


Memorial/Recognition Plaque Policy

			Policy identification number: To come...	
			File: Advancement Policies	
<h2>Memorial/Recognition Plaque Policy</h2>				
<p>Policy Summary</p> <p>To create a policy and process that facilitates requests to memorialize or recognize individuals who have made a significant impact to the college.</p>				
Policy Owner	Approval Date	Effective Date		
Vice President for Institutional Advancement	June 23, 2016	June 23, 2016		
Search Terms	Scheduled for Review			
vpia, m, memorial, plaque, r, recognition	Summer 2021			

Policy Statement

The College receives four types of requests related to memorials and recognition:

1. Memorialize a deceased faculty or staff member (current or retired)
2. Memorialize a student who dies while enrolled
3. Memorialize a deceased alumnus
4. Recognize a living faculty or staff member (current or retired)

The preferred method of recognizing a deceased person is by contribution to the unrestricted scholarship fund, a named scholarship fund or other naming opportunity. If a specific memorial is requested, the following options are available.

1. Memorialize a deceased faculty or staff member
A public area (potentially the Berndt Hall lobby) will be established as the "memorial" plaque area. A memorial wall will be designed and memorial plaques will be of consistent size. Those wishing to have a deceased person recognized will be required to donate a minimum of \$5,000 to the Fort Lewis College Foundation unrestricted scholarship fund. A portion of the contribution will be used for the creation and installation of the plaque.
2. Memorialize a student who dies while enrolled
A public area within the Student Union has been established as the Student Memorial plaque area. This memorial wall has a memorial plaque with a listing of names of students who have died while currently enrolled. The Director of the Student Union will be responsible for annually updating the names on the student memorial wall.
3. Memorialize a deceased alumnus
A public area within the Student Union will be established as the Alumni Memorial plaque area. A memorial wall will be designed and memorial plaques will be of consistent size. Those wishing to have a deceased person recognized will be required to donate a minimum of \$5,000 to the Fort Lewis College Foundation unrestricted scholarship fund. A portion of the contribution will be used for the creation and installation of the plaque.
4. Recognize a living faculty or staff member
Only an academic or administrative department can request recognition for a living faculty or staff member, for approval by the appropriate Vice President/President. The recognition will be required to be displayed within the requesting department's assigned physical space and may not cause permanent alteration of the building.

Reason for Policy

This policy provides a framework for memorializing students, alumni and faculty/staff.

Responsibilities

For following the policy: Employees

For enforcement of policy: Vice President for Institutional Advancement

For oversight of policy: Vice President for Institutional Advancement

For notification: Policy Librarian

For procedures implementing policy: Division of Institutional Advancement, Director of Student Union

Procedures

Annually, the Director of the Student Union will obtain the list of students that have passed away during the fiscal year from the Registrar's office. The obtained names will be added to the Student Memorial Plaque located in the Student Union.

Those wishing to memorialize a deceased faculty/staff member or alumnus should contact the Fort Lewis College Division of Institutional Advancement. The Advancement staff will be responsible for assisting the requester related to donation amounts, potential naming opportunities, and wording for the plaque. Additionally, Advancement staff will order the plaque and arrange for installation.

Existing memorial plaques that are displaced as campus changes are made may be consolidated to locations identified within this policy.

Cross-Referenced Policies

[Official Building Names](#)

[Gift Acceptance Policy](#)

Revision History

To come - prior to official publication of policy.