

UNIONVILLE- CHADDS FORD SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: MEMORIALS AND SERVICE
PROJECTS

ADOPTED: February 17, 2015

REVISED:

	<p style="text-align: center;">714. MEMORIALS AND SERVICE PROJECTS</p> <p>1. Purpose The Board recognizes the importance of memorials and service projects. The Board also acknowledges its obligation to manage district property and operations in an orderly fashion that promotes the best interests of its students, parents/guardians, and community. Accordingly, any memorials and service projects that affect district property or operations must be subject to an approval process that will further district goals.</p> <p>2. Authority Although the Board will retain general authority over memorials and service projects, the Superintendent shall have the responsibility to determine whether proposed memorials or service projects are appropriate and to approve or deny applications.</p> <p>3. Guidelines Anyone proposing a memorial or service project shall submit a written application to the Superintendent who, as appropriate, may refer the application for review by any of the following: the building principal, the Supervisor of Buildings and Grounds, the Director of Business and Operations, and the building Student Assistance Team. Upon completion of the review, the Superintendent will approve or deny the application and notify the applicant of the decision.</p> <p><u>Form Of Application</u></p> <p>Applications shall contain the following information:</p> <ol style="list-style-type: none"> 1. The name, address, and telephone number of the person submitting the request. 2. For a memorial, the name of the person to be memorialized. 3. A detailed description of the memorial or project, including, as applicable: cost, drawings, plans, materials lists, and any proposed marker, plaque, or other commemoration. 4. A narrative describing the justification for a memorial or project.
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<p>Pol. 702</p>	<p>5. As appropriate, a proposed plan for maintaining a memorial or project.</p> <p><u>Approvals</u></p> <p>Prior to the approval of an application, an applicant shall obtain and present the following approvals, permits, and statements:</p> <ol style="list-style-type: none">1. All necessary federal, state, and local approvals and permits, as evidence of compliance with all applicable laws, regulations, rules, and policies.2. For memorials: the written approval of the personal representative of the estate of the person to be memorialized or, if no personal representative has been appointed, of the person(s) who has priority under the law to qualify as such personal representative.3. For projects: the written approval of the sponsoring individual or group, as applicable.4. An approval from the appropriate building principal (or a statement setting forth the reasons the application should be denied or revised). <p><u>Memorials And Service Projects On The District's Property</u></p> <p>Upon completion, a memorial or service project located on a building or grounds of the district shall become district property.</p> <p>The district will control the maintenance of a memorial or project.</p> <p>If deemed in the best interest of the district and upon consideration of health, safety, welfare, and aesthetic concerns, the Superintendent, with the approval of the Board, may move or remove all or a portion of a memorial or service project. Any markers or plaques that are removed shall be offered the donor or other appropriate family member or person.</p> <p>Unless considerations of health, safety, welfare, or aesthetics make removal necessary, the district will retain all memorials and service projects, or portions thereof, for at least ten (10) years.</p> <p>This section shall pertain not only to future memorials and projects, but also to those existing at the date of the enactment of this policy.</p>
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<p>Pol. 702</p>	<p><u>Gifts Of Money And Personal Property</u></p> <p>Upon approval of applications, the district will accept gifts of money or personal property (such as equipment, books, and supplies) for memorials or service projects.</p>
<p>Pol. 702</p>	<p><u>Recognition Of Donors</u></p> <p>Unless a donor requests otherwise, the Board shall publicly acknowledge a gift of a memorial or service project and shall record the donor’s name and the nature of the gift in a book of commemoration and recognition. Building principals shall also maintain similar books for memorials and projects at their schools. As suitable, gifts of personal property will bear appropriate donor designations.</p>
<p>4. Delegation of Responsibility</p>	<p><u>Suggested Memorials Or Service Projects</u></p> <p>The Superintendent and building principals may develop a list of suggested memorials and service projects that will serve district needs (such as scholarships; contributions to particular schools, departments, or activities; and purchases or donations of books, media supplies, or equipment).</p> <p>The Superintendent may develop additional administrative guidelines and/or procedures, including standard application forms, in order to implement this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Board Policy – 702</p>