



CITY OF ARDEN HILLS

Greeting/Sympathy Card Policy

This document will establish a process for sending greeting/sympathy cards by the City of Arden Hills.

The City of Arden Hills staff, unless otherwise directed by the City Council, will send a greeting and/or sympathy card in the following circumstances.

-Council members / City Staff / Committee and Commission members:

- Birth, or adoption, of a baby
- Hospitalization
- Funeral (immediate family only)

-Other elected officials representing the City or other members of the public deemed by the City Council to have had a significant connection with the City:

- Funeral: A sympathy card will be sent to the family on behalf of the City of Arden Hills
- An official entering or exiting public service: a congratulations or thank you card, respectively, acknowledging their service to the City.

Purpose

By instituting this procedure, it will help ensure consistency on when the City sends a greeting and/or sympathy card to the City Council, City Staff, Commission/Committee members, and other members of the public.