

**Spencerport Central School District
Commemoration Request Form**
Please return form to the Building Response Team

Date: _____ Name of person(s) making request: _____

Name of the deceased: _____ Date of death: _____

Relationship to the deceased: _____

Requesting party's contact information:

Address: _____

Phone: _____

Email: _____

Requested Commemoration (check one):

- Purchase of library books, school supplies and equipment, with the approval of the building administrator. Donated books may include a bookplate and equipment may include an engraved plate not larger than two by six inches. Wording on the plates will be limited to "Donated in Memory of" or "In Memory of" and the student/staff member's legal name and year of donation. Any engraved plate other than bookplates will be removed at the end of ten years and offered to the family.
- Contributions by students/staff to memorials designated by the family, i.e. Cancer Society, MADD, local charities, etc.
- Scholarships established in the names of students/staff.
- Other (please describe):

The Spencerport Central School District reserves the right to accept/reject any and all commemorations donated and purchased. Any accepted commemorations may remain visible in the school community for up to ten years after the death of the student/staff member involved, at which time all reasonable efforts will be made to return commemoration items to the family members.

Building Response Team Review Date:

Date of Review with family of the deceased:

Approved _____ Not Approved _____

Rationale (if applicable):

Forwarded to District Level Team:

Applicant informed of decision (date):

Signature of District Level Designee: _____