

**Southeast District Good Will and Benevolence Guidelines**

The below procedures will be followed to assure cards and monetary gifts are delivered or mailed:

The Benevolence Committee Chair will mail out cards, when an email request is received from the county.

Sending of cards by everyone is encouraged in all cases.

Note to counties with only one Administrative/Office Assistant:

Please give the name, phone number, and email address of the Good Will and Benevolence Committee Chair to someone in your office and ask them to be responsible for making this contact should something happen to you.

**Good Will and Benevolence Guidelines**

**Sickness -** Let it be the decision of the Administrative/Office Assistant or someone in that county to email needed information (address) to the Good Will and Benevolence Chair, to request that a card be mailed to the sick member.

**Hospitalization Active Member -** Let it be the decision of the Administrative/Office Assistant or someone in that county to email needed information (address) to the Good Will and Benevolence Chair, to request that a card be mailed.

**Wedding - Active Members -** Let it be the decision of the Administrative/Office Assistant or someone in that county to email needed information (address) to the Good Will and Benevolence Chair, to request that a card be mailed.

**Birth & Adoption - Active Members (new baby) –** Let it be the decision of the Administrative/Office Assistant or someone in that county to email needed information (address) to the Good Will and Benevolence Chair, to request that a card be mailed.

**Retirement – Active Members – Check payable to active member when retiring**

**5 years - 15 (years of Extension service) --- $50 check payable to active member when retiring**

**16 years - and up (years of Extension Service) --- $100 check payable to active member when retiring**

***Let it be the responsibility of the Southeast District Administrative Associate to email/submit the needed information (Name, Address and Extension Years of Service) to the District Treasurer.*** The District Treasurer will write a check to the retiree. The current District President will present the check to the retiree at the district meeting or retirement reception. If the retirement is a private event or if the notification does not allow enough time for the check to be presented by the current District President to the retiree at a district meeting or retirement reception, then the Treasurer (when notified by the Southeast District Administrative Associate with the needed information (home mailing address, Extension Years of Service, etc.),will mail the retiree the retirement check with a letter thanking the recipient for their service to Extension and the Association and reminding them they still have the option to be Associate Members with full rights if they wish to continue paying dues.

The Treasurer will include any retiree check information in their report at the spring and fall meeting and ask if there have been any other retirees that were not included in the report.

**Death**

**Active Member - $35** **Memorial Check to designated organization** --- In the event of a death of an active member, the Administrative/Office Assistant or someone in that county should notify the District Treasurer and email/submit the information that will be needed to mail/send a $35 memorial to the designated organization. Let it be the responsibility of the Administrative/Office Assistant or someone in that county to notify other counties and the State Treasurer regarding the death of a member via email.

**Active Member Immediate Family -** **$30** **Memorial Check to designated organization ---** In the event of a death in the immediate family (father, mother, child, or spouse) the Administrative/Office Assistant or someone in that county should notify the District Treasurer and submit the information that will be needed for the District Treasurer to mail/send a $30 memorial to the designated organization. Let it be the responsibility of the Administrative/Office Assistant or someone in that county to notify other counties and the State Treasurer regarding the death of an active member’s immediate family member via email.

**Retired Member - $30 Memorial Check to designated organization** --- In the event of a death of a retired member, the Administrative/Office Assistant or someone in that county should notify the District Treasurer and email/submit the information that will be needed for the District Treasurer to send a $30 memorial to the designated organization. Let it be the responsibility of the Administrative/Office Assistant or someone in that county to notify other counties and the State Treasurer regarding the death of a retired member via email.