

GRAND RAPIDS COMMUNITY COLLEGE  
RETIREMENT RECEPTIONS  
GUIDELINES FOR ALL EMPLOYEES  
March 2009

The College is proud of the many years of service and commitment our retirees have made to the institution, and wishes to recognize these retirees through a retirement reception. Guidelines have been developed to assist in planning and funding these receptions as well as assuring that each retiree has an opportunity to be recognized by their colleagues.

These “on campus” receptions are to provide internal recognition of our retirees. However, retirees may invite friends from outside the College. Invitations to other than GRCC staff should be coordinated by the retiree’s supervisor and/or budget control officer. The vice president responsible for the retiree’s area or department will provide final approval.

The following guidelines will be utilized for all retiree receptions.

Retiree Recognition (based on years of service)

Years of Service	Employee Retiree Celebration
1-10	\$350
11-20	\$500
21-30	\$720
31+	\$1,000

Todd Hurley has the account number to be used for all retiree receptions. To access the funding for the reception, simply complete the food function form and return it to Food Service where the form will be processed including the funding.