

**MARINWOOD COMMUNITY SERVICES DISTRICT
MEMORIAL & RECOGNITION POLICY**
Adopted by Board of Directors: October 10, 2017

Purpose:

The purpose of this policy is to provide direction to the Marinwood Community Services District (MSCD) Board of Directors, the Commissions, and the District Manager for consistency of formal recognitions, memorials and dedication of District property when recognizing individuals, organizations, or businesses who contributed significantly to the District or recognizing events that shaped this community.

Definitions:

- A significant contribution is herein defined as:
 - more than 5 years of volunteer service on District Commissions, Board of Directors or Volunteer Fire Department
 - more than 10 years of employment with the District
 - creation of a new program
 - improvement to District property
 - donation of fixed assets for the District
 - other enhancement to the District at large

- A formal recognition is a letter from the President of the Board of Directors to the recipient or their family, and/or a proclamation drafted by the President of the Board of Directors and posted on the Marinwood website on the “Recognitions and Memorials” page. The digital option provides high visibility and opportunity to elaborate on the contribution made; history, impact, visuals, etc. Donations of plant material and landscape improvements are examples of recognitions best highlighted as outlined above. Formal recognitions shall be completed within a month of the approval by the Board of Directors.

- A memorial is a plaque, marker or other item that can be affixed to a fixed asset on District property. The size of the memorial shall be scaled to the fixture and appropriate to the environment of the facility or area in which it is placed. Appropriate materials shall be bronze, stone, or other durable material.
 - Bench plaques shall be no larger than 6”x 8”.
 - Markers shall be no larger than 11”x 14”.
 - Other memorials shall be no larger than 18”x 20”A memorial includes a formal letter from the President of the Board of Directors and/or proclamation on District website.

- A dedication is naming of District property to mark an extraordinary event in District history or honor an individual, organization or business whose significant contribution to

the District secured a renovation or addition of fixed assets or creation of new programs benefiting the Marinwood community.

A dedication includes a formal letter from the President of the Board of Directors and/or proclamation on District website, as well as a placement of a plaque on District property, if feasible. Memorial guidelines listed above apply.

Policy and Procedure:

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
 - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
 - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.
5. District staff, Commissioners and Directors may initiate requests for recognitions, memorials, or dedications on behalf and at the expense of the District following the approval process set forth in this policy.
6. Bequests and other substantial donations to the District memorializing a resident, volunteer or employee are always welcomed and appreciated, and can be discussed with the District Manager at any time. The final decision will rest with the Board of Directors.