

Business Operations Series—6000

## 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.

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June 25, 1997  
*Adopted College Council*  
June 7, 2006  
*Revised*

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February 26, 2015; June 1, 2018  
*Revised by College Executive Administration*