

LADIES' GUILD POLICY AND PROCEDURES

Appointed Positions:

Leadership, chair persons and appointed positions shall always be pre-approved by current president with the input of the Executive Board, as per the Ladies' Guild constitution.

Attendance:

As a member of the Executive Board and appointed board you are expected to attend the following:

1. Installation
2. All Ladies' Guild hosted events, fundraisers and board meetings.

Code of Conduct:

All members of Ladies' Guild will support the Catholic Christian environment of the parish and school community. **Members agree:** to be respectful of all members of the parish and school community, maintain a positive attitude at events both on and off campus, avoid participating in social media gossip, express any concerns privately and constructively directly to those involved.

Members that do not adhere to this code of conduct shall not be eligible to serve on the general or executive board.

Gifts from Ladies' Guild:

Monetary gifting guidelines for gifts from the Ladies' Guild to the St. Christopher Parish & School officials shall be the following:

1. **Clergy, Priests, Sisters (Nuns):** All gift years to be calculated based on the total cumulative years of service at St. Christopher's. These monetary gifts will be calculated based on \$100.00 per year, with a maximum of \$2500.00 for any one time gift.
 2. **School Principal:** \$500.00 to the St. Christopher School Arts and Sciences programs and \$500.00 to the St. Christopher Endowment Fund.
 3. **Teacher and School Staff:** \$100.00 gift to be made to the St. Christopher School library in the teacher/staff name and \$100.00 to St. Christopher Endowment Fund in teacher/staff name.
1. **School and Parish events:** \$250.00 to a maximum of \$2,500 per event will be contributed by the Ladies' Guild. Light Reception, budget not to exceed \$250.00; Luncheon, budget not to exceed \$500.00

Treasurer/ Accounting Guidelines:

1. Budget for years events to be distributed at first board meeting. This budget is to be prepared by the President and Treasurer in the summer with the help of the Executive Board.

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2. Midyear reconciliation shall occur in January between Ladies' Guild and Holy Name Society.
3. Individual Committee chairs will be working within a specific budget for each event and shall communicate to any subcommittee.
4. Expenses from individual ladies guild members for all reimbursements, including but not limited to activities, meetings, fundraisers, and Ladies' Guild events must be submitted within 30 days. All expenses will be reimbursed within 30 days of the event. After 30 days these expenses will be considered a personal donation from that member. Upon request a donation receipt will be provided to these members.
5. Auction items that require reimbursement of expense, such as hosted parties and teacher donations, will be given a predetermined value and will be set aside for future reimbursement. Originals receipts of payment for event are required.