

## **SFDS SUNSHINE FUND GUIDELINES**

**Committee Chairperson:** HSA Vice President will be responsible for educating school families about this fund. V.P. will present information through HSA meetings, as well as through use of email to parents.

**Committee:** HSA V.P., school principal, and one other HSA member.

**Forms:** School Office

**Confidentiality** is to be maintained at all times regarding donations and requests. Sunshine Fund Committee members are not to discuss S.F. information with others outside the committee.

**Procedure:** Donations: from July1- June 30  
Requests: July1-June1  
Responses given no later than June 29.

Receipt is provided at time of donation and donated hours are recorded in log by V.P.

Requests are returned to school office in sealed envelope and only to be opened by Sunshine Fund Committee. VP will be responsible for arranging communication with the committee to present and vote on a request.

VP will be responsible for submitting Response Letter to Families.

VP will submit all appropriate information to those responsible for tracking volunteer hours @ SFDS.

VP will provide end of year announcement to Thank Families for all Donated Hours and for making the program a success for those in Need.

**Circumstances:** Illness, Change of Job, Economic Issues, Chronic Illness not expected to Improve, Extraordinary circumstances unforeseen by family @ outset of school yr..