

	<p><b><u>policies and procedures</u></b> ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED	NUMBER 4-8
		DATE September 30, 2003	ISSUE 5
SUBJECT		PAGE 1 OF 2	
SUNSHINE COMMITTEE			

PURPOSE

To establish a policy to determine the eligibility of Electric Boat Management Association (EBMA) members and their families as to the receiving of cards, baskets of fruit, floral arrangements, etc., because of ill health or death.

DEPARTMENTS AFFECTED

All EBMA Members

DEFINITIONS

A. Illness

1. Eligibility

- a. Eligibility to receive other than a card is limited to members presently in good standing of the EBMA for a period of at least one year.
- b. Eligibility to receive other than a card is limited to members having experienced an overnight hospital stay.

2. Selection Criteria

Affected members meeting the eligibility requirements of Section A. 1. above, shall be sent a fruit basket, floral arrangement, etc., the value of which shall not exceed \$40.00. However, when sending gifts out of town, the value of the fruit basket, floral arrangements, etc., may exceed the limit with the approval of the Sunshine Committee Chairperson. A get well card will be sent to an EBMA member who does not meet the eligibility requirements of Section A. 1. above, or who has received a fruit basket, floral arrangement, etc., recently in the judgment of the Sunshine Committee Chairperson.

B. Deaths

A memorial not to exceed \$25.00 will be sent at the request of the immediate family of a deceased EBMA member to the designated charity, American Heart Fund, American Cancer Society, etc. If requested, a sympathy card may be sent to the family of the deceased.

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DEFINITIONS (CON'T)

C. Families of EBMA Members

A sympathy card shall be sent to an EBMA member who has lost someone in his/her immediate family through death.

PROCEDURE

- A. The EBMA web site shall inform the membership of the person/persons to contact if they know of an EBMA member who is in the hospital, recuperating or home, or who has passed away.
- B. The Chairperson of the Sunshine Committee is responsible to keep a log of all calls received; the name and EB extension of the person who called; the name, department number and badge number of the member referred, plus their home or hospital address, and any other pertinent information that is available.
- C. The eligibility of a referred member shall be checked by the Chairperson in the EBMA roster.
- D. The Chairperson shall decide what card or gift is to be sent to an eligible member. The price shall be noted in the call log to verify the amount spent when the Treasurer of the EBMA receives the bill.
- E. The Sunshine Committee log shall be presented to the EBMA Secretary at each Board meeting for incorporation into the minutes.
- F. A list shall be kept by the Chairperson of the florists, fruit stores and any other business or organization the EBMA deals with in carrying out the work of the Sunshine Committee. This list shall be updated as changes occur with explanatory notes included as to the reasons for change.