

Memorial Notifications Guidelines

Purpose

These guidelines are an attempt to create a policy by which the passing of members, or others who may have significantly contributed to the Overfalls Foundation (OF), can be appropriately recognized with a memorial walkway paver “brick” (Brick) and on the OF website. There needs to be sufficient flexibility in these guidelines to permit exceptions to be made by the Board of Directors Executive Committee (EC).

General Statement

All past OF Presidents and Vice-Presidents, as well as founding members, should automatically qualify for a separate website memorial page. Other considerations are for long time members who have played significant Board of Directors roles without being an officer or served in long term leadership positions with the Dirty Hands Gang, ships store, Delaware Maritime Hall of Fame or any other OF sponsored activity. These individuals also receive a Brick compliments of the OF. Obviously, there can be other factors to be considered on an individual basis as determined by the EC.

For those members not qualifying for separate memorial web page consideration they should be automatically included on the website “In Memoriam”, “Passings” web page. This page serves as “website bricks” (WebBricks) and should, other than for those who have their own website memorial page, replicate those Bricks shown on the memorial walkway as well as include the passing of all other current or past members.

Providing Bricks gratis should be approved by the EC on an individual merit basis. It is recommended that at least five years of continuous membership be one criteria.

A program allowing for all other individuals to purchase Bricks honoring a loved one should be initiated with mention on the website. A recommended charge is \$250 and includes WebBricks placement. Bricks purchased under this program should be installed in a separate area, or at least non-contiguous, from the member memorial walkway.

An annual Brick unveiling ceremony should be held rather than unveiling individual Bricks during the year. All family members of those honored would be invited. A WebBricks insertion can be completed at any time and not necessarily coordinated with the unveiling ceremony.

eBlast notification of a member passing is solely at the discretion of the EC and by specific direction of the OF President or Vice President. Care must be taken to ensure such an eBlast is not viewed as overreaching the purpose of an eBlast by distribution list recipients as it could cause future event specific eBlasts to be automatically disregarded and/or recipients to unsubscribe.

Other Considerations

If possible, family members should be encouraged to include a statement in the obituary to the effect:

In Lieu of Flowers you could make a contribution to the Overfalls Foundation in memory of the deceased.

OF representation at funeral services should be encouraged as a matter of respect and appreciation. This also increases organizational visibility; something critical to OF long term survival.