

 <p>Policies and Procedures</p>	Category: PHILANTHROPIC PROGRAM (LEADERSHIP)	Policy No.: LD-1.2
	Issued by: HOSPITAL AUXILIARY	Revised:
Subject: RECOGNITION AND APPRECIATION	Approved by: Beverly Novak-Page <hr/> President of the Board	Effective Date: 12/8/2014
		Supersedes Policy: None
		Page: 1 of 2

PURPOSE:

Establish guidelines for bestowing appreciation for service, gifts, expertise, and any assistance of any other nature which benefits the Kona Community Hospital Auxiliary or any of its sponsored programs.

POLICY:

1. Active members of the Auxiliary shall be recognized at hours served milestones.
2. A Volunteer of the Year shall be chosen by the Board of Directors at the end of each year.
3. Members of the Auxiliary, hospital staff, and/or members of the community may be recognized for any particularly helpful activity or kindness.

PROCEDURES:

1. Hours served by active members of KCHA shall be recorded and measured against the milestones designated in the MEMBERSHIP POLICIES AND PROCEDURES. As milestones are met, the member shall be presented with an appropriate pin at the January Annual Meeting.
2. The member(s) designated by the Board of Directors as Volunteer(s) of the Year shall be presented with a framed certificate specifying the honor at the January Annual Meeting.
3. All other tangible forms of recognition to anyone (members, KCH staff, the community at large) **shall be limited** to either a certificate suitable for display or a token gift chosen from time to time by the Board of Directors which shall express the gratitude of the organization for physical, mental or material assistance.
 - a. If a certificate is to be awarded, any member of the Board of Directors may, by means of a motion, seek the approval of the Board to proceed with the presentation.

- b. If a token gift is to be awarded, any KCHA member may request the awarding of said gift and any Board of Directors member is authorized to approve the request.
- c. The token gift to be awarded is to be for services or assistance to the KCH Auxiliary considered to be "above and beyond" the regular scope of the employee's duties with respect to the KCH Auxiliary organization or members.
- d. Consideration for token gifts from the KCH Auxiliary will be on a completely impartial basis to include all employees in all departments.
- e. Any Board member who has approved any recognition award(s) will report same (that information) at the next regular Board meeting with the employee's name, job title, and department worked.
- f. As the token gifts are distributed, a log shall be kept of the date given, the recipient, the recipient's job title and department, the signature of the Director approving the request, and a brief description of the reason for the recognition.
- g. The current token of appreciation is a large, colorful lollipop but as supplies diminish, the Board of Directors may re-evaluate the choice.