



Ozarka College

...providing life-changing experiences through education

QuickLinks Committees » Friendship Fund

Friendship Fund

Type: Institutional

Chair: Jill Yancey

Members: 12

Supporting Documents: 14

Meetings

Date	Agenda	Handouts	Minutes
Aug 17, 2007	1	0	1
Nov 14, 2007	1	0	1
Apr 22, 2008	1	0	1
Sep 19, 2008	1	0	1
Mar 27, 2009	1	0	1
May 28, 2009	1	0	1
Oct 30, 2009	1	1	1
Jul 29, 2010	1	1	1

Purpose:

Ozarka College has established a Friendship Fund to provide a vehicle through which to show employee concern during the time of need or joy of another employee. The Friendship Fund is a fund contributed to through volunteer contributions to show concern and care for fellow workers. It is not a college fund, but a college agency fund (i.e. a fund held by the college for the contributors, managed by the Friendship Fund Committee that work to assure fund accountability in use and financial accounting, and that reflect the consensus wishes of the contributors).

Committee Membership:

The Fund Stewards shall be comprised of one member representative selected from each of the following departments:

- Adult Education/GED Program
- Administrative Offices
- Allied Health Division Arts and Humanities Division
- Ash Flat site
- Bookstore/Kitchen
- Business Technology Division
- Finance Office
- Information Systems
- Library

- Maintenance
- Math, Science and Education Division
- Mountain View site
- Preschool
- Social Science Division
- Student Services
- Trio/Student Support Services Program

Responsibilities:

1. The Friendship Fund Committee will select a departmental designee. Said designee will serve in the position of Fund Steward until they no longer wish to serve in this capacity.
2. It is the responsibility of the Fund Steward to maintain contact with his or her department regarding births, adoptions, deaths, illness, and retirement. All employees are encouraged to notify the Fund Steward for their department. The Fund Steward is to notify the Committee Co-Chairs. The Co-Chairmen are to handle the required paperwork to obtain a purchase order, and are then responsible for ordering and/or purchasing the gift, flowers, or card. The Co-Chairmen will forward to the Friendship Fund Committee an email stating the response, the cost, and the date completed.
3. By September 1, the Finance Office will provide, to the Friendship Fund Committee, a statement of account setting forth the total collections, disbursements and fund balance for the previously ended fiscal year.