

# Sacred Heart Cathedral Parish

## Lost and Found Policy

Effective 2/25/2010

In an effort to maintain an orderly and presentable appearance to our campus, Sacred Heart Cathedral Parish has adopted a lost a found policy. This policy is also for instructional use to anyone who has lost an item so they may learn how to obtain their item.

- Any item that is left unattended for an extended period of time can be turned into the lost and found.
- There are two collection locations. One receptacle is located in the cafeteria and another is located in the gymnasium by the band room.
- All collection location will be emptied every 14 days.
- This process will be executed on the 2<sup>nd</sup> and 4<sup>th</sup> Fridays of each month.
- Items will be handled in the following manner.
  - Uniforms will be returned to the uniform closet.
  - Items that have value will be donated to charity.
  - Educational materials will be delivered to the school bookstore
  - All remaining items not suitable for any of the above, will be disposed of as trash
- Items that have value removed from the bins will remain on campus for an additional 2 weeks before being donated.
- Unattended lunch and drink containers being returned to the lost and found should have the contents emptied.

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