



FLOWER FUND ELIGIBILITY & NOTIFICATION PROCEDURE

The St. Andrew's Society of Detroit Executive Board has agreed to the following:

ELIGIBILITY:

1. Death of member or spouse receive flowers at funeral home if late – to the home
2. Death of other immediate family members, member receives card i.e. father, mother, child
3. Member hospitalized flowers sent to hospital or if released to the home – spouse receives a card if hospitalized

Hospitalization covers surgery emergency or planned – birth of baby - illness

NOTIFICATION:

- A. Member or representative should contact the 2nd Vice President or if unavailable – President – Officer will gather pertinent details and whether or not member wishes information to be sent out in an eblast.
- B. Officer will notify Pam Thomson who will send flowers/card as appropriate
- C. Flower arrangements not to exceed \$60+delivery for a funeral and \$40+delivery for a hospital. If member designates a charity in lieu of flowers, Pam Thomson will notify Treasurer
- D. Officer will also notify FLING Editor (if message is to be eblast) and Membership Secretary for Society records
- E. If event has already taken place, this procedure will still be followed

December 12, 2014

Flower fund procedures