

Operating Guidelines Sunshine Chairperson

1. Attend general meetings; board meetings are optional.
 2. Report Sunshine information of any member at the general meeting.
 3. Check with the Treasurer at the beginning of the year for your allocated budget.
 4. Send cards to active members who are ill at home, in the hospital, or suffering a catastrophic event.
 5. Submit names and a brief description of their situations, as appropriate, to *Ah-oo-ga* editor by the newsletter's deadline each month.
 6. Set up an email contact list with all club members' email addresses and send information and updates regarding members who are ill or suffering and in need of support and prayers. (Send the email to yourself, and send to club members using the blind cc box so all those email addresses aren't on display.)
 7. Send a memorial donation in the case of a death of an active member, spouse or child under 18 living at home. The current approved amount for this donation is \$25.
 - A. First preference: check obituary to see if a remembrance request is listed. If none listed, check with family to see if they wish our memorial donation to be given in the name of the deceased to their favorite charity, foundation, organization or church. Submit the organization's name and address to the Treasurer, who should then give the check to the Secretary to send on with an "in remembrance" letter.
 - B. Second preference: If no memorial donation is requested by the family, the Capitol A's may wish to donate to an organization of the Board's choosing in honor of the deceased member.
1. Contact the Club President for assistance with any questions not answered in this guideline.