


PROCEDURE

Subject	Memorial Standards	Number: 1.07.03
Source	President's Office	Reference (Rule #) 6HX14-1.07
President's Approval/Date:	 4/0/2018	

PURPOSE:

To provide standards for honoring the memory of deceased current employees, students, alumni and retirees.

PROCEDURE:

I. Campus Memorial

A single memorial designed by the SCF Facilities department and approved by the President will be dedicated at each campus to honor the memory of current employees, students, alumni and retirees.

II. Honoring current employees, students, alumni and retirees:

1. An employee who dies during current employment may be honored as follows;

a) request to plant a tree on an SCF campus in memory of the late current employee. Requests may be submitted to the Human Resource Office for employees. The SCF Facilities department will be responsible to plant the tree in a site designated by the College.

b) establish a scholarship or naming opportunity through the Office of the State College of Florida Foundation in memory of a late current employee.

2. The memory of a student, alumni or retiree may be honored as follows;

a) establish a scholarship or naming opportunity through the Office of the State College of Florida Foundation in memory of a student, alumni or retiree.