

**Archbishop O’Sullivan Catholic School  
School Council  
Gift Giving Policy**

**Revised as of April 28, 2010  
Reviewed on Oct. 19, 2016  
Reviewed on November 15, 2017**

The gift policy is put into place to:

- a) Acknowledge a teachers’ or staff member’s contribution to the community of Archbishop O’Sullivan Catholic School when they transfer to another school or retire from working for the Board from our school and
- b) To acknowledge marriages, births, illness and deaths of members of our school community.

Taking the above into consideration the following guidelines were established:

For a teacher or a staff member who leaves Archbishop O’Sullivan Catholic School after

- a) less than 2 years in our community – a card and/or a \$25.00 gift certificate
- b) more than two years in our community – a card and/or a \$50 gift certificate
- c) retirement from the school board – a card and a \$100.00 gift certificate

To acknowledge births, marriages, illnesses or deaths

- a) births, marriages, illnesses – a card
- b) deaths – a card and monetary support if deemed appropriate by the Executive in consultation with the Principal

This policy is to be reviewed on an annual basis