

**Cottonwood, Incorporated  
Policies and Procedures**

**SECTION:** Administrative

**POLICY NO:** 04-025

**SUBJECT:** Memorial Donations

**PAGE(S):** 1 of 2

**EFFECTIVE DATE:** May 2015

**Policy:**

Cottonwood greatly appreciates and encourages donations that best fit the needs of the organization and individuals it serves, and retains the right to guide the use of memorial donations to that end. Cottonwood's mission of 'helping people with disabilities shape their own future' will serve to guide the options available for memorial donations. This policy establishes guidelines, standards and procedures for memorial donations to Cottonwood, Inc. This policy will apply to all memorial donations made after the adoption of the policy's effective date. See also policy 04-006.

**Procedures:**

Procedure for requesting a specific item as a result of memorial donations:

1. An individual/group who wishes to contribute an item as a result of memorial donations will contact the Director of Community Relations & Development and be provided the prioritized list of memorial items.
2. The individual/group who wishes to contribute an item as a result of memorial donations will fill out an application form, denoting the selected item from the list of current needs.
3. If the application is approved, payment of funds to cover the complete cost of the item will be made to the Cottonwood Foundation.
4. The Director of Community Relations & Development, or designated person(s), will control the purchase, installation, and/or facilitation of the selected item chosen by the individual/group as a result of memorial donations.
5. The individual/group who has contributed an item(s) through memorial donations will receive a letter of thanks acknowledging their generous donation.
6. A list of existing memorials and their locations is maintained by the Community Relations & Development Department.

Standards for memorial donations:

1. Except for signs or plaques associated with facility naming (internal/external), the installation of new memorial signs/plaques/statuary will cease upon the effective

date of this policy. This action is adopted to eliminate the propagation of plaques, which over time, require care and maintenance for which Cottonwood is not resourced.

2. Placing wreaths, flowers, artwork, religious icons, photographs, etc. at memorial sites will not be permitted.
3. Trees, shrubbery, flower gardens, etc. may be contributed as gifts to create living memorials when the need to replace a current tree, shrub or flower garden becomes apparent.
4. In the event that an item (donated as a result of a memorial) is damaged or has reached the end of its lifespan, the item will be removed.
5. Cottonwood reserves the right to relocate any and all memorial items when they interfere with site safety, maintenance or construction activities.
6. Memorial donation funds and the items acquired through the use of those funds become the property of Cottonwood.

#### Memorial Ash Guidelines

Cottonwood recognizes and respects that the family of a decedent who had a strong association with Cottonwood, whether as a consumer, employee, officer or board member, may desire to have their decedent's ashes scattered on the Cottonwood property as a memorial to that person and their association with Cottonwood. Accordingly, Cottonwood has adopted these guidelines allowing the scattering of ashes on the Cottonwood property, but only subject to the following restrictions which are adopted out of considerations for protecting the Cottonwood property and preserving the dignity of its operations:

1. The quantity of ashes shall be only one or two handfuls to be loosely scattered.
2. The ashes shall be scattered over an open green space and not closer than ten feet to any building or walkway.
3. The event of scattering shall not be part of a public event and no public notice of the event shall be given.
4. Attendance at the event shall be restricted to the immediate family and close friends.
5. The event shall not be held during regular business hours.
6. If any person or persons desires to avail themselves of these guidelines, they should notify Cottonwood in writing of the time and date of the event and agree to execute a hold-harmless agreement to protect Cottonwood.