

# Village of Ardsley

Mayor  
NANCY KABOOLIAN



Village Manager  
MEREDITH S. ROBSON

Trustees  
ANDY DIJUSTO, Deputy Mayor  
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Village Treasurer  
LESLIE TILLOTSON

Village Clerk  
ANN MARIE ROCCO

## Village of Ardsley Gifts Policy

ORIGINAL DATE: 10/19/20      APPROVED BY: Board of Trustees Resolution

### 1. **Purpose**

1.1 To establish guidelines for the acceptance of gifts to the Village of Ardsley from individuals, groups, or organizations.

### 2. **Policy**

2.1 Acceptance of all gifts valued at \$500 or more must be approved by the Village Board of Trustees. Acceptance of gifts valued at less than \$500 must be approved by the Village Manager or, at the Manager's discretion, the matter may be referred to the Village Board for decision. The Village Manager shall report to the Village Board any action taken by the Manager to accept or refuse a gift.

2.2 Gifts to the Village should be for the benefit of the entire community or for a large neighborhood area or for a broad segment of the population.

2.3 Gifts should not impose current or future financial burden on the Village unless the Village Board determines that such burden is justified in the particular case.

2.4 No Village official or employee shall engage in any fund-raising activity, or in any way solicit any person, group or organization, for the purpose of offering a gift to the Village without the prior knowledge of the Village Board and approval of the Mayor.

2.5 Gifts or donations to the Village of Ardsley as a whole can only be recognized by a board resolution and a thanking at a board meeting. Any signage or notification promoting a sponsor of a gift or donation is not permitted. This applies to recreation programs and facilities. The one caveat is that recreation programs are permitted to have sponsors or businesses donate prizes to program participants.

### 3. **Procedure**

3.1 Prospective donors are encouraged to consult informally with the Mayor or the Village Manager before offering a gift to the Village or before engaging in any fund-raising activity for such purpose.