

**UUFSD Policy and Procedure Document**  
**Policy ID: 490**  
**Title: Memorial Wall Committee**  
Date Approved: November 21, 2010 by the Board of Directors

**Purpose**

To specify the policy and procedures for the Memorial Wall Committee.

**Policy**

The UUFSD Memorial Wall complex will include five walls with sculpted murals containing several hundred individual memorial plaques. In order for these spaces to serve the Fellowship for many years, the Memorial Wall Committee has established eligibility requirements for the names to be engraved on the individual plaques.

**Procedure**

Only the names of deceased members of the Unitarian Universalist Fellowship of San Dieguito, 1036 Solana Drive, Solana Beach, California, and their immediate relatives who have died may be engraved on plaques. Those for whom blank plaques may be reserved include current members and the spouses/committed partners and natural or adopted children of those members. The only exceptions will be as follows:

1. Staff members who have been employed by UUFSD for 10 years or more will be eligible. Their family members are also eligible under the terms specified above for members.
2. People who were active members for ten years or more in the past are eligible to donate and reserve plaques and to have their names placed on those memorial wall plaques.
3. The UUFSD Board of Directors may grant exceptions to the ten-year minimum membership requirement for former members or for staff employed less than 10 years who they deem to have made outstanding contributions to the welfare and programs of UUFSD.

A minimum donation per plaque is payable in full to the Unitarian Universalist Fellowship of San Dieguito at the time of reservation. The Memorial Wall Committee is responsible for determining the amount of the minimum donation.

Plaques may be reserved in advance for future use or selected when needed. Any individual may contribute the specified minimum donation and reserve a plaque for an eligible honoree.

Each plaque will be engraved with the individual's name and years of birth and death; no other information will be placed on the plaques. The engraving will be of uniform size and in capital letters. Either a given name or nickname may be used, but not both. If a last name is hyphenated or particularly long, there may not be room for a middle initial or middle name. Professional titles or ranks will not be included.

In conjunction with the artist, the co-chairs of the Memorial Wall Committee will help each donor or applicant choose a plaque that is appropriate for the size of the name.

The Memorial Wall Committee will decide how often to engrave the memorial plaques.

All inquiries should be directed to the co-chairs of the Memorial Wall Committee.