

## CCC Goodwill Policy

The Canadian Celtic Choir recognizes significant events in its members' lives as follows:

### **Get Well or Thinking of You**

The Social Committee, when notified of an injury, surgery, or ill health of a member, will send an appropriate card on behalf of the Canadian Celtic Choir members.

### **Condolences**

#### **Current member**

The Social Committee, when notified of the death of a choir member will send an expression of sympathy on behalf of the Choir in three ways.

- A donation of \$50.00 to a registered charity that has been requested by the family. If no charity is mentioned, a donation will be given to a charity as determined by the Social Committee.
- A sympathy card sent to the member's family.
- Flowers will be sent to the member's family. The amount to be spent is not to exceed \$75.00

#### **Past member**

- A sympathy card sent to the past member's family.

#### **Family members**

The Social Committee, when notified of the death of a current choir member's immediate family, will send an expression of sympathy on behalf of the Choir in two ways.

- A donation of \$50.00 to a registered charity that has been requested by the family. If no charity is mentioned, a donation will be given to a charity as determined by the Social Committee.
- A sympathy card sent to the choir member's home.

For the purposes of this policy, an immediate family member is defined as a spouse or partner, son or daughter (including stepchildren), sibling, grandchild, or parent.

The Social Committee should be notified as soon as possible when a death has occurred. Choir members need to let the committee chair know the name of the deceased and if there will be an obituary/funeral. This information should be passed on to all choir members through the regular means of communicating.

### **Congratulations**

The Social Committee, when notified of the birth of a child to a choir member or marriage of a choir member, will send congratulations to the choir member on behalf of the Canadian Celtic Choir in two ways:

1. a card will be given to the choir member at an appropriate choir event
2. an appropriate gift, costing up to \$50.00, will be also be given.

The committee could also choose to recognize the birth of a grandchild with a card.

**Funding and Procedures for Goodwill**

1. There is no defined budget for Goodwill
2. To avoid many small transactions a Goodwill cash float (\$100) is provided by the Treasurer for purchases of items like greeting cards. Records are supplied to the Treasurer when a new float is needed. The float is immediately expensed.
3. When a donation or gift cheque is required, the committee will request and receive a cheque from the Treasurer before sending it with an appropriate note

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