

SUNSHINE / GOOD NEIGHBOR COMMITTEE

PURPOSE:

- To promote a feeling of community.
- To communicate to residents in need of expressions of comfort during times of ill health or bereavement that their neighbors care about them.
- To provide food for community members in times of illness or bereavement.

GOALS:

- To send a card to everyone who needs to feel the support of the community in time of need.
- For no more than a one-week period, provide food, as needed, for the family of a community member returning home after hospitalization.
- Help families by providing food after a funeral or memorial service.

MEMBERSHIP:

- The Board appoints the Chair.
- Community members volunteer to participate in this service and provide meals and refreshments when requested to do so.

RESPONSIBILITIES OF THE CHAIR:

- To send cards to members suffering illness or bereavement for immediate kin.
- To encourage community residents to advise Chair of individuals who would benefit from receiving cards.
- To write a brief monthly update for the *Deerlake Diary*.
- If the Chair learns that there is a need for food, the Chair will:
 - Contact volunteers and establish a schedule. Volunteers must be notified of any dietary restrictions.
 - The resident providing food will contact the family involved to determine the time for food delivery.
- The Chair will provide quarterly and annual reports to the Board.

MEETINGS:

None

BUDGET:

The chair will submit any expenses to the treasurer for reimbursement from account 1100, Administrative Supplies & Postage.

This Sunshine / Good Neighbor Committee Charter was approved by the DVCA Board of Directors on the 26th of September 2011.