

## **Walworth County 4-H Senior Leaders Sunshine Policy**

### ***Mission Statement***

Members of the Walworth County 4-H Senior Leaders will acknowledge life events experienced by active and retired volunteer leaders, 4-H families and long term-volunteer 4-H supporters.

### ***Guidelines***

Cards are sent to youth and adult leaders, 4-H members, committee members and others as appropriate throughout the year. Occasions include, but are not limited to, milestone birthdays, significant wedding anniversaries (i.e. 25th, 40th, 50th), serious illness, injury or surgery, catastrophic events, thank you notes, and messages of condolence.

Flowers are sent to families of long-term volunteers and others who have passed away and had a significant role in the Walworth County 4-H program at a club, county, or other level. Other requests or situations are handled on an individual basis. Cost of flowers sent is generally between \$40 and \$50 with exceptions on limited occasions.

Cards are purchased and mailed by the sunshine person. Flowers are ordered by the sunshine person from Wishing Well Florist, Elkhorn where Senior Leaders has an account. Executive Board members will be consulted by the sunshine person as needed.

If a family requests donations to a memorial fund in lieu of flowers, the sunshine person will ask that a donation not to exceed \$50 be sent to the family. This will be discussed with the Executive Board if needed.

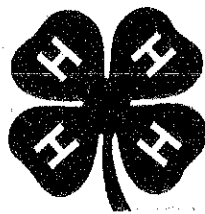
Annual cost for cards and postage is between \$50-\$75. An annual reimbursement request is submitted to the Senior Leaders' treasurer by the sunshine person in September or October. Payments for flowers are made directly to the florist.

A monthly sunshine report is shared at each monthly Senior Leaders' meeting and is included in the minutes of the meeting.

Leaders, extension staff, and others are encouraged to contact the sunshine person whenever it is appropriate to send a card or flowers.

Contact information:

Extension Office by email or phone  
Letha Kuecker (sunshine person) at 262-723-2440 or  
[rclmk65@elknet.net](mailto:rclmk65@elknet.net)



January 27, 2014  
Letha Kuecker