



**District of Sault Ste. Marie
Social Services Administration Board**

Gifts and Memorials Expenditures Policy

The Board may send gifts and memorials for Board members, past Board members, and senior staff of the District of Sault Ste. Marie Social Services Administration Board, provincial or federal representative that has been actively involved with the Board, or other as determined by the Board Chair or CEO (or designate)

Gifts and Memorials will be sent for the following events.

- Funeral of individual, close immediate family member
- Retirement
- Leaving Employment for other position outside of Board programs
- Surgery
- Significant Illness resulting in more than one week off work
- Marriage
- New child
- Other determined by the Board Chair or CEO

Procedure

1. The Executive Assistant to the CEO is advised of the situation/event and specifically who is involved.
2. The Executive Assistant to the CEO advises the Board Chair of the situation and who is involved.
3. A decision is made by the Board Chair to send a gift or memorial.
4. The maximum expenditure will be \$100.00.