

## Memorials Guidelines

Individuals or groups wanting to place a memorial on campus grounds or in campus buildings need to follow the following procedures:

1. Meet with the superintendent and fully explain the following:
  - A. Who the memorial is for and how the person is of significance to the school district.
  - B. What relationships and permissions the individuals or groups have from the immediate families of persons whom he/she or they seek to memorialize.
  - C. What the memorial will look like (size, color, shape, etc.)
  - D. What the memorial will cost and who is paying for and performing the construction and installation.
  - E. What is the plan for maintenance of the memorial? Individuals or groups need to keep in mind that the school maintenance staff cannot be responsible for the maintenance (labor or materials) of memorials.
  - F. Once the plan is explained fully, the persons or groups need to present to the superintendent in writing a detailed description/picture of the memorial and all above information fully explained. A certificate of authorization from the family of any individual being memorialized must accompany the request. A certificate of authorization from the group and/or individual seeking to provide the memorial is required that indicates acceptance of maintenance responsibilities.
2. After a six-month waiting period, the individual or group members meet with the superintendent again if the plan is still a focus of interest for the individual or group. It is not unusual that following a grief situation, people are interested in a memorial. After a time period and the consideration of the long-term commitment a memorial requires, however, people often find other ways to make commitments and memorialize loved ones. We appreciate the scholarships our students receive, for example. This is a wonderful memorial that provides students each year with opportunities to enrich their own lives while appreciating the scholarship gifts of a memorialized individual, and it does not require the upkeep of an object on campus.
3. If the individual or group is still interested in a site on campus, the superintendent will present the memorial information to the Board of Directors for their consideration. The Board may accept or reject the proposal based on the best interests of students and/or the district and its staff. If the memorial is approved, the Board may require the individuals or groups to set up a long-term trust that will provide the funding for upkeep of memorials. The board would be unable to provide ongoing labor/materials due to the law prohibiting public gift of funds. Paying for labor or materials to maintain memorials falls into that category.

**Date: 11-27-01**