

## **Midstate Miata Club of New York Sunshine Club Guidelines**

These are *guidelines* to be used to recognize significant life events in our membership and their families. As the word *guidelines* implies, they are not cast in concrete and are open to judgment and circumstances. Should a special need arise, the Board will discuss and decide the final outcome. Members' privacy will be respected by not distributing the information to the general membership unless permission is received.

<b>Event</b>	<b>Recognition type</b>
Marriage	Card
Awards/achievements	Card
Death of immediate family member (e.g. member, spouse, significant other, parent, child)	Floral arrangement or donation to charity of choice (if known) \$50.00 maximum
Death of family member (e.g. sibling)	Card
Hospitalization of member or their spouse/significant other (also includes broken bones, operations)	Card
Serious illness	Card
Catastrophic event (e.g. house burning, flood, car accident)	\$50 donation to member
Retirement	Card

### **Process to administer:**

1. Anyone with knowledge of a member's 'event' should contact their Area Rep with the details – *Please help us send good wishes to our friends in need of a pick me up.*
2. The Area Rep will contact the Sunshine Committee Chairperson (Mary Lou Reisdorf)
3. The Chair will bring any special circumstances to the attention of the Board if necessary or simply carry out the appropriate recognition according to the guidelines if no special circumstances are in play
  - The Chair will maintain a supply of cards and stamps and will turn in receipts to the club Treasurer, as needed as well as receipts for flowers
  - The Sunshine Committee will consist of the Chairperson, Area Reps and the President
  - There will be an annual budget established of \$200 for 2013-2015 until a spending trend can be tracked. Should we exceed this amount during that time; the Board will approve the overage.