

## Policy for Memorials and Scattering Ashes on Campus – for internal use only

Approved by PRC on 16th January 2017



### Background

The information in this policy is for internal use and is **not** intended for external use.

The current memorial policy is out of date (last reviewed in 2013) and only covers memorial trees, rather than other types of memorial requests. It also does not cover requests to scatter ashes on campus.

The aim of this policy is to ensure memorial requests are dealt with in a way which is:

- In line with the overall College plan to meet College needs
- Allows the College to deal effectively and consistently with all requests for memorials, with one key point of contact for such requests (the Development and Alumni Relations Team)
- Does not involve significant administration/time and indirect costs for both the Estates Team and the Development and Alumni Relations Team (such as record keeping, maintenance and replacement/relocation of memorial trees/benches)
- Allows the College to have an offering for families who wish to commemorate a loved one
- Generates income for the College and helps to develop relationships with donors.

Section 1 of this policy sets out internal guidance concerning requests for memorials on campus as well as outlining longer term considerations such as maintenance and ownership duration. Section 2 concerns requests to scatter ashes on campus.

The College appreciates that requesting a memorial and scattering ashes will always be a very personal matter and may be difficult for those involved.

Most requests concerning memorials and scattering ashes are likely to come from those connected to the College including family members of:

- alumni (alumni includes former staff members)
- staff and students
- friends of the College and VIPs such as Honorary Fellows.

The Development and Alumni Relations Team exists to manage relationships with alumni (including former staff), donors and other supporters of the College and a relationship manager for the deceased may be in place. Therefore **any requests for memorials or to scatter ashes should be directed to the Development and Alumni Relations Team in the first instance on [development@royalholloway.ac.uk](mailto:development@royalholloway.ac.uk) or 01784 414478.**

All names of alumni, including former staff, who have passed away, as well as any obituaries for former staff members, should be sent to the Development and Alumni Relations Team for inclusion in relevant communication channels which may include the website, newsletter and magazine.

## Section 1 - Memorials

### Qualification for a memorial

A request for a memorial in memory of a deceased person may be made for the following individuals:

- Undergraduate and postgraduate students who attended the College during the previous 10 years.
- Staff who had been employed by the College during the last 10 years.
- Staff who worked at the College for 25 years or more.
- Honorary Fellows & Graduates, Council Members, Emeritus Professors, publicly distinguished or celebrated alumni.
- Any other individuals not already included in the above categories who have made an outstanding contribution to the College – to be approved by the College Secretary, Vice Principal or the Principal.

### Types of memorial available

Due to the ongoing changing nature and development of the College's estate, **memorial benches and trees are no longer available as memorial items from 2017**. Having benches or trees in fixed locations and/or of a pre-determined type has been, and will continue to be, difficult to manage for the College if these items come with the obligations of being a memorial. Any requests for such memorial items which were approved/agreed before the introduction of this policy should be honoured by the College where necessary.

The College is likely to be able to offer the following type of memorial items and a full list of options available at any given point in time will be available from the Development and Alumni Relations Team.

The College reserves the right to review the list of options at any point and any entirely new types of memorial item proposed by the Development and Alumni Relations Team (other than those included in the list below) will be subject to approval by PRC before any promotion commences.

Examples of the types of memorial items which may be available include:

- A name on a memorial board in return for an agreed minimum donation of £1000 to the College's Greatest Needs Fund. The number of characters will be pre-determined and the location of the board will be determined by the Development and Alumni Relations Team in consultation with the Estates Team.
- A named scholarship in memory of a loved one, subject to a minimum donation (already available via the Development and Alumni Relations Team for a minimum donation of £10,000 per year\*).
- A named prize for a specific academic department for a £1000 minimum donation per year for a 10 year life span\*. Such prizes must be set up by the Development and Alumni Relations Team in consultation with the relevant academic department and according to the department's needs.

- A seat plaque/plaque on a wall in a lecture theatre/auditorium – a minimum donation of £2,000 would apply for a seat plaque to be fitted for a lifespan of 10 years or until refurbishment is needed. A small engraved plaque would be procured by the Development and Alumni Relations Team and the Estates Team would put it in place. A list of lecture theatres/auditoria where this may be possible will be discussed and agreed in consultation with the Estates Team. Availability of such plaques may also form the basis of fundraising appeals.

\*The College reserves the right to review and increase the costs/minimum donation levels (including any annual instalments made for named prizes or scholarships) to account for inflation and/or an increase in costs.

### **Information required**

The Development and Alumni Relations Team will offer families a choice of memorial item, depending on what is available at that point in time, and will endeavour to meet requests received.

In order to fully consider such requests, the following details will be required:

- Details of the person making the request and their contact details
- The relationship of the deceased to the College

Please note, that while every effort will be made to meet the wishes of all involved, the College reserves the right to refuse permission for installing memorial items on campus.

### **Process for dealing with requests**

- Request received by Development and Alumni Relations Team who will manage the relationship with the person requesting the memorial and all other internal stakeholders.
- The Development and Alumni Relations Team will be responsible for discussing the type of memorial preferred by the individual from the list of options available at that point in time.
- Any request for a proposed ceremony/visit to see the memorial item will also be considered by the Development and Alumni Relations Team depending on how many people will be involved and a proposed date.
- Once all internal stakeholders have been consulted, a written agreement to the conditions including details of any donation agreed, will be prepared by the Development and Alumni Relations Team and signed by the person responsible for the request.
- Once the donation is received, the memorial item can be procured and put in place.

### **Costs and donations**

A minimum donation will apply to each type of memorial item to ensure direct and indirect costs are covered and a preferred supplier will be sought where possible by the Development and Alumni Relations Team. Remaining profits after direct costs will go towards the Greatest Needs Fund unless specified by the individual requesting the memorial and in agreement with the Development and Alumni Relations Team. The minimum donation should be paid to the Development and Alumni Relations Team and is subject to the Gift Acceptance Policy.

## **Record-keeping**

The details of all memorials must be recorded in a central register maintained by the Development and Alumni Relations Team. The record will specify the name of the person the memorial is dedicated to, memorial location, type of memorial and, if available, the names of those people or the organisation who donated the memorial as well as a date of installation.

## **Maintenance, damage and replacement of memorial items**

The Estates Team will carry out the maintenance on any physical memorial items in an effort to keep them in a clean and serviceable condition until the memorial is deemed to be in an unserviceable or unpresentable condition. The memorial item will then be removed and disposed of in an appropriate manner.

Should a memorial item be damaged or become unserviceable at any time, the College reserves the right to remove it. The person who requested the memorial would be notified should this be required. The removal would be recorded in the memorial register along with the reason for removal. Where a memorial is under ten years old, the College will endeavour to install a replacement memorial where possible.

Memorial trees and benches installed prior to this policy being introduced should be dealt with in the way above as well.

## **Relocation of memorial items**

The College will retain the right to relocate any memorial item at any time should it become necessary for operational reasons i.e. redevelopment of the site. In this instance the Estates Team will inform the Development and Alumni Relations Team who will make every effort to contact the family members to let them know.

The College reserves the right to remove, replace or relocate the memorial item without consent should the family member for any reason not be contactable. The College cannot always guarantee that a memorial will be relocated to a site close to the original but will make every effort to do so. Details of relocations and alterations will be recorded in the memorial register.

Memorial trees and benches installed prior to the introduction of this policy should be dealt with in the way above as well.

## **Risk assessments**

The Estates Team will be responsible for ensuring any risk assessments required are carried out before and during installation of a memorial item, as well as once in place or during relocation or removal.

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## **Section 2: The Scattering of Ashes on Campus**

This policy sets out internal guidance concerning requests to scatter ashes on campus.

## **Entitlement**

Only requests from family / friends to scatter the ashes of the following will be considered:

- Alumni (alumni includes former staff members)
- Staff and students
- Friends of the College and VIPs such as Honorary Fellows. A recognised and meaningful connection with the College will be required.

Where there is concern about the level of connection the individual had with the College, the Chief Operating Officer will have the final say on whether or not approval will be given.

## **Granting approval**

All requests to scatter ashes must be directed to the Chief Operating Officer for consideration

The Development and Alumni Relations Team exists to manage relationships with alumni (including former staff), donors and other supporters of the College. The team should be included in all requests sent to the Chief Operating Officer for consideration in order that they can assist with identifying the relationship the individual had with the College and ensure appropriate records are kept where a relationship was established.

In order to fully consider requests, the following details will be required:

- Details of the person making the request and their contact details
- Their relationship to the deceased
- The relationship of the deceased to College
- Suggested time, date and ideal location
- The nature of any proposed ceremony
- The number of people to be involved

While every effort will be made to meet the request, the College reserves the right to refuse permission on basis which may include, but are not limited to:

- Relationship of the deceased to the College
- Requested time, date and location
- Nature of the proposed ceremony

The following guidance should be used when considering the granting of approval to scatter ashes on College property:

- Ashes will normally be scattered in the 'wild' areas of campus which already have a designated statutory protected status.
- Ashes must be scattered, not left in visible piles.
- No temporary monuments will be permitted.

- Ceremonies should be simple and limited to a small number of participants. Large or formal rituals or ceremonies will not be permitted.
- Ceremonies should be respectful of the College's diverse, multi-cultural and international community.
- The ceremony or act of scattering the ashes must not interrupt the day to day workings of the university or restrict movement around College grounds.
- While no intentional disrespect will be shown to any site where ashes have been scattered, the friends/ family of the deceased must recognise that this is a working university environment. College life will continue and the site may in the future be used for other purposes.
- A formal response to the individual / group making the request must be provided by the university. This should come from the office of the Chief Operating Officer or may be delegated to the Development and Alumni Relations Team at the request of the Chief Operating Officer.
- Any direct costs incurred will need to be agreed and paid in advance by the family / friends wishing to scatter ashes.