



Policy Name  <b>WISH LIST</b>	Policy Number: <b>0928</b>
	Effective Date: <b>April 26, 1999</b>
Approved By: <b>Management Committee</b>	Date Revised: <b>September 15, 2009</b>
Classification: <b>Governance and Administration</b>	Page No: <b>Page 1 of 1</b>

## **POLICY**

Agapé Hospice maintains an up-to-date wish list of items recommend that will enhance the service provided or improve the work environment. Recommendations may be received from Staff Volunteers, residents and their families or from other visitors.

## **PROCEDURE**

1. Anyone wishing to contribute to the Wish List may do so by a submission to anyone on the Management Team or through their immediate supervisor. These suggestions will be shared with the Business Development and Communications Manager and if appropriate these suggestions will be added to our published brochure "Agapé Hospice Wish List" which provides the reader with information on fund raising efforts for the Hospice.
2. Items costing in the range from \$100 and higher will be placed on the list and public and private donors may contribute to the purchase of specific items. All other approved items will be purchased through the operating budget as funds permit.
3. The list will be reviewed on a semiannual basis by the Management Team and the Business Development and Communications Manager.