

## **HOSSC Sunshine Guidelines**

The Sunshine Committee shall send out cards and/or New Title Certificates to HOSSC membership.

### Annual Requirements

Follow the Membership Directory and send out Birthday cards to all members with dates listed prior to the birthday.

Sympathy and Get Well cards will be sent to members and immediate family only.

Send Congratulation Certificates for new titles earned by members.

Receipt for postage and cards shall be submitted to the Treasurer for reimbursement.

A list of all correspondence sent to the Club shall be reported upon request: i.e., meeting, phone conference, etc.

Complete Annual Report for HOSSC July Annual General Meeting containing a summary of total cards and certificates mailed which will be filed with the Secretary.

### Bimonthly Requirements

Sunshine Chair is required to keep a running total of cards and/or certificates sent out and report the number of each type to the Secretary. No names will be listed, only types of cards submitted.