

CHURCHVILLE CHILI CENTRAL SCHOOL DISTRICT STUDENT MEMORIAL GUIDELINES

The Churchville-Chili Central School District has designated specific locations throughout the district for the purpose of commemorating individuals special to our district. These guidelines are intended to make the process as easy as possible and are in compliance with the district goal of providing quality facilities that are well maintained. As per district policy 3170, the district retains the right to select the type and size of tree, shrub, bush, or paver in order to maintain uniformity at the designated memorial sites.

Please fill out the form below and submit to the Operations & Maintenance Department, 145 Fairbanks Rd., Churchville, NY 14428. Feel free to attach any pictures to this form that would help describe what you would like to do. For cash donations, please see Policy #7430. **Do not purchase anything until this has been approved by the Board of Education and you have been given directions and estimates by the Buildings and Grounds Department. Cost for the memorial is not the responsibility of the District.**

CONTACT INFORMATION			
NAME			
ADDRESS			
CITY, STATE ZIP			
HOME PHONE #		CELL PHONE #	
MEMORIAL INFORMATION			
PERSON TO BE MEMORIALIZED			
PERSON'S RELATION TO THE DISTRICT (TELL US ABOUT THIS INDIVIDUAL)			
SELECT A MAXIMUM OF 2		SELECT ONE OF THE MEMORIAL GARDENS BELOW	
<input type="checkbox"/>	ENGRAVED BRICK, AT STADIUM ONLY (3 LINES, 13 CHARACTERS PER LINE)	<input type="checkbox"/>	STADIUM
<input type="checkbox"/>	ENGRAVED STONE PAVER	<input type="checkbox"/>	SENIOR HIGH SCHOOL
<input type="checkbox"/>	TREE	<input type="checkbox"/>	MIDDLE SCHOOL
<input type="checkbox"/>	SHRUB	<input type="checkbox"/>	CHURCHVILLE ELEMENTARY
<input type="checkbox"/>	BUSH	<input type="checkbox"/>	FAIRBANKS ROAD ELEMENTARY
<input type="checkbox"/>	BENCH (IF NOT ALREADY PROVIDED)	<input type="checkbox"/>	CHESTNUT RIDGE ELEMENTARY
<input type="checkbox"/>	NAMEPLATE		
<input type="checkbox"/>	PLAQUE		
NAMEPLATE SIZES		PLAQUE SIZES	
<input type="checkbox"/>	10"x2" (1 LINE, 20 CHARACTERS)	<input type="checkbox"/>	6"x3"
<input type="checkbox"/>	10"x2.5" (2 LINES, 20 CHAR. PER LINE)	<input type="checkbox"/>	9"x4"
<input type="checkbox"/>	12"x2" (1 LINE, 30 CHARACTERS)	<input type="checkbox"/>	8"x6"
ENGRAVING INFORMATION			
NOTE: EACH SPACE COUNTS AS 1 CHARACTER			

OFFICE USE ONLY _____ DATE & INITIALS REVIEWED BY OPERATIONS & MAINTENANCE
 _____ DATE & INITIALS REVIEWED BY ASST SUPT FOR BUSINESS SERVICES
 _____ DATE REVIEWED BY MEMORIAL COMMITTEE
 _____ DATE & INITIALS REVIEWED BY SUPERINTENDENT

_____ DATE APPROVED BY BOARD OF EDUCATION

REGULATION

Churchville-Chili Central School District

2013

3170R

Page 1 of 1

Community Relations

SUBJECT: MEMORIALS

Memorials can be established for students, faculty, staff and community members as determined in Board policy #3170, using the following procedure:

- a. A form designating the request for a memorial may be acquired from the District website or from the Operations and Maintenance Department.
- b. Once the completed form has been received, it will be forwarded to the Operations and Maintenance Department. If there are questions prior to filling it out, the donor may contact the Operations and Maintenance Department at 293-1800, ext. 2360 who in turn will speak with the building principal. It should be noted that the District retains the right to select the type and size of tree, shrub, bush or paver in order to maintain uniformity in the designated memorial sites at each location.
- c. The Operations and Maintenance Department will review the request and provided it meets the guidelines of our policy, will determine a cost estimate for the donor.
- d. Once the donor has received the estimates and has agreed to pay the costs associated with the memorial, the request will be forwarded to the Assistant Superintendent for Business Services who will review the requested memorial, and forward it to the Memorials Committee for their approval.
- e. Once approved by the Memorials Committee, it will be forwarded to the Superintendent who will also review it and if appropriate, forward it to the Board of Education for final approval.
- f. After Board of Education approval, the Operations and Maintenance Department will contact the donor who may then proceed with purchasing the materials for the memorial. Once the materials have been delivered to the district, the Operations and Maintenance Department will arrange to complete the installation process.

Created: 2/5/2013