



TITLE: COLLEGE GIFT FUND

Purpose: To provide the College with a means to recognize significant events in the lives of our faculty and staff (*e.g.*, marriage; birth of a child; hospitalization; retirement; death of a faculty/staff member or immediate family member, etc.).

PROCEDURE:

1. Acknowledgment of significant events will be facilitated by the Campus Directors and communicated to the Assistant to the Dean who manages the gift fund account.
2. Up to \$50.00 may be used for each event.
3. The gift fund may also be used to support decorations and “door prizes” for the annual faculty/staff recognition dinner.
4. Contributions to the gift fund can be made in cash or check (made out to the “College of Nursing Gift Fund”).

As is needed, the Assistant to the Dean will send out a call for contribution

Revised by:

Director of administration & Finance (8/25/2018)