

PHILIPPINE NURSES ASSOCIATION OF METROPOLITAN DC
POLICY AND PROCEDURE MANUAL

TITLE: Bereavement and Sunshine Benefit for Members	POLICY
EFFECTIVE DATE:	PREPARED BY:
REVIEW DATE:	APPROVED BY:
REVISED DATE:	

PURPOSE:

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

POLICY

1. The Budget and Finance Committee will appropriate a specified amount to the Bereavement and Sunshine funds in their budget proposal.
2. The annual budget will be prepared by Budget and Finance Committee and subject to the approval of EO/BOD.
3. The PNAMDC Treasurer will disburse funds from Membership account.

PROCEDURE:

1. The Executive Officers and Committee Chairs may request mailing and or delivery of contribution in check or in kind to any PNAMDC active members during illness or death and of their immediate family members. Immediate family members are defined as parents, spouse and significant others (guardian and children below 21 years of age.
2. The Executive Board and Committee Chairs who have knowledge of the event or the requestor must provide the Treasurer with contact information and must include the:

Complete name of the individual who is ill or deceased.
Relationship to PNAMDC Member
Home Address
Email Address
Telephone Number

3. For death and illness, a mass card/sympathy card/healing card will be sent to the individual by the Treasurer or designee. The reasonable amount is \$50. It is recommended that the requestor be the liaison to the sick or bereaved family and PNAMDC.
4. The Treasurer is not responsible for getting contact information of affected individuals. The Treasurer or designee however, will respond in a timely manner once all information is submitted.
5. Officers or requestors will submit to the PNAMDC Treasurer their original receipts within 30 days of the donation.
 - **Note:** At the discretion of the President and upon approval of the Executive Board and Board of Directors, certain individuals, non PNAMDC member, may be entitled to Bereavement and Sunshine funds allocation provided funds are still available.