

## Procedure - Memorials

### Guidelines of allowable options:

- Plaques must be consistent in size currently in use approximately 7" x 9"
- Item should be functional or usable
- All costs are the responsibility of the requester
- No on-going expenses for the district can be approved

### Suggested examples of memorials:

**Library Books/Materials:** The library encourages donations as memorials. Such donations provide the library with an opportunity to add materials or equipment not otherwise available. Prior approval on the appropriateness of the material, from the district librarian is required. A bookplate may be placed in the item purchased using the memorial and tribute gift funds. The bookplate can record the honoree as well as the donor.

**Trees, Shrubs or Landscaping Materials:** These items must fit in with the district's landscaping plan and be approved by the director of maintenance and facilities.

**Room Dedication:** Some rooms are available for a permanent dedication plaque through Friends of Chimaquum Schools, an Education Foundation. For specific purchases, information is available in the district office.

Cash donations and scholarships will be given high priority.

**Other Items:** The board encourages requesters to coordinate memorials with district capital projects such as reader boards, scoreboards, and other facility improvements.

**CHIMACUM SCHOOL DISTRICT**

Date: June 25, 2002

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