



FUTURE IN SIGHT

New Hampshire Association for the Blind dba Future In Sight

Sunshine Fund By-Laws

Objectives: The objective of the Sunshine fund is to establish a pool of funds that may be used for certain celebratory events at the Organization, minimizing the need to collect funds from each employee for such celebrations. The fund may also be used to hold certain staff social events.

Participation: Voluntary employee enrollment requires yearly dues of \$39.00 payable each pay period (\$1.50/pp) through payroll deduction.

Sunshine Fund Guidelines

Birth, Marriage, Retirement

- An appropriate gift to be given at an assembly of staff. An appropriate card may be given to an employee at termination of employment. *Maximum benefit - \$75*

Illness

- An appropriate gift to be given to an employee confined to hospital or seriously ill at home. An appropriate card may be given to spouse, child or significant other of employee who is confined to hospital or seriously ill at home. *Maximum benefit - \$75*

Death

- An expression of sympathy may be given upon death of spouse, child, parent, sibling, or significant other of employee. A sympathy card may be given upon death of other relative; either natural or by marriage, of employee. *Maximum benefit - \$75*

Emergency Situations

- In the case of emergencies, tragedies, accidents, etc., the Fund Administrator will provide an appropriate card or gift.

Other Occasions

- In the case of honors to employees or other occasions, the Fund Administrator shall plan an appropriate event or gift. Examples can include but are not limited to promotions, welcome gifts for new staff, birthdays, work anniversaries, and/or staff gifts to spread sunshine.
- The Culture Committee has the ability to request financial support from the Sunshine Fund when needed. All staff members are also welcome to submit suggestions to the Fund Administrator.
- At the end of each year employees will be notified of the balance in the Sunshine Fund.

Social Event Guidelines

- The Sunshine Fund Administrator shall be limited to a social event budget equal to one half of the fund balance. If the Fund Administrator wishes to expend monies exceeding the annual budget, they must receive approval of the majority of employees.

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Sunshine Committee By-Laws Continued

Administration

- Administrator – The CEO will appoint a Fund Administrator to maintain the fund and coordinate activities from the fund.
- Organizational Match – As a way to boost positively and culture, the Organization will match the amount of employee contributions each year.
- Maximum Benefit - Maximum benefit expenditure is dependent upon the Fund(s) balance at the time of the event. The suitability of refreshments shall be at the discretion of the Fund Administrator. An amount up to the stated maximum benefit in each category may not be exceeded unless specifically changed by a majority vote of employees.
- Accounting – The Fund Administrator shall document all expenses incurred. Each entry should include information as to the date of the expense, the recipient if applicable, type of event and any significant notes. It is not recommended that the balance of the sunshine fund be greater than \$1,000 at year end. If the balance does exceed \$1,000 at year-end, the Fund Administrator shall take steps to survey staff to determine how to spend the fund over the next year.

Updated 1/31/2014

Updated 1/9/2019

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