

Policy and Procedure

SUBJECT: Memorial/Obituary Distribution Procedure

DATE ADOPTED By/Date: Executive Board on Wednesday, January 16, 2019

Revision: August 21, 2019

REFERENCE:

PURPOSE

A service provided to the SCCRA members is the notification of the passing of members/full time staff. This procedure defines the limits of the relationships for which announcements will be distributed and the announcement format.

This procedure will conform to the Communication Policy.

POLICY:

- 1. Distribution will be restricted to the passing of – spouse/partner; mother, father, son, daughter, sister, brother of a retiree or full time staff member.**
- 2. The distribution will be at the discretion of the Communication Coordinator, President, or designate.**
- 3. E mail distribution will occur only when timing permits the membership the opportunity for visitation; otherwise the announcement will be via the Memorials in the next scheduled newsletter.**
- 4. The Memorial Plaques at Windsor and Chatham will bear the names of only full time staff and retirees. Part time staff will not be included.**

PROCEDURES:

- Newsletter format
 - Retirees / Full Time Staff
[Name of deceased] passed away on [date] in [location if available] at the age of [if available]. S/He [information re college activity/department/extracurricular/dates at college, etc. [photo included if available]
 - Immediate family of Retiree / Full Time Staff
[Name of Deceased] passed away on [date] at age [if available]. S/He was the [wife/husband/spouse/partner; father/mother; son/daughter; brother/sister] of [retiree/staff member] name. [no photo]
- Email format
An email announcement shall be intended to inform those local retirees of the subject's passing, allowing the reader the opportunity to be present at the visitation/funeral.

ACCOUNTABILITY:

Communications Coordinator or the President/President's designate

POLICY CATEGORY & NUMBER: 2019-co-03

DISTRIBUTION: Executive Board