

Sacred Heart Cathedral Parish

Lost and Found Policy

Effective 8/11/2011

Facilities Administrator 865 558 4108
Cindy Brennan 865 603 3948

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 locations will be emptied every 14 days.
- This process will be executed on the 2nd and 4th Thursdays 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.