

MEMORIAL RESOLUTION

DJ  
(REGULATION)

**Procedures for  
Memorial Resolution  
Requests and  
Preparation**

From time to time, a community member may request the District create a Funeral Resolution to memorialize a former District employee. A Funeral Resolution differs from a eulogy, as the Resolution is serious in tone, follows a specific format and may become an official church document saved in the church's archives. The District has adopted the following guidelines for Memorial Resolutions:

- The family of the former employee must make the request of the school district
- The employee must have worked a minimum of 10 years for the school district
- The family of the former employee must provide information about the former employer's tenure with ECISD, for example hire date, positions held, locations worked. The District will not do research for the resolution.
- Request and questionnaire must be submitted at least five days before the memorial service at which the resolution is to be included.

The basic format of the Memorial Resolution to be personalized for the ceremony:

**Resolution of Admiration for [NAME]**

In the face of profound loss, we are given the opportunity to celebrate a legacy. Life is a journey, and each moment is a precious gift. Our time, once spent, cannot be reclaimed and thus, a life lived fully and intentionally is to be admired and honored.

Whereas \_\_\_\_\_ (name) served Ector County ISD, its students, and families for \_\_\_\_ years, retiring in \_\_\_\_.

Whereas \_\_\_\_\_ (name) gave untiring devotion and loyalty to \_\_\_\_\_ School for \_\_\_\_ of those years.

Whereas \_\_\_\_\_ (name) countless contributions included \_\_\_\_\_.

Whereas \_\_\_\_\_ (name) even after retirement, \_\_\_\_\_ (name) continued to serve the children of Ector County \_\_\_\_\_.

Therefore, let it be resolved that Ector County Independent School District recognizes the remarkable accomplishments and sincere devotion of [NAME] and joins family and friends in mourning [his/her] death. The District offers its deepest condolences to those who knew and cherished [NAME]

Respectfully submitted this \_\_\_\_\_ (date) day of \_\_\_\_\_ (month), \_\_\_\_\_ (year),  
by the Board of Trustees.

Presiding officer's signature: \_\_\_\_\_

Secretary's signature: \_\_\_\_\_