



# LAS VEGAS HAWAIIAN CIVIC CLUB

*Kulia E Loa'a Ka Na'auao -- Strive to obtain wisdom*

7260 West Azure Drive Suite 140-1052, Las Vegas, NV 89130

## Hospitality Notification Procedure (Updated November 5, 2024)

**PURPOSE:** For the Las Vegas Hawaiian Civic Club (LVHCC) to ensure LVHCC Members are receiving electronic or regular mail correspondence a notification procedure is required.

**PROCEDURE:** The following procedure will be used by the Hospitality Committee Chair and supporting committee members involved in Hospitality correspondence.

1. Prior to sending out notifications for birthdays, weddings, anniversaries, or to provide sympathy messages for those who are sick, in the hospital, may have had family members recently pass away, the Hospitality Chair, or designated representative, will notify the LVHCC Secretary one week prior to sending the e-correspondence out. Should an event occur within the one-week notification period, the Hospitality Chair and Secretary will notify the 'Ohana or individuals.
2. The LVHCC Secretary will send emails to the identified persons to alert them that such correspondence will be forthcoming, specific to electronic correspondence, what the correspondence email address will look like, and request the LVHCC email address be identified as not junk or spam. If regular mail is to be used, the Secretary will confirm the intended recipient's mailing address using the Membership Roster. Once the Secretary has completed the notification, and confirmed the mailing address, the Hospitality Chair will be notified.
3. Upon notification by the Secretary, the Hospitality Chair sends the notifications. Should emails be incorrect/returned, the Hospitality Chair notifies the Secretary who identifies the correct contact information, updates the contact roster, and provides it to the Hospitality Chair for use.

Procedure Approvals:

Kalani Heu, Pelekikena

December 31, 2024

Date

Pat Filbert, Chair, Policy & Procedures Komike

December 31, 2024

Date

Distribution: LVHCC Board, Membership, and website