

POLICIES OF THE COMMUNITY ACTION GOODWILL COMMITTEE

Established October 5, 1982

Updated June 11, 2010

This committee was formed by the staff to serve them and to safeguard funds invested on their behalf. Goodwill membership is open to the Executive Director, Directors, and all full and part time staff, but the Executive Director/Directors may not serve on the Goodwill Committee.

The following policies are to include all members; however it must be made known to a representative that an occasion has occurred. Please note who your representative is and contact them if you are aware of a member who has experienced any of the following or if you have any questions or concerns.

POLICIES:

1. Goodwill members who have or adopt a child, marry or celebrate an occasion such as receiving a degree of higher education, purchase a home, etc. will receive flowers or a gift (\$25). A congratulatory card will be mailed to members who have a new grandchild. Children (up to age 25) of a Goodwill member receiving a degree of higher education (High School or above) will receive a check/gift (\$20).
2. Goodwill members who suffer a medical situation resulting in loss of work of five (5) days or more will receive a card and/or flowers or a gift (\$25). If a member of the employee's household suffers a medical condition resulting in the employee member losing five (5) days or more of work, the member's household will receive a card/flowers or gift (\$20).
3. A memorial gift (\$50) will be sent to a Goodwill member who has had an immediate family member (parent, spouse/domestic partner, child) pass away. A memorial gift (\$25) will be sent to a Goodwill member who has a family member (parent-in-law, grandparent, child-in-law, grandchild) pass away.
4. Members of the Goodwill staff who retire from Community Action after at least 10 years of dedication to the agency will receive a gift (\$25).
5. Any other requests for use of Goodwill funds (except those covered in 1-4 above) must be in writing. All such requests must be approved by at least two members of the Goodwill Committee.

GOODWILL COMMITTEE REPRESENTATIVES:

<u>REPRESENTATIVE:</u>	<u>CONTACT #:</u>	<u>SITE/AREA/PROGRAM:</u>
Janet Foppes (Chairperson)	343-3807	Batavia HS, Infant & Toddler HS (incl. Batavia HS bus drivers)
Amy Lester (Treasurer)	589-5605	CA Admin (Albion), ACT, and Main St. Store
Judy Martino (Secretary)	343-7727	CCR&R (Albion & Batavia), and Batavia CA
Margie Davies	798-2261	Medina HS, Infant & Toddler HS (incl. Medina HS bus drivers)
Sal Rodriguez	589-7700	CATS & EOCC (Holley)
Pam Wadhams	589-5683	HS Admin, Albion HS (incl. Albion HS bus drivers), Albion & Kendall UPK

COMMUNITY ACTION GOODWILL FUND

Payroll Deduction Authorization Form

I, _____, authorize a deduction from my paycheck a contribution of \$.50 or _____ from each pay period for the Goodwill fund. I understand that by doing this I will be entitled to the benefits as outlined in the written policies of the Goodwill Committee.

Employee Signature

Date

Rec'd in Fiscal	
_____ Signature	_____ Date

Change in Goodwill Contribution

I, _____, authorize a deduction of _____ from my paycheck into the Goodwill fund. This amount supersedes any previous authorized amount. This change is effective the next pay period.

Employee Signature

Date

Rec'd in Fiscal	
_____ Signature	_____ Date