

POLICY

To: Brian Palaia, Town Manager
John Cushing, Town Treasurer
Cc: Town of Milton Selectboard
From: Kym Duchesneau, Recreation Coordinator
Re: Donation Policy – Scholarship Fund for Recreation Programs
Date: December 20, 2010

EFFECTIVE DATE – Upon adoption by the Selectboard

Purpose: This Policy establishes a Donations Fund and Donation Policy for Scholarship Funds for the Milton Recreation Department.

Procedure and Guidelines: This following shall govern the use and availability of funds.

This Recreation Scholarship Donation Fund shall be maintained by the Finance Office in such a manner as is deemed appropriate to carry out this Policy and to ensure funds donated are made available to the Town of Milton Recreation Department.

The Finance Office shall separately account for and keep the records for a Recreation Scholarship Donation Fund. Sub-accounts shall be separated and tracked as Recreation Scholarship Donation Funds. This section may not be construed to mean these funds will be maintained in a separate bank account. Funds will be invested by the Treasurer in interest bearing accounts and may be combined with other funds to maximize earnings. These Funds will not be considered to be a part of the General Fund or any other Fund budget.

Donations from a person, business and/or group may be made anonymously, if requested. The Town of Milton Recreation Department will access these funds by following the normal purchasing or spending procedures fully describing the activities or purchases contemplated.

Guidelines and Limitations: Funds shall be used for the purpose of financially assisting persons as noted herein, with children's programs or activities offered by the Town of Milton Recreation Department, in the form of a Scholarship, subject to the following general restrictions.

- A Scholarship Request Form must be completed and submitted to the Milton Recreation Department for action
- Scholarships are considered for Milton Recreation Department sponsored-children's programs only.
- The Applicant and Recipient submitting a completed application will be considered for a full or partial scholarship providing they are a resident of the Town of Milton.

- Scholarship funds are on a first come, first served basis while funds are available.
- All payments on behalf of the applicant/participant will be sent directly to the program provider from the Town of Milton.

The Milton Selectboard, acting in regular session on
December 20, 2010 voted in favor of the following:

“Voted that the Policy – Donation Policy for Recreation
Department Scholarship Fund Policy
as outlined herein is approved.”

Date: December 20, 2010

Milton Selectboard

Louis F. Messy III
Jedd Shepard
John L. Shepard
John W. [unclear]

Filed with the Town Clerk

Jan 4, 2011

Attest:

Loretta R. Demaris
ASST. Clerk