

Village of Hartwick Operating Procedures
Memorial Gifts and Donations

Version 1.0

Approved: June 27, 2023

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Section I – Overview

From time to time one of our residents will pass away. This document defines the Process for Memorial donations in their honor or memory.

Section II – Benefits

1. Allow the Executive Officers to approve donations without board approval.
2. Defines and standardizes the donation allowance.

Section III – Who is eligible?

Any permanent resident living within Village of Hartwick may be sent a memorial donation upon their death.

Section IV – Type and Amount of donation.

The value of the standard contribution is \$75 which may be updated from time to time with board approval.

At the family’s request or as noted in the obituary a memorial donation may be made in their honor or memory to a charitable cause that is 501(c) qualified.

Section V – Notification and Ordering Process

1. Upon notification of the death of a resident, the Hospitality Committee will contact the family about making a donation in their name to a charitable organization not to exceed \$75.
2. Once the charity is identified, the Hospitality Committee chair will notify the Treasurer and property manager of the required expense. The Treasurer will instruct the Property Manager to make the donation. The Hospitality Committee will send a condolence card to the family acknowledging the donation.
3. The Property Manager will debit the donation to Charitable Donation Account 7300.

Example of Acknowledgment To Be Sent



Dear (*Residents' name or Resident's Family*)

Ex. Joe and June or Smith Family

We are sorry to hear about the passing of (*name of deceased*). Our thoughts and prayers are with you and your family. The residents of Village of Hartwick have made a donation in their memory to (*name of organization*). We wish you peace and comfort in the days ahead.

The Village of Hartwick Residents