

**PROBUS CLUB OF TRENT HILLS  
ILLNESS, CONDOLENCE AND OTHER EVENTS RECOGNITION POLICY**

**PURPOSE:** To sensitively acknowledge, on behalf of the club, one of the following events: illness, hospitalization, or death of a member or significant other.

**PROCESS:** This policy will be managed by a contact secretary (CS) reporting to the membership chair. Club membership will be encouraged to advise the CS whenever it is known that another member has suffered an event. The CS will then implement this policy, and advise the membership chair who will include the event in the monthly report to Management Committee.

**ILLNESS AND HOSPITALIZATION POLICY:** A club approved “get well card” bearing the club logo shall be sent as quickly as circumstances permit to the affected member.

**DEATH OF MEMBER OR SIGNIFICANT OTHER:** A club approved “sympathy card” bearing the club logo shall be sent as quickly as circumstances permit to the partner or family of the deceased. This will be followed by a donation of \$50. in the member’s name, to the Campbellford Memorial Hospital Foundation. The Foundation will then respond with an acknowledgement to the member’s family.

**COMMUNICATION:** An announcement of the event shall be made from the podium at the next regular club meeting. The membership chair shall advise the communications manager who will handle any appropriate subsequent announcements, ie: newsletter.

**OTHER EVENTS:** Extraordinary events, not included in the above, where recognition may be appropriate shall be brought to Management Committee by the membership chair for discussion and decision.

**FINANCIAL:** The Treasurer shall arrange to provide the contact secretary with a cash “float” of \$25. , topped up as needed, to cover ongoing expenses.

**CONTACT SECRETARY:** Bev. McComb (705-623-0394)

**IMPLEMENTATION:** Immediate

**AUTHORITY:** Management Committee, 09.VII.14

