

2020

## Durham Giving Tree Policy

Traditionally, the Town of Durham has participated with the Town of Lisbon in the Giving Tree. Families in need during the holiday season can submit applications for assistance with the purchase of gifts. In 2020, the Town of Durham staff has taken over sole responsibility for the Durham Giving Tree.

The following outlines the policy for operation of the Durham Giving Tree:

Applications will be available in the middle of November and will be due on or around the 1<sup>st</sup> of December. Applications will be accepted after the deadline and every effort will be made to fulfill every request. Reasonable parameters will be set on a yearly basis by the General Assistance Administrator.

There will be no income requirements to apply for the Giving Tree. Applications include only an outline of the family unit and what is needed.

The Giving Tree will be confidential.

Funds collected for the Giving Tree will be utilized in the following order:

1. Purchase gifts requests not fulfilled by residents
2. Purchase gift cards from a food establishment (Hannaford, Shaw's, etc.) to be given to each family with the gifts. Gift cards should be no more than \$25 per family member as available from the funds donated.
3. Any additional funds not used for the Giving Tree will be placed in the Durham Home Heating Fund between December 25 and December 31.

The Town will do its best to fulfill all requests. However, submittal of an application does not constitute any guarantee on the part of the Town to fulfill those requests.

Adopted by the Board of Selectmen on November 24, 2020.

