

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject: DONATIONS TO THE TOWN	Regulation Number: 1.11	Effective Date: January 27, 2012
	Supersedes: October 1, 1997	

I. PURPOSE

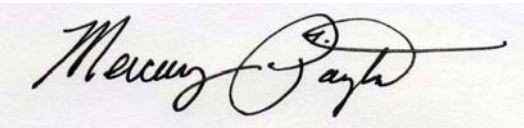
The purpose of this regulation is to establish the policies and procedures to be followed in the event that an individual or group wishes to make a donation to the Town in memory of another individual or group.

II. PROCEDURE

- A. All requests are to be submitted in writing to the appropriate department.
- B. The affected department shall evaluate the request and forward a recommendation, as well as a copy of the donation request, to the Town Manager.
- C. The Town Manager shall review the item and then forward the donation request, along with his or her review and that of the department, to the Town Council.
- D. The item will be placed on a regular Town Council agenda and the Council can accept or reject the donation request.

III. APPLICABLE DOCUMENTS

None

Signature of Town Manager:	Date:
	1/27/2012