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## Special Morale and Welfare (SMW)

### LIGHT REFRESHMENTS DEFINED

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Expenditures for light refreshments **must be conservative**.

#### ACCEPTABLE:

For the purposes of SM&W funding, light refreshments are defined as nonalcoholic beverages, coffee, tea, milk, juice, soft drinks, donuts, desserts, chips and dip, cheese and crackers, fruit/vegetable trays, bagels, fruit, pretzels, cookies, chips, muffins, and similar items.

Welcome Basket items should be able to fit in a “gift bag” think pre-packaged or miniature.

Example: 20 oz soda bottle vs. 2 liter soda bottle

#### NOT ACCEPTABLE:

Alcoholic beverages of any kind, complete meals, buffets, banquets, smorgasbords, heavy hors d’oeuvres, etc. do not qualify as light refreshments. Heavy hors d’oeuvres are defined as any foods that consist of meat, poultry, or fish products. Pizza rolls and finger sandwiches are also considered heavy hors d’oeuvres.

The use SM&W funds to purchase light refreshments also includes the purchase of plastic utensils, paper/plastic, or styrofoam cups, and paper plates. SM&W funds may not be used to purchase decorations, invitations, or tablecloths.

NOTE: Purchasers be careful what it says on the receipts put a note next to items that print out differently.

Example: Cheese Tray

Commissary calls it “Party Tray”

Smiths calls it “Deli Tray”

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### RETIREMENTS SPOUSAL FLOWERS/MEMENTO RULES

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Retirement options: (1 or 2)

1. \$75 for Light Refreshments and additional optional \$20 for flowers/memento for spouse
  - a. Flowers need to be either need to be a single bouquet or misc flowers up to \$20
  - b. If Memento
    1. Female retiree to buy a (singular item) male memento
    2. Male retiree to buy a (singular item) female memento
2. \$20 for Retiree memento (singular item) not to be used with personal funds

Example: Engraved Plaque \$47 (not reimbursable)  
Example: A unit appreciation picture frame \$19.99 (reimbursable)