HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: Year Book and Impact Report

DATE: SEPTEMBER 1, 1996

POLICY: The Hannibal Regional Auxiliary shall maintain a historical record of the Auxiliary.

PURPOSE: To provide guidelines for the creation and maintenance of the history of the Auxiliary.

ADMINISTRATIVE RESPONSIBILITY: The President of the Auxiliary shall annually appoint a Program Coordinator to serve for the calendar year. The coordinator shall report to the secretary of the Auxiliary and Director-Volunteer Services.

GENERAL STATEMENTS:

1. The coordinator shall create an ongoing scrapbook recording all Hannibal Regional Auxiliary activities.

2. The coordinator shall be responsible for the following:
   - Obtaining clippings of Auxiliary functions from the local media.
   - Taking, and developing pictures of events.
   - Obtaining pictures of appropriate activities from Auxilians, hospital personnel or others.
   - Dating and identifying the person or contents in all pictures.
   - Submitting newsletter items to the Director-Volunteer Services.

3. The scrapbook from the preceding year shall be stored in the Volunteer Services Offices and displayed at appropriate Hospital and/or Auxiliary functions.

4. The Auxiliary shall provide a camera for the Historian as needed.
   - Expenses for pictures shall be reimbursed by the auxiliary within the approved committee budget guidelines and on submission of signed and dated receipts.
5. An Impact Report will be created annually to share with the members and community.

All members of the committee shall meet the minimum hospital standards for volunteering in all areas of the hospital campus.

CONFIDENTIALITY POLICY OF HANNIBAL REGIONAL HOSPITAL:

All matters pertaining to patients and patient care are strictly confidential. Said matters are discussed with appropriate health team members only when necessary to facilitate professional physical, social, emotional, or spiritual care of the patient. Non-adherence to this policy will result in immediate termination.

President
Hannibal Regional Auxiliary

Replaces:
Reference: