

Administrative Procedure

Oct. 2011 Adopted
_____ Revised

605 Sympathy Arrangement Procedures

I. Purpose

This procedure outlines the process that will be followed for sending a sympathy flower arrangement to any employees whose spouse, child, mother or father have died.

II. Procedure

All employees of Delano Public School District #879 (teachers, custodians, paraprofessionals, secretaries, etc.) are considered recipients of this procedure for sending a sympathy arrangement at their time of grief.

The accounts payable administrative assistant will call and order a sympathy arrangement from a local florist, to be sent to the employee's home at the approximate cost of \$45-\$50.00 (which includes delivery charge). The cost of these purchases goes against the school board budget.