



## PNAVA Policies and Procedures

### Sunshine and Bereavement Fund Policy

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| Policy Number: 8.8<br>Reviewed: 6/2021<br>Revised: New<br>EB Reviewed & Approved: 05/2021<br>Original Date: 6/2021 |
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#### **PURPOSE**

To establish guidelines for fund appropriation and disbursements related to sunshine and bereavement related initiatives.

#### **POLICY**

The President shall appropriate a budget to the sunshine and bereavement fund in their budget proposal.

2. The executive board shall approve the budget proposal based on expenses incurred in the past year.
3. The PNAVA treasurer shall disburse funds according to this guideline.

#### **PROCEDURE**

1. The EB, Advisory, COP, and Committee Chairs may request mailing and/or delivery of items in cash (check) or in kind donations to any members of the EB, Advisory, COP, PNAVA Committee members, and chapter Presidents during illness or events such as death with the following considerations:
  - A. Immediate family members are the parent/parents, husband, wife, significant others (definition of significant other ie. guardian) and children.
  - B. The PNAVA board who have knowledge of the event or the requestor must provide the Treasurer or Sunshine Committee chairperson with contact information and must include the:
    - a) Complete name of the individual who is ill or the deceased
    - b) PNAVA involvement i.e. Family relation, PNAVA position, Name of chapter
    - c) Home Address
    - d) Email Address
    - e) Telephone Number
    - f) Name and Address of Funeral Home



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- B. For illness, a mass card/healing card will be sent to the individual by a member of the Budget and Finance or designated committee. Delivery of flowers, plants, or an item of significance to the person/family can be arranged with the requestor or the chapter officer. The reasonable cost is \$50.
- C. The Sunshine committee will send a mass card/sympathy card to the family. A donation of \$50 or sympathy flowers/plant will be sent to the family. It is recommended that chapter officers be the liaison to the bereaved family and PNAVA.
- D. Individual donations, well wishes, and expression of sympathy among members of PNAVA board are encouraged.
- E. The Treasurer and the Budget and Finance Committee members are not responsible for getting contact information of affected individuals. The committee (designated committee) however, will respond in a timely manner once all information is submitted.
- F. Officers or requestors will submit to the PNAVA treasurer their original receipts with completed reimbursement form (attached) within 30 days of the donation.

**Note:** At the discretion of the President and upon approval of the Executive Board, certain individuals may be entitled to sunshine and bereavement fund allocation provided funds are still available.

### REFERENCE (S)

### ATTACHMENT(S)

1. Revision History



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### Attachment 1: Revision History

Adopted from PNAA Policy & Procedures  
Reviewed: P&P Committee, 2021  
President: 2020-2022 Catherine Palar