

**Courtesy Fund**  
**University Policies**

Approved: 05/12/2009

---

The University Courtesy Fund has been established for administrators, faculty, and staff for the purpose of sending flowers and cards at the proper times.

All members of the University staff are requested to advise the Executive Associate to the President of any circumstances calling for courtesies so he or she may take the proper action in sending flowers or cards.

The following procedures are used to determine what action should be taken:

- Cards will be sent for weddings or babies.
- When a member of the University staff is hospitalized, a plant will be sent.
- If a member of the staff has a long or serious illness at home, a plant will be sent.
- A spray of flowers will be sent in case of death of wife, husband, child, mother, father or any relative of a staff member so close as to be living in the immediate home.
- Sympathy cards will be sent to members who have lost loved ones that are not considered "immediate family."
- A spray of flowers will be sent in case of the death of a current or retired member of the University staff.
- A card will be sent to any member of the University staff who has received state or national honor of an educational nature in his or her field.
- Other actions will be taken as determined appropriate by the President's Office.

Exceptions to the above procedure will be made under unusual circumstances. Board members are to be included as part of the University staff in regard to courtesy procedures.