



Sunshine Fund Request

Employee Life Event Request Form

The Sunshine Fund recognizes the life events of MassTech employees and the death of an employee's immediate family member. Immediate family includes spouse/domestic partner, children, parents, siblings, and grandparents.

The employee's manager must complete the information below when a life event occurs. The recommended gift/contribution will be sent to the employee, along with a card signed on behalf of the MassTech Collaborative Sunshine Fund. Please send the completed form to Katie Stoico.

Employee Name:

Date:

Employee Manager:

Reason for Request:

- Birth / Adoption
- Wedding
- Illness
- Death
- Other

Recommended gift:

- \$50 Amex gift card
- \$50 Amex gift card
- Up to \$75 Flower arrangement
- Up to \$75 Flower arrangement / Donation*

Please provide details regarding your request, include dates and relationship to the employee.

HR / Finance Only

\$ Amount: _____

Approval: _____

*Please give donation checks to the Human Resources department before mailing.