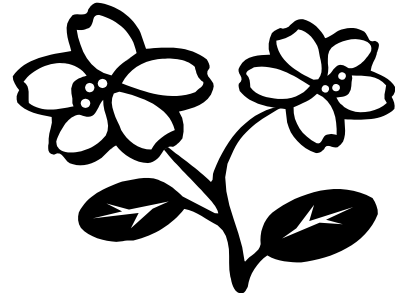


TO: All Employees  
FR: Hospitality Committee  
Paula Wilson  
Brian Retone  
Lisa Trieff  
DT: September 2020  
RE: **Hospitality Fund**



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The following guidelines have been developed by the Hospitality Committee for the 2020-21 contract year.

1. All staff will be notified of the Hospitality Fund donation amount at the staff convocation each year.
2. The **Secretary** of each department will be responsible to collect fund money from those employees assigned to that department and forward all monies to **Paula Wilson by October 23, 2020**.
3. **Dues for participation in the 2020-21 contract year:** The amount for any employee who chooses to participate in the fund will be **\$10.00**. **ONLY participating employees** of the Hospitality Fund will **receive flowers**.
4. The **Secretary** of each department will be responsible for **notifying Paula Wilson or Lisa Trieff** of a **new child** or of the **illness** or **death** involving any staff/family member in their department. **The Secretary is also responsible for notifying Paula Wilson of any new employees in their department so that they may receive this form.**
5. **Funerals** – A floral arrangement or donation (if charity is requested by family) will be sent. Recipients will include: employee, spouse, children, grandchildren, siblings, parents of employee and mother-in-law or father-in-law of employee.
6. **Cheer** – A floral arrangement will be sent when an employee is hospitalized or has surgery (no time limit on hospital stay).
7. **Retirement** - \$50 will be used towards each employee's retirement party. All staff members of all departments must be included in the celebration.
8. **Christmas Party** – In the event that there is a county office Christmas Party, \$200 will be used by the department responsible for planning the party.

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**Return bottom portion to Paula Wilson by October 23, 2020**

**PLEASE CHECK YOUR PARTICIPATION CHOICE**

**I DO** wish to participate in the Hospitality Fund – *Make checks in the amount of \$10.00 payable to the Stark County ESC and forward to Paula Wilson.*

**I DO NOT** wish to participate in the Hospitality Fund for the 2020-21 contract year.

Call Paula Wilson at extension 1340 with any questions regarding your participation.

Name: \_\_\_\_\_ Department: \_\_\_\_\_