

**TRI-PAR ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL**

ITEM 5.40 MEMORIALS

1. The board of trustees, when giving a memorial, must do so only in the name of Tri-Par Estates and be presented as from Tri-Par Estates.

2. Sympathy cards costing \$10.00 or less may be purchased for present board members and immediate families, former board members and spouse/significant other, present employees and their immediate families, or other Tri-Par residents who are regular volunteers for Tri-Par activities. The board secretary shall initiate all such expressions, and when possible the card should be signed by all trustees and staff.

3. Upon the death of a present trustee or employee, the board of trustees shall be empowered to expend up to \$100 as a memorial for flowers or to be forwarded to whatever fund has been designated.

4. Upon the death of a present or former trustee, a brick shall be purchased in the Ken Parent Memorial Garden and inscribed with the trustee's name.

5. Other memorials which may be desirable, shall require a specific action of the Executive Committee.

Immediate family is defined as:

- Current spouse/significant other
- Son and Son-in law
- Daughter and Daughter-in-law
- Father and Father-in-law
- Mother and Mother-in-law

Adopted by Trustees – 10/20/2015