

## **Statement of Practice**

### **Use of Institutional Funds for Gifts in Memory or Gifts in Honor**

Sonoran University Employees may use institutional funds to express condolences or congratulations to their team members who experience a personal tragedy (such as the death of a family member) or personal milestone (such as a wedding, the birth of a child, etc.) via planting trees in memory or celebration through the Arbor Day Foundation.

Planting trees is \$2 per tree with a 10 tree (\$20) minimum donation.

The decision to support an employee via this method is delegated to the department level and should not exceed \$20 per instance.

[Arbor Day Foundation – Plant a Tree in Celebration](#)

[Arbor Day Foundation – Plant a Tree in Memory](#)

#### Additional details and exceptions

- Included in this practice are Sonoran trustees, advisory council(s), donors, and alumni (to be coordinated by the Development Department or Alumni Relations Department respectively).
- Departments may purchase a plaque to honor an employee who retires in good standing from Sonoran after a minimum of 5 years of service.
- If a department wishes to get flowers, make a donation, or engage in another activity in honor or memory of a team member, individuals may elect to gather funds for other types of acknowledgement.
- This practice applies to students only in the case of death of a student while attending Sonoran.
- This practice does not extend to using institutional funds for celebration of, or condolences to, Sonoran students.
- Celebration or condolence cards may be sent by any employee to any Sonoran constituent.
- In the case of a current Sonoran employee passing, the institution may consider additional or alternate ways to memorialize the individual.