

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-A-010</b>	<b>SUBJECT: Flowers, Gifts, Memorials</b>
<b>ORIGINATION DATE: 4/5/00</b>	<b>ACCOUNTABILITY: Section Chair</b>
<b>APPROVAL DATE: 5/2/00</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 5/7/02</b>	<b>PAGE NO: 1 OF 1</b>

**1.0 OBJECTIVE**

- 1.1 The Section Executive Board may provide flowers or other appropriate gift for special circumstance including but not limited to funeral, illness, injury or other appropriate circumstances as approved by the responsible Executive Board member. Acknowledgment gifts may be given to Section Executive Board members, standing Section committee members, contracted persons and appropriate family members.

**2.0 RELATED POLICIES AND PROCEDURES**

- 2.1 None

**3.0 DEFINITION OF FAMILY**

- 3.1 Immediate family including mother, father, brother,sister, son, daughter
- 3.2 Spouse or significant other
- 3.3 Other family members

**4.0 FUNDING AND LIMITS**

- 4.1 The limit for flower arrangement, gift or memorial will be \$50.
- 4.2 The funding for Executive Board members and contracted persons thereof shall come from the Section Chair's budget.
- 4.3 The funding for standing committee members and contracted persons thereof, shall come from the Vice Chair of that committee's budget.

**5.0 RESPONSIBILITIES**

- 5.1 The Section Chair shall appoint a person to make arrangements to provide flowers or appropriate gift for an Executive Board member or contracted person.
- 5.2 The Vice Chair of the committee the volunteer works in shall be responsible for appointing a person to make arrangements to provide flowers or appropriate gift for a committee member or contracted person.

**6.0 ACKNOWLEDGMENT**

- 6.1 The acknowledgment card will be signed as from:
  - 6.1.1 From the Minnesota Section of ASQ or
  - 6.1.2 From the (appropriate) Committee of the Minnesota Section of ASQ

**7.0 APPROVAL**

- 7.1 Approved by the Minnesota Section ASQ Executive Board,:

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Section Chair

\_\_\_\_\_

Section Secretary

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Date