

Duties of Sunshine and Shadow:

Chairperson relies on members to inform her of events requiring cards.

Provide Newsletter chairperson with information about member events where cards were mailed.

Illness is not to be revealed to the membership.

Purchase appropriate cards for member events, birthday cards & gift cards for monthly birthday raffle.

Submit receipts to treasurer for reimbursement of expenses (cards, gift cards & postage).

Mail out cards to any member who needs them, includes:

- Get Well
- Sympathy
- Thinking of you
- Encouragement cards
- Condolence cards
- Congratulations cards (ex. New baby, retirement, special winner etc.)

Monthly Birthday Raffle - we give a birthday card with a \$10 gift card to Joanne Fabrics each month to a selected member.

- Get list of members with birthday in each month & put names in a box for picking.
- Individual must be present at meeting to win this gift.
- July birthdays are drawn at June meeting & August birthdays are drawn at September meeting.
- If Chairperson is not able to attend a meeting, they are responsible to find a substitute to run the raffle.