

**Rotary Club of Springfield South
Illness/Bereavement Protocol**

Responsibility for all situations: Club President

Situation	Response
Rotarian Illness	Get Well Card and If seriously ill or in hospital send flowers up to \$50 value
Death of current, honorary, former or family member of Rotarian	E-mail to Club members with details of visitation, funeral and memorial requests. Request that any member attending notify the president and act as club representative.
Death of former Rotarian	Sympathy Card
Death of family member of A former Rotarian	Sympathy Card
Death of current Rotarian	Sympathy Card and Donation to organization listed in obituary up to \$50
Death of current, honorary or former Rotarian spouse, sibling, child, step-child, mother or father	Sympathy Card and Donation to organization listed in obituary up to \$50
All other deaths	discretion based on closeness of relationship

Synopsis: ALWAYS send an e-mail with arrangement details
ALWAYS send an appropriate card

DONATIONS made based on club member status/relationship closeness

March, 2018