

Lane Education Service District Administrative Rule

Code: **GBEE-AR(2)**
Adopted: 9/11/96
Revised/Readopted: 9/25/01
Orig. Code(s): GBEE-AR(2)

Lane ESD Sunshine Fund Guidelines

1. The superintendent may assign responsibility for managing the Sunshine fund account to a member of the staff.
2. Funds for the Sunshine fund account come from sales commissions from staff-room vending machine receipts, commissions from paper recycling and other approved wellness committee fund raising.
3. Sunshine fund money can be used for “staff morale” gifts for individual staff members, of the type for which a collection from the staff might otherwise be made, and for wellness/social events that are planned to benefit the entire staff.

This is not meant to totally preclude staff collections, usually by someone within the person’s service area, for special gifts for such events as baby showers, retirement presentations or bridal showers.

4. The following guidelines are for expenditures for individual staff members:
 - a. Occasions upon which flowers or other gifts are sent:
Staff or Board member’s extended illness or hospitalization (accident or surgery); birth or adoption; death in immediate family of staff or Board member.
 - b. Occasions upon which cards are sent:
Extended illness or hospitalization of immediate family of staff or Board member.
 - c. Occasions upon which refreshments (e.g., cake) are provided.
Going away parties (resignations/retirements)
5. Service area administrative assistants are responsible for notifying the Sunshine fund manager whenever an occasion for use of the fund arises within their division.