

Hidden Lake ES Sunshine Committee Guidelines

Est. 2023

Organization

The Sunshine Committee shall be established at the beginning of each school year. This committee shall consist of:

1. Chairperson - to be elected by the committee members or selected by campus principal
2. A representative from each grade level or department

Dues

Dues shall be collected at the beginning of each year by the Sunshine committee chair or appointed committee member. The due amount is as follows:

1. Salary Employees: \$20
2. Hourly Employees: \$10

Death

In the event that a faculty person has a death in the family, the acknowledgement will be:

1. Immediate Family (Parents, Siblings, Spouse, Children) -\$40 appropriate gift card
2. Grandparents- \$20 appropriate gift card
3. In-laws - Card
4. Relative - Card

In the event that a faculty member passes, the acknowledgement will be decided on by the Sunshine Committee.

Hospitalization

In the event that a faculty member is hospitalized for more than 2 days-- not including births-- the acknowledgement will be a \$40 appropriate gift card.

Births/Adoptions/Weddings

For births, adoptions, and weddings, the staff member's team or department will celebrate as they see fit. Other staff members can choose to join the planning committee. Participating in the planning committee is the staff member's choice. Individual teams/departments will coordinate gift giving.

Retirement

In the event that a faculty member retires, he/she shall receive a gift of \$50 from the Sunshine Committee account. An outside, additional collection can be made to supplement this amount should the staff member's team/department choose to do so.

A separate committee can be established by the staff member's team/department to organize a celebration and will be responsible for all expenses. An outside collection may be organized to help with cost, should the planning committee decide to do so.

EOY Leaves/District Transfers

In the event that a staff member leaves at the end of the year, the acknowledgement will be a bud vase with flowers.

Happy Hour/End of Year Party

The Sunshine Committee will host a beginning of the year and end of the year Happy Hour. The location can be determined by committee vote, staff vote, or principal/chairperson's choice. The Sunshine committee will provide appetizers or small plates for Happy Hour attendees. Each Happy Hour should not exceed \$125.

Holiday Party

The Sunshine Committee will meet to discuss location and details of the Holiday Party. Any attendees that are not staff members will pay an appropriate fee (plus ones). The Holiday Party should not exceed \$500.

Budget

A financial statement will be presented to the faculty when requested by a staff member. This report will consist of the previous balance, total expenses, and ending balance.

Items will be purchased and delivered by a Sunshine Committee representative.

Amounts may be changed by the Sunshine Committee as dictated by need.

Collection of money for any cause must be approved by the Sunshine Committee first.

Approved by the faculty of Hidden Lake Elementary on August 7, 2026.