

INFIRMARIAN GUIDELINES

The Fraternity Infirmarian, in the name of the fraternity, will:

- Visit the home bound or nursing home fraternity members at least 4 times a year, once per quarter.
- Send specific cards for the following:
 - New baby of a fraternity member
 - Illness of a fraternity member (Get Well card)
 - Death of a fraternity member's extended family (Sympathy card)
 - Extended absence of a fraternity member (Thinking of You card)
- Send a Mass card for the following:
 - Death of a fraternity member's immediate family: spouse, child, grandchild, brother/sister
- Send a Mass card and flowers for the following:
 - Death of a fraternity member
- Schedule and lead a Franciscan Wake Service for the following:
 - A fraternity member

The Infirmarian may ask a delegate to assist or perform any of the above duties if they are not able to perform their duties at that time.

The Infirmarian asks the fraternity for reimbursement for cards, stamps, flowers and mileage.

HISTORIAN/ARCHIVIST GUIDELINES

The Historian/Archivist, in the name of the fraternity, will:

- Copy and preserve all important documents concerning the fraternity, such as:
 - the Official Canonical Establishment Document
 - the Election Results
 - Profession Invitations and Programs
 - apostolate activities
 - all else that the fraternity considers important.
- Take photos to document all fraternity activities
- Will keep a scrapbook of photos and items to share with fraternity members and visitors

The Historian/Archivist should preserve a printed copy and an electronic copy of all documents. The electronic copies can be on a flash drive or a CD for easy storage.

The Historian/Archivist asks the fraternity for reimbursement for all costs associated with this position, but large costs should be approved by the Fraternity Council before purchased.