

From time to time, SSCA members (or family members) may request the SSCA to place a commemorative bench with plaque on one of the SSCA properties. This request will be honored if there is a place available. A donation to the SSCA for these types of requests is required. The donation amount should be at least \$500 (an amount that will generally cover the cost of a bench). However, the donation is not for the purchase of the bench, nor should be construed as giving ownership of the bench to the contributor. Benches are owned by the SSCA, and can be removed, replaced, or repaired at any time without the approval of the original contributor. The SSCA will order and install the plaques. The Properties Director has responsibility for these procedures.

PROCEDURE

1. Upon receipt of a request from an SSCA member (or family member) for a bench or plaque at an SSCA site, the inventory list of available benches (see attachment 1) will be reviewed to see if the requested site can support the request.
2. The requestor will be informed if the request can be supported. If not, the requestor can request a different site where the capability exists. If an alternative site is not acceptable, the request is denied.
3. If the requestor's request can be supported, then the determination is made if an existing bench is available, or one needs to be built. Timing for building a new bench will be determined by the Properties Director.
4. Plaque specifications for benches are as follows:
Bench plaques will be no more than 6"x 4"
Wording on plaques will be determined by the requestor and approved by the SSCA.
Plaques will be ordered and installed by SSCA. The SSCA will determine the plaque vendor to be used.
5. Bench design and size are determined by the SSCA, and will be built and installed by the SSCA.
6. Upon Board approval and member agreement, the bench and/or plaque will be installed at the site, based on a schedule determined by the Properties Director.