

## Hospitality Guidelines South Columbus Elementary School

1. The following applies to all staff that join hospitality.
2. Certified personnel on staff pays hospitality membership dues of \$25.00 and support personnel pays \$15.00 by Monday, September 1<sup>st</sup>, if possible.

### Hospitalization or Death

1. Flowers, a plant, fruit basket, or food tray will be given to any staff member if they are in the hospital or have outpatient surgery. (approx. \$40.00)
2. A card will be given to any staff member that is hospitalized more than once during a school year.
3. Flowers, a plant, or a food tray will be given in the event of a death of a staff member, their spouse, their child (ren), parent(s)/ guardian or in-laws. (approx. between \$40.00-\$60.00)
4. A card will be given to any staff member in the event of a death of any other family member.

### Retirement

1. An informal reception will be given to any staff member retiring. Up to \$75.00 will be set aside for refreshments.
2. A gift will be given to the retiring staff member. (up to \$100.00)

### Showers

1. A baby shower will be given to any staff member having a baby while working at SCE. Up to \$50.00 will be set aside for refreshments. Individual gifts are to be given at the discretion of grade levels or individuals.
2. A bridal shower will be given to any staff member getting married while working at SCE. Up to \$50.00 will be set aside for refreshments. Individual gifts are to be given at the discretion of grade levels or individuals.

Extra money or food items may be requested if necessary.

If funding allows the following items will be covered with hospitality funds:

Secretary's Day-up to \$25.00 per secretary

Bosses Day-up to \$25.00 per boss