

## COMMUNITY RELATIONS

### RECOGNITION OF DISTINGUISHED AND OR DECEASED INDIVIDUALS OR GROUPS

The West Genesee Board of Education recognizes and encourages the fact that from time to time individuals and groups should be identified for special honor and recognition. The Board desires that this recognition be managed in a fair, equitable, and reasonable approach, while maintaining the primary objective of promoting student growth, achievement, and accomplishment.

Any individual or group may submit a written request to establish a memorial or otherwise honor/recognize an individual or group of individuals for their contribution toward enhancing the education level of the West Genesee Central School District. The request should include a rationale for the request, a description of the individual(s)'s service or contribution to the West Genesee School District, and impact on the organization. All requests should be addressed to the Board of Education.

In order for the Board to consider a request, the individual(s) or group(s) needs to represent and emulate the beliefs and values of the West Genesee Central School District, and serve or have served as a role model to students and members of the community. When considered appropriate the applicant(s) need to provide or have provided exceptional contributions and service to the District above and beyond normal expectations.

The Board of Education will carefully deliberate each request and deems the following as categories for recognition and is limited to:

- Memorials
- Scholarships
- Awards
- Trees, shrubs, walks, designated landscaped areas.
- Naming of District Sponsored Events or Activities
- Exclusive Dedicated Places of Honor (non- communally used District owned facility)
- Naming of a building, area within a building or other communally used District owned facility.

Requests to name buildings, areas within buildings or other communally used District owned facilities that were constructed as a result of a public referendum must receive Board approval to be sent to committee for consideration.

The Board recommends that these categories follow a similar or consistent format throughout the district, with regard to types, implementation, and presentation. The Board of Education reserves the right to approve the materials, design, and wording of

all building plaques and memorials. These items should be fabricated so that they are as maintenance free as possible.

The West Genesee School District Board of Education shall consider each request and make every attempt to act in a timely manner. Any District financial contribution shall be determined by the Board of Education.

The Board of Education has final say on all aspects of recognition requests.

The Superintendent or their designee(s) will develop regulations for the implementation of any Board desired recognition.

Update  
Presentation: 3/5/14

First  
Vote: 3/19/14

Second  
Vote: 4/2/14

COMMUNITY RELATIONS

RECOGNITION OF DISTINGUISHED AND OR DECEASED INDIVIDUALS OR GROUPS

Multiple Year Award / Scholarship (Multiple Years)

- Contacted by donor
- Donor given Trust Fund template (See 1540-E)
- Donor completes and returns Trust Fund template
- Assistant Superintendent reviews for detail and compliance
- Trust Fund Agreement presented to Board of Education [BOE] for approval (Approval must be no later than February board meeting to be funded in current year)
- Following BOE Approval, Trust Fund Agreement forwarded to High School
  - ✓ Application packet developed
  - ✓ Candidate(s) selected based on Trust Fund criteria
  - ✓ Awards/Scholarship awarded to selected candidate
  - ✓ Award/Scholarship paid per terms of Trust Fund Agreement

Scholarships/Awards (Single Year)

- Contacted by donor
- Assistant Superintendent reviews for detail and compliance
- Presented to Board of Education for Approval (Approval must be no later than February board meeting to be funded in current year)
- Forwarded to High School Career Center
  - ✓ Application packet developed by High School Staff
  - ✓ Candidate(s) selected based on Scholarship/Award Criteria
  - ✓ Awards/Scholarship awarded to selected candidate
  - ✓ Award/Scholarship paid per donation amount

Memorials & Other (Trees, shrubs, walkways, landscaping, naming of district sponsored events or activities, exclusive dedicated places of honor, naming of a building, area within a building or other communally used district owned facility)

- Contacted by individual/group/organization
  - ✓ Provide application to individual/group/organization (see 1540-E)
  - ✓ See 1540-E, Regulations specifically related to naming of buildings or facilities for further requirements for naming of buildings or facilities
- Establish committee - (Include but not limited to academics, athletics, fine arts, Board of Education, administration, community at large, district support staff)
  - ✓ Establish committee meeting dates
  - ✓ Secure Historian to research factual accuracy, if necessary
- Committee makes recommendation to Superintendent
- Superintendent reviews committee recommendation to assure compliance with Board of Education Policy
- If the request meets all necessary tests, the Superintendent shall forward the request to the Board of Education for approval
- Board of Education Acts on the recommendation of the Superintendent
- District will offer type of recommendation available to candidates(s) and candidate/nominating party can select from options available.

**Note:** Any and all awards may be removed for any reason at any time.

## Memorial Scholarship Fund Trust Agreement

This Trust Agreement made this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_ between \_\_\_\_\_, hereinafter referred to as the Donors and the West Genesee Central School District, hereinafter referred to as the Trustee.

### Witness

Whereas, the Donors desire to create a Trust of the property hereinafter, specified for the purpose set forth, and the Trustee agrees to administer the same, now therefore, in consideration of the mutual covenants and premises herein set forth, the Donors and Trustee agree:

That the Donors have, as of this date, delivered to the Trustee the property described in Schedule A attached hereto and the Trustee acknowledges receipt of said property, accepts the trust hereby created and agrees to hold and administer all of the aforesaid assets (together with all additions thereto and all investments thereof) and to distribute the annual scholarship award under the terms and conditions set forth herein:

### Article I - Purpose

The Trust is hereby established and created in the name of \_\_\_\_\_ ,

*Purpose and brief narrative regarding the scholarship fund:*

This Trust shall be known as the " \_\_\_\_\_ " and is hereby established and created for the purpose of funding an annual undergraduate scholarship grant to be awarded to an individual designated by the scholarship selection team, hereinafter established, each year to a high school graduate of the West Genesee Central School District, in accordance with all the criteria, qualifications, terms and conditions established herein.

### Article II - Criteria for Selection

Each recipient shall satisfy the following minimum qualifications and criteria:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

### Article III - Manner of Selection

A scholarship selection team shall be comprised of the following:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

The above described scholarship selection team shall determine by a majority vote of its members the recipient of the award each year, based on the qualifications and criteria set forth above.

The selection of the recipients shall be announced each year at the appropriate awards ceremony and be duly recognized during the graduation ceremony or in any other manner deemed appropriate by the Trustee.

## Article IV

### Funding, Amount and Payment of Scholarship Award

The initial funding of the \_\_\_\_\_ scholarship Fund has been made by the Donors in the name and memory of \_\_\_\_\_.

The Donors and/or any other person or parties, may upon receipt and acceptance of the same by the Trustee, and during the term of the Trust, contribute any additional monies and upon receipt and acceptance of the same by the Trustee, the Trustee shall hold and administer all such additional contributions, together with all proceeds and/or earnings or interest there from, in accordance with all of the terms and conditions set forth herein.

The Trustee shall award one scholarship award per year in the amount of \$ \_\_\_\_\_. Monies available for the grant each year shall be the initial principal sum as stated in schedule A and the interest earnings on the principal balance invested, less the amounts paid out annually for scholarship awards.

The initial year of the award shall be the \_\_\_\_\_ school year. This award shall be an annual award until at such time the sum of the remaining principal balance and interest earnings on the principal balance does not exceed \$ \_\_\_\_\_. At such time as the principal balance and interest earnings thereon are less than \$ \_\_\_\_\_, the Trustee shall determine the remaining life of said Trust Fund.

Payment of the award will be made directly to each recipient only on submission of evidence within one year of the award date, to the Trustee of successful completion of the first semester at a four-year or a two-year accredited institution of higher learning. The scholarship award to any recipient shall be limited to the amount awarded in the year of the recipient's high school graduation. The award will not be a repetitive award in each year of the recipient's undergraduate study.

An annual financial report of the trust fund shall be prepared and kept on file by the Trustee.

### Article V - Duration

This Trust shall terminate at such time that the fund will not be able to fund an annual award of \$ \_\_\_\_\_ as determined by the Trustee.

**Article VI - Powers of the Trustee**

The Donors grant to the Trustee, and the Trustee shall possess and exercise the following rights and powers in addition to all the rights and powers which the Trustee shall by law be entitled to possess and exercise.

To retain any property in the form received; to invest and reinvest the trust fund (including accumulated interest) in any kind of property, real or personal, which is or may in the future be permitted by the New York State Education Law or any other law;

To interpret any language or provision contained herein and to act in accordance with such interpretation;

To determine and/or select the recipient of any scholarship award provided herein in the event of the failure or inability of the before mentioned scholarship selection team to do so and to determine and/or undertake any other actions or proceedings which may be required by Law or deemed advisable by the Trustee to properly and fully administer and/or terminate this Trust.

**Article VII - Miscellaneous**

This Trust Agreement shall be construed and regulated in all aspects by the Education Law and any other laws of the State of New York.

The Trustee hereby accepts the Trust created herein.

IN WITNESS WHEREOF, the parties hereto have set their hand and seals the day and year written above.

**DONORS**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

**TRUSTEE**

BY: \_\_\_\_\_  
President - Board of Education

BY: \_\_\_\_\_  
District Clerk

STATE OF NEW YORK )

COUNTY OF ONONDAGA )

On the \_\_\_\_\_ day of \_\_\_\_\_, before me personally came \_\_\_\_\_, to me known, who, being by me duly sworn, did depose and say that he/she resides at \_\_\_\_\_; that he/she is the President, Board of Education of the West Genesee Central School District, the corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and that he signed his name thereto by like order.

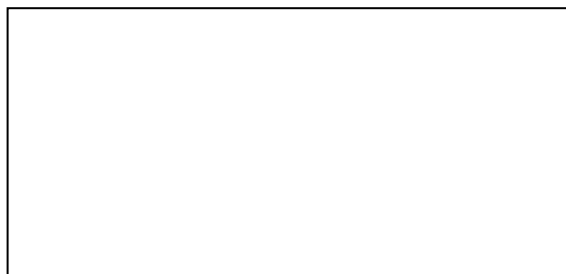
**Notary Public**

STATE OF NEW YORK )

COUNTY OF ONONDAGA )

On the \_\_\_\_\_ day of \_\_\_\_\_, before me personally came \_\_\_\_\_, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they executed the same.

\_\_\_\_\_  
Notary Public





Schedule A

PROPERTY OR OTHER ASSETS OF THE \_\_\_\_\_ MEMORIAL  
SCHOLARSHIP FUND

1. Cash in the amount of \$ \_\_\_\_\_
2. Future Contributions to said Trust Fund
3. Any interest earnings thereof said Trust Fund

**WEST GENESEE CENTRAL SCHOOL**

Superintendent, West Genesee Central School  
300 Sanderson Drive  
Camillus, New York 13031  
315-487-4682

**NOMINATION FORM**

**- Please Type or Print All Information -**

Nominee's Name: \_\_\_\_\_

Nominee's Occupation, Field of Achievement or Title: \_\_\_\_\_

For What Achievement(s) is Nominee Best Known: \_\_\_\_\_

\_\_\_\_\_

Nominee's Date of Birth: \_\_\_\_\_ Nominee's Date of Death (if applicable): \_\_\_\_\_

\_\_\_\_\_

Nomination Submitted By: \_\_\_\_\_  
(Print or Type Name)

Signature of Submitter: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Occupation of Submitter: \_\_\_\_\_

Affiliation/Association to Nominee: \_\_\_\_\_  
(i.e. Friend, Colleague, Student, Employee, Relative, etc.)

Address of Submitter: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: (DAY) \_\_\_\_\_ (NIGHT) \_\_\_\_\_

Email Address: \_\_\_\_\_

Recognition Desired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nomination Form page 2

**FAMILY / BIOGRAPHICAL INFORMATION**

Parents: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_

Number of Children: \_\_\_\_\_

Name(s) of Children: \_\_\_\_\_

Residence: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Occupation: \_\_\_\_\_



## Regulations Specifically Related to Naming of Buildings or Facilities

1. All requests pertaining to deceased individuals will have a waiting period of a minimum of six months prior to consideration.
2. All requests pertaining to employees (in any capacity) of the district should have a waiting period of three months following their separation from the district or retirement prior to being considered. Any retirement or separation must leave the employee in good standing with the school district. The Superintendent reserves the right to reduce the waiting period in cases of extenuating circumstances (ex: terminal illness of potential honoree). Further, an exception to the waiting period can be granted by the Superintendent of Schools for requests placed prior to the creation of Policy 1540.
3. Requests to the Board of Education to have a facility or area named after an individual will have an application submitted along with a petition (blank template provided by the district) signed by 1,000 registered voters of the West Genesee Central School District or 5% of the total number of registered voters in the West Genesee Central School District; whichever is less. Signatures and names will be audited for completeness and accuracy.
4. The completed application and accuracy checked petition will be sent to the committee as outlined in Policy 1540-R.
5. If the Board of Education does NOT approve a request to name a facility the Board president or designee will contact the requestor within 48 hours by phone and will follow up in writing with a detailed explanation within 72 hours of the Board meeting when the request was denied.
6. If a request to name a building or area is denied the requestor can resubmit the request, with a new petition, twelve months after receiving written correspondence from the Board president or designee that their initial request was denied. A maximum of two requests can be made for any one individual in totality.
7. The Board of Education will only consider candidates for facility and area naming who are or have been employed by or volunteered for (Board minutes indicating volunteer status is required) the West Genesee Central School District (in any capacity). All individuals will be cleared through a criminal and financial background check (completed by an outside organization or business) at the time their name is submitted for consideration.
8. Once it has been decided and Board approved that a facility or area will be named after an individual the Board of Education has final say on what materials and designs will be used for said recognition.

**Petition Required**  
by West Genesee Central School District  
to Consider the Naming of a Facility or Area after an Individual  
*(Sample)*

**Note:** The West Genesee Central School District will not endorse the candidate being considered below until a complete background check has been completed, a committee has reviewed the full application regarding the candidate and the recognition of said candidate has received approval from the Board of Education.

Candidates Name: \_\_\_\_\_

Recognition Being Sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name:	Address	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

**Note:** A complete petition must have 1,000 signatures with each page containing a District header and school seal.