

Select any that apply:

This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

**Procedure for:**

Heartbeat

**Monthly encouragement sent:**

- Sent via letter, note, email or text
- Record when sent in spreadsheet for reporting to Carol Scherer when requested

**Other unity building correspondence**

- Send Birthday cards or deliver them at weekly meetings.
- Send cards out to members who have special situations, illnesses, etc.

Note: This position is appointed by and serves at the discretion of the chorus director.