HANNIBAL REGIONAL AUXILIARY POLICY

SUBJECT: MEMORIALS

DATE: NOVEMBER 1, 1996

POLICY: The Hannibal Regional Auxiliary shall provide a process which shall appropriately honor the passing of an auxiliary member or spouse. The Hannibal Regional Auxiliary shall follow the HRH Administrative Policy D101 in recognizing gifts and memorials.

PURPOSE: To establish guidelines for the giving and receiving of memorial contributions.

ADMINISTRATIVE RESPONSIBILITY:
The Financial Officer of the Auxiliary shall forward a memorial to the Hannibal Regional Foundation upon the passing of an auxiliary member. The Financial Officer shall keep an accounting of memorials or honorariums received, forwarding them to Hannibal Regional Foundation, who shall hold the funds in the HRH Auxiliary designated fund.

GENERAL STATEMENTS:

1. The Hannibal Regional Auxiliary shall make a contribution of $25.00 to the Hannibal Regional Foundation in memory of the passing of an auxiliary member by the preparing and distribution of a check to the President of the Hannibal Regional Foundation.

2. When the Hannibal Regional Auxiliary receives a non-restricted contribution in memory of a member or non-member, the contributions shall be forwarded to the Hannibal Regional Foundation, in which the Foundation will hold such funds in the designated Hannibal Regional Auxiliary fund.

3. When the Hannibal Regional Auxiliary receives a restricted contribution in memory of a member or non-member, the contributions shall be forwarded to the Hannibal Regional Foundation, in which the Foundation will hold such funds in the designated Auxiliary fund. A record shall be kept by category so that the budgetary allowance of that specific service area shall receive those additional restricted funds for use.

4. All non-restricted contributions will be used towards the Auxiliary wish list program.
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5. The Foundation shall then acknowledge in writing the contribution to the donor, and notify the person being honored or the family of the deceased of the tribute made to the Auxiliary. The amount of the tribute shall not be included in the notification.

All matters pertaining to solicitation of gifts or grants for the hospital as well as acceptance of gifts when offered by donors, shall be directed to the President - Hannibal Regional Foundation for approval and appropriate handling.

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: HRH Administrative Policy D101