

Community Relations

Gifts to the District

Donations, Memorials, and Artifacts Guidelines

Charleston CUSD #1 recognizes the need and interest of creating memorials in honor of students and staff who have contributed to the district in a positive manner. People interested in creating memorials are encouraged to use donated funds towards scholarships, endowments, or as donations to the Excellence in Education Foundation. Artifacts of a permanent physical nature will be considered using the following guidelines:

1. All proposals must be submitted on the proper form to the building principals.
2. The principal will offer his/her recommendation on the proposal and forward it to the district office.
3. The district will establish a Memorial Committee which will consist of the superintendent, director of building and grounds, a CEA representative, a school board representative, a principal, and at least one representative from the various parent booster groups.
4. The memorial committee will meet quarterly to discuss all proposals and determine whether or not they meet the established criteria. If there are no proposals to discuss, the committee will not convene.
5. The committee may recommend all or part of any proposal to make sure it fits the guidelines.
6. The naming of buildings, classrooms, athletic fields, and facilities is discouraged unless it can be established that the person to be honored has contributed far in excess of what any successor may achieve.
7. The establishment of permanent markers and memorials shall be limited to areas that are easily accessible, does not create code violations, and will not impede maintenance, mowing, or other activities. The school district will not be responsible for upkeep, repair, or replacement of these types of memorials.
8. Landscaping may be donated if it fits within the overall plan and design of existing materials. The district will not provide funds or personnel to plant or replace this type of donation. It is encouraged that a permanent marker of some type be placed in the building to recognize this type of memorial. Plaques or markers should not be placed on or around the living materials.
9. Trophies, student awards, and student-produced items should be proudly displayed in all buildings and maintained for as long as space permits. (Minimally for the time the students are in the building and for five years after they have advanced.) When these items are removed the building principal should make every effort to see that the students who were involved receive them. These items should never be thrown away. If a principal feels that items are no longer a valid contribution to the building before the five-year period has passed he/she may submit a proposal for removal to the memorial committee.

ADOPTED: September 16, 2009