



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

<b>Title: Commemorative Plaque</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # N/A</b>
<b>Date Approved</b>	<b>Division: President's Office</b>

A commemorative plaque recognizes CF stakeholders who have positively impacted the College. Commemorative plaques include appreciation, dedication, memorial, service and construction plaques. Commemorative plaques do not include the naming of facilities or donor plaques. Naming opportunities and donor plaques are strictly coordinated through the CF Foundation. Plaques can be mounted inside buildings on campus, as long as they do not impede the instructional and performance functions from within the building.

Interest in commemorative plaques will be sent to the President's office. Approval will be determined by the President.

The cost associated with the commemorative plaque will come from the donor or the department requesting the plaque. If a donor wishes to make a gift for a commemorative plaque, and if approved by President, the donation is expected to absorb the entire cost. The donation must be received before the plaque is ordered and after the President's approval.

**Commemorative Memorials for Deceased Employees and Students**

When a current full-time employee or student dies, the Vice President or supervisor to whom the employee reported, or the Dean for the major of which the student was studying, may make a request to the President's staff to memorialize the individual. The standard memorial shall be a brick ceremony with an appropriate memorial service arranged through the Foundation and the Director of Facilities. Other types of memorials may be considered, and approval will be determined by the President.

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Vice President,

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Date

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Approved by President

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Date