

CIVIL SERVICE COUNCIL
CARD/FLOWER/AWARD FUND

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Date: July 20, 2011

It is the opinion of this committee that cards and flowers should be sent only to those members of the present Civil Service Council and/or Active Committee Members. "A card should be sent to a Council/Active Committee Member in case of illness or due to the birth of a child. Flowers or a donation shall be sent in the case of a death of a Council member or her/his immediate family. Immediate family is defined as mother, father, husband, wife, brother, sister or child."

It should be the responsibility of all council members to notify the secretary of the illness, birth or death. S/he will then take the responsibility for sending the appropriate card or flowers as needed.

A one-time donation of \$5.00 per council member should be submitted at the first council meeting each. If there is a need for additional funds during the 12 month period covered, the secretary will notify the president of the need, and an additional \$5.00 donation will be asked of each council member.

The donation is voluntary on the part of each council member. All monies will be kept by the Civil Service Council secretary. The secretary will be responsible for maintaining receipts for cards, postage, flowers, etc.

Cards and flowers will be purchased at the discretion of the secretary. Flowers should have a monetary limit of \$40.00 per gift sent. If the person to receive the flowers for a family death prefers, they may suggest a charity of choice to receive the \$40.00 donation in the name of their loved one.

At the end of each fiscal year, if money is remaining in this fund, the fund may be used to purchase award plaques. The treasurer shall order the plaques and submit a receipt to the secretary for reimbursement.