



ADMINISTRATIVE POLICY RECOGNITION AND MEMORIALS

EFFECTIVE: February 1998
REVISED: September 2008
RELATED POLICIES:

POLICY

Northern Lights College will consider establishing recognitions and/or memorials to honour present and former members of the College community including students, staff or Board members.

PROCEDURE

An expression of interest to establish a recognition or memorial is to be directed to the College President, who will consider possible ideas or refer the matter to the Northern Lights College Foundation as appropriate. The President may ask the College Board to approve any recognition or memorial.

The cost of providing a recognition or memorial is the responsibility of the person(s) wishing to see the tribute established.

Definitions:

Recognition: a material tribute provided to the College while an individual is still living.

Memorial: a material tribute provided to the College when an individual has passed away.

The following will be considered when requests are made for the creation of a Recognition or Tribute:

- Is the tribute in keeping with the College Mission Statement?
- Will the tribute directly enhance student experience at the College?
- Will the tribute be a lasting benefit, and require only a minimum amount of maintenance?
- Will the tribute be considered appropriate to the individual whom it recognizes?
- Will the tribute provide information about the person it recognizes?
- Does the tribute set a potentially difficult precedent for the College? Will there be written guidelines between the donor(s) and the College about the tribute?
- The Northern Lights College Foundation can be asked to establish a named endowment.
- A material tribute can be provided to the College. Any such material tribute must be afforded by the principal donor(s) and its acceptance by the College will be contingent upon written agreement with the College President. This agreement must consider any operating, maintenance and replacement costs.