



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

<b>Title: Commemorative Plaques and Memorials</b>	
<b>Page 1 of 1</b>	<b>Implementing Procedure For Policy # N/A</b>
<b>Date Approved: 3/11/19</b>	<b>Division: President's Office</b>

Recognitions of CF stakeholders who have positively affected the College can include appreciation, dedication, memorial, service and construction plaques. College operating funds cannot be used for recognitions. Recognitions are coordinated through the CF Foundation. The CF Foundation works with the President's Office for final approval.

**Commemorative Memorials for Deceased Employees and Students**

When a current full-time employee or student dies, interested parties may make a request to the CF Foundation to memorialize the individual. The standard memorial shall be a brick. The cost associated with the brick will be covered by interested parties, not from the college or foundation funds.

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Vice President,

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Date

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Approved by President

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Date