



IPAC Northwestern Ontario

Professionals in Infection Control

POLICY

Gift Fund

Purpose:

IPAC NWO values the contributions that members collectively make and we give thanks and gratitude to those who choose to share their talents and time to help build a dynamic and resourceful Chapter. The fund is to be reviewed annually by the President and Executive

A gift fund has been established to recognize those members who were active participants in IPAC NWO Chapter and had a first baby, wedding, hospitalization/ illness, expressions of sympathy on the loss of an immediate family member or upon celebrating their retirement.

Occasion	Expenditure Limit
First Baby	Card signed by members or in lieu by President
Death-immediate	Card signed by members or in lieu by President
Hospitalization/ Illness	Card signed by members or in lieu by President
Wedding	Card signed by members or in lieu by President
Retirement	
- Over 10 years	\$100 gift card of choice and lunch
- Over 5 years	\$50 gift card of choice and lunch
- Less than 5 years	Lunch

Process:

Step 1: Whenever recognition is required, an IPAC NWO member must request funding from the Special Events Chair or alternate.

Step 2: The Special Events Chair/alternate will be responsible for assessing criteria outlined below, purchasing gift and/ or card, or arranging dinner and payment as per the

expenditure limit and submitting receipts to the Treasurer. If the occasion is for a member from out of town, the Special Events Chair/ alternative will designate as fit.

Step 3: The Special Events Chair/alternate will report activities at the next IPAC NWO meeting.

Step 4: The Treasurer will report at the next IPAC NWO meeting.

Criteria:

Must be a paid member of IPAC NWO and IPAC Canada for consecutive years served as outlined above and up to/and including the current year of eligibility.