

AP 6704 - Chemeketa Memorials

1. Memorial Requests:

Memorial requests may be made by any individual or group. However, all memorial requests are subject to the approval of the **college president or his/her designee**.

2. Memorial Establishment Process:

- a. Persons or groups requesting memorials will be asked to make or raise a donation of at least \$500, or whatever is the full cost of any memorial costing more than \$500, to the **Chemeketa Community College Foundation**.
- b. Memorials will consist of planters, benches, picnic tables, or trees. Proposals for other expressions of tribute must be approved by the **college president or his/her designee**, who will consult with the executive director of the **Chemeketa Community College Foundation**, and/or the **Associate Vice President of CSSD**, and the **director of facilities**.
- c. Memorial planters, benches, picnic tables, trees, or other expressions of tribute will compare favorably with existing items or will be of a manufacture and style agreed upon by the **donor(s) and the director of facilities**, who will consult with the **executive director of the foundation**.
- d. Memorial trees will be selected, located, and installed by **Chemeketa grounds employees**. **Chemeketa employees** will consult with the **donor** to try to accommodate any preferences regarding the tree or location. A ground-level permanent marker may be installed at the base of the tree.
- e. A memorial plaque will be installed and inscribed with a memorial statement of the donor's choosing, subject to the approval of the **foundation executive director**. The memorial statement may contain up to 35 characters. The statement may be longer than 35 characters if, in the opinion of the **executive director**, it is appropriate for the memorial and if the donor(s) makes sufficient donation(s) to cover the additional cost.

3. College Commitment to Memorials:

The **college** will maintain or replace any memorial during the first ten years. The **college** reserves the right to relocate any memorial if the location becomes unsuitable because of changes to college master plan or facilities, or other unforeseen events.

June 25, 1997

Adopted College Council

June 7, 2006

Revised

February 26, 2015; June 1, 2018

Revised by College Executive Administration

