

GUIDELINES FOR CSADA FRIENDSHIP COMMITTEE

Updated 12/2018

Inform Membership: The Friendship Committee shall inform CSADA members, via email, of any serious illness, injury or death of a member or member's immediate family.

Gifts & Memorials:

- Member or Spouse Illness: \$35 gift card or check payable to Member
- Honorary Member or Spouse Illness: \$35 gift card or check payable to Honorary Member
- Friends of CSADA Illness: \$35 gift card or check payable to Friend
- Member Death: \$100 check payable to non-profit organization*
- Member Spouse (if spouse is not a member) or Child Death: \$50 check payable to non-profit organization*
- Honorary Member or Spouse Death: \$50 check payable to non-profit organization*
- Friends of CSADA Death: \$50 check payable to non-profit organization*
- Parents: We no longer include 'parents' as this can be difficult to monitor so that all members are treated equally. Of course, a sympathy card would be sent by the Friendship Committee.

*If our member's family designates no organization to receive a memorial, CSADA will choose an appropriate historical preservation group.

CSADA no longer sends flowers.

The Friendship Committee will make a request of the Treasurer to cut checks. The Treasurer will mail them to a designated Friendship Chair or Friendship Committee member. In the event our Treasurer is away and unable to immediately provide the checks, the President always has extra checks on hand. If both the Treasurer and the President are not able to write checks immediately, the Friendship Committee could write a personal check and request reimbursement.

Cards: After the Friendship Committee receives the check(s) from the Treasurer, they will send a card to our member or family with either the memorial and/or the gift. (In some cases the memorial may be mailed directly to the non-profit organization, so noted in the card to our member.) Only one card to the member, sent by the Friendship Committee and not the Treasurer, is necessary.

Reimbursement: The Friendship Committee shall be reimbursed for the cost of cards and stamps, submitting the totals to the Treasurer for reimbursement from time to time.