

Procedure Title	Sympathy Tributes and Memorial Recognitions		
Date of Issue	September 21, 1999	Related Policy	BP 1403-D
Revision Dates	September 1, 2005; September 1, 2008; June 8, 2016; May 7, 2021	Related Forms	
Review Date		Originator	Administrative Council
References			
AP 2803-D "Flags – Use and Display"			

1.0 RATIONALE

1.1 In accordance with board policy, and to ensure that sympathy tributes and memorial recognitions are handled equitably and with sensitivity, the following procedures have been developed to assist in the implementation of BP 1403-D "Sympathy Tributes and Memorial Recognitions".

2.0 PROCEDURE

2.1 Sympathy Tributes

2.1.1 Upon approval of the family concerned, the supervisor of the affected employee will send a standard message to the Condolences site on SharePoint. The supervisor must also ensure that the message is received by Corporate Services.

The message will include the following information:

- i. name of deceased and relation to employee (if necessary) and school
- ii. name and location of funeral home (and church if necessary)
- iii. dates and times of visitation and date and time of the funeral or memorial service
- iv. suggested donations if information is available

2.1.2 Arrangement for sympathy tributes will be made by the supervisor of the affected employee. Standard wording on the card with the floral tribute or on the donation card should read "on behalf of Bluewater District School Board".

2.1.3 The current amounts allotted for sympathy tributes are: donations are not to exceed \$40.00; and floral tributes are not to exceed \$60.00. The money for the tribute should be taken out of the school/department budget and then reimbursement is to be requested from the board's general account through Corporate Services.

2.1.4 If the supervisor is unable to determine if the information meets the criteria of the policy then they are to contact Corporate Services.

2.2 Memorial Recognitions

2.2.1 Suggested Guidelines for Awards

- i. When memorial awards are established, the criteria need to be clearly established.
- ii. Linking the criteria to some aspect of Bluewater or the individual school is recommended, e.g., Character Traits, Bluewater District School Board's Mission, Vision and Strategic Plan Priorities.
- iii. A timeline for the memorial needs to be established so that it is meaningful for the recipients, e.g., 10 years.
- iv. Minimizing the number of graduation awards annually streamlines the logistics and maximizes the award.

2.2.2 Consideration for other Memorials

- i. How will the memorial endure over time?
- ii. Does it set a precedence for future memorial considerations?
- iii. Where will the memorial be placed?
- iv. Who will maintain the memorial?
- v. Who will be involved in making the decision, e.g., family, principal, teacher?
- vi. Who will be involved in the dedication ceremony?

2.2.3 Sample Memorials

- i. Trees
- ii. Books for the library
- iii. Memorial gardens
- iv. Benches
- v. Rock in existing garden
- vi. Tied to graduation awards