the Club Board.**