



“Engage our community through meaningful opportunities to gather and connect.”

Memorial Donation Guidelines

Purpose:

Memorials should align with the mission, vision, and values of the organization.

Eligible Honorees for Memorials:

Former staff members, board members, or individuals who have significantly contributed to the North Webster Community Center.

Guideline Process:

- Contact NWCC’s Executive Director and share the family and/or friends wishes to honor their loved one.
- Provide background information about the individual being honored.
- Discuss current NWCC projects, events, or ways the honoree would be recognized.
- The Executive Director will submit a written proposal to a committee of Board of Directors.
- The committee will review the proposal and, if recommended, submit to the entire general Board of Directors for a vote.

Types of Memorials and In-Kind Donations Considered:

- Donations/Contributions to existing programs or facilities.
- Physical memorials on the unique occasion of a person(s) significant contributions made to the Center.

General Guidelines:

- Monetary contributions toward event sponsorships, programs, or initiatives are encouraged over permanent structures.
- It is up to the donor to declare the value of the memorial, if needed.
- Physical memorials must be tasteful, appropriate for the setting, and sustainable with minimal maintenance. Physical memorials (benches, plaques, trees, etc.) must harmonize with the existing environment and will be placed at the discretion of NWCC. In most instances, maintenance of the memorial will fall upon the friends and/or family who are honoring their loved one in this way. An agreement will be drawn up and signed by both parties with the project outlined and future expectations clearly communicated.

- The Board reserves the right to remove or relocate existing memorials if necessary due to renovations, maintenance, or other needs.

Review Process:

- A committee will review the proposed physical memorial and, if approved, will take the proposal to the Board of Directors for a final vote of approval.
- If the committee or the Board of Directors declines the proposed contribution, recommendations will be made to the friends and/or family.

Timeframe for Consideration:

- Minimum 30 business days for the review and decision process after submission.

Ongoing Maintenance:

- As noted above, NWCC is not responsible for the replacement or repair of memorial items damaged by weather, vandalism, or campus changes.