

# ADMINISTRATIVE PROCEDURE 400

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## FLOWERS OR CARDS

### Background

To ensure protocols are in place for member recognition.

### Guidelines and Procedures

1. The Executive Director is authorized to purchase flowers or cards under the following guidelines:
  - 1.1 Flowers to a maximum of \$75.00 may be sent on behalf of the STAA to any STAA Full, Honorary, or Life Member who suffers the loss of a partner or child.
  - 1.2 Cards may be sent for illness, loss of a member's immediate family, and tragedy in a school district.
2. The Executive may also approve flowers or cards for any other reason the Executive deems appropriate to a maximum of \$75.00.

Approved: January 2018  
Review: January 2020