

SECTION 4: HUMAN RESOURCES MANAGEMENT

Policy 4.10: Flowers or Memorial Donations for Bereavement

Supporting Policies

Supporting Procedures

[Flowers or Memorial Donations for Bereavement Procedure](#)

Supporting Protocols and Guidelines

Supporting Templates and Forms

Other Resources

Approved by Board Resolution #39-1999 02 23

Revision Approved by Board #068-2017 06 20

Revision Approved by Board #021-2022 02 15

RATIONALE:

Algoma District School Board recognizes the need to express sympathy during the time of bereavement. It is also recognized that an appropriate procedure is required to ensure that when memorial recognition is considered it is done in a consistent manner throughout the Board.

POLICY STATEMENT:

It is the policy of the Algoma District School Board to send on behalf of the Board a floral tribute or memorial donation in memory of the deceased to a charitable or research association upon the death of the following:

- A Trustee of the Board
- An employee of the Board
- An immediate family member of an employee or trustee of the Board. An immediate family member is a spouse/partner, father, mother, child of an employee or trustee of the Board
- Student enrolled in Algoma District School Board schools
- Others can be named at the discretion of the Director of Education

The Executive Superintendent of Business and Operations shall coordinate and determine the dollar value from time to time, as necessary. The appropriate department to contact is the BAS department within the Finance Department.