



STCA STANDARD OPERATING PROCEDURES

Sunshine Chairman

The Sunshine Committee is appointed for a one-year term by the Board at the Annual STCA Board Meeting following the annual dinner meeting. The Sunshine Committee consists of one member of the STCA who sends out cards to members on behalf of the STCA officers and board of directors. Requests for a card to be sent will come from STCA officers or a board member.

DUTIES OF THE SUNSHINE COMMITTEE:

A. Send by post a card to any individual that is in need.

That card may consist of:

B. Sympathy

C. Get well

D. Thinking of you

E. Happy Birthday

F. Thank you

G. Thoughts and Prayers

H. Anniversary

I. Care and Concern

J. To Cheer you

K. Just Because

Board Approved Feb 22, 2014