

Procedure to Request a Memorial or Dedication

Any individual or group may submit a request to the Board of Education to establish a memorial or dedication in accordance with Policy FBCA: Memorials or Dedications.

Physical Memorials or Dedications

Procedure for submitting requests for physical memorials or dedications:

1. A request must be submitted in writing to the superintendent of schools who will forward the request to the Board of Education once the request is complete.
2. A complete request must include:
 - A. A complete physical description (and drawings or photos if appropriate) of the proposed memorial or dedication.
 - B. A detailed description of all initial costs and anticipated future maintenance costs of the proposed memorial or dedication.
 - C. A narrative detailing the purpose and rationale for the proposed memorial or dedication.

Perpetual Memorials or Dedications

Procedure for submitting requests for perpetual memorials or dedications:

1. A request must be submitted in writing to the superintendent of schools who will forward the request to the Board of Education once the request is complete.
2. A complete request must include:
 - A. A complete description of the proposed scholarship, award, donation, or other perpetual memorial or dedication including any selection criteria, proposed restrictions, prerequisites, or contingencies.
 - B. An analysis of the sustainability of the proposed memorial or dedication.
 - C. A narrative detailing the purpose and rationale for the proposed memorial or dedication.

Once the superintendent deems that a request is complete, the Board shall adhere to the following procedure in considering all proposals to ensure that they are well examined before final action:

1. First review: the proposal shall be presented for an initial review and discussion.
2. Second review: the proposal shall be presented for a second review and discussion and final vote.

During discussion of any proposed memorial or dedication, the views of the public and staff will be considered. Any changes proposed by the Board will not require that the proposal go through an additional review except as the Board determines that the changes need further study and that an additional review would be desirable.

First Reading: October 2, 2013

Adopted: October 16, 2013

Reviewed: November 18, 2021

Adopted: December 15, 2021

Big Sandy School District 100-J, Simla, Colorado