# L A S V E G A S H A W A I I A N C I V I C C L U B

***Kulia E Loa'a Ka Na'auao* -- Strive to obtain wisdom**

7260 West Azure Drive Suite 140-1052, Las Vegas, NV 89130

**Hospitality Notification Procedure**
**(Reviewed October 10, 2026)**

PURPOSE: In order for the Las Vegas Hawaiian Civic Club (LVHCC) to ensure LVHCC Members are receiving electronic or regular mail correspondence a notification procedure is required.

PROCEDURE: The following procedure will be used by the Hospitality Committee Chair and supporting committee members involved in Hospitality correspondence.

1. Prior to sending out notifications for birthdays, weddings, anniversaries, or to provide sympathy messages for those who are sick, in the hospital, or may have had family members recently pass away, the Hospitality Chair, or designated representative, will notify the LVHCC Secretary one week prior to sending the e-correspondence out. Should an event occur within the one-week notification period, the Hospitality Chair and Secretary will work together to notify the ‘Ohana or individuals.

2. The LVHCC Secretary will send emails to the identified persons to alert them that such correspondence will be forthcoming, specific to electronic correspondence, what the correspondence email address will look like, and request the LVHCC email address be identified as not junk or spam. If regular mail is to be used, the Secretary will confirm the intended recipient’s mailing address using the Membership Roster. Once the Secretary has completed the notification, and confirmed the mailing address, the Hospitality Chair will be notified.

3. Upon notification by the Secretary, the Hospitality Chair will then send the notifications. Should emails be incorrect or returned, the Hospitality Chair will notify the Secretary who will research the correct contact information, update the contact roster, and provide it to the Hospitality Chair for use.

Procedure Approvals:

_____/S/_____ November 15, 2026
Kalani Heu, Pelekikena Date

_____/S/_____ November 15, 2026
Pat Filbert, Chair, Policy & Procedures Komike Date

Distribution: LVHCC Board, Membership, and website