



CLASSIFIED STAFF SUNSHINE FUND GUIDELINES

The Sunshine Fund Guidelines have been established pending the continued availability of funds as follows:

SERVICES FOR ALL CLASSIFIED STAFF EMPLOYEES

CARDS

- ▶ **Congratulations** - sent after the birth of a child to any Classified Staff employee.
- ▶ **Sympathy**- sent after the death of any Classified Staff employee, their immediate family member (spouse/partner, child, mother, father, brother, sister) or their extended family member (grandfather, grandmother, father-in-law, mother-in-law).
- ▶ **Get Well** - sent to any Classified Staff employee, their immediate family member (spouse/partner, child, mother, father, brother, sister) or their extended family member (grandfather, grandmother, father-in-law, mother-in-law).
- ▶ **Other**- sent to other TSC employees (e.g. TSC President, Board of Trustees, or retired Classified Staff employees).

SERVICES FOR CLASSIFIED STAFF SUNSHINE FUND MEMBERS

FLOWER/PLANT

- ▶ **Hospitalization/Surgical Procedure** - Classified Staff employee
- ▶ **Birth of a child** - Classified Staff employee
- ▶ **Retirement** - Classified Staff employee retiring with 10 or more years of service at TSC
- ▶ **Death of immediate family member** - Classified Staff employee, their immediate family member (spouse/partner, child, mother, father, brother, sister). An arrangement will be sent to the Classified Staff employee home or office (upon return).

Sunshine Fund Coordinators Contact Information

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