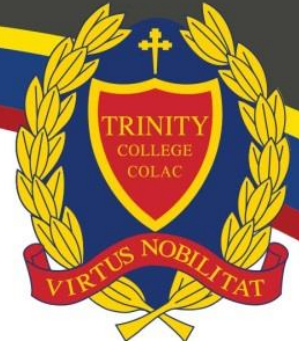


INFORMATION AND CRITERIA FOR PLACEMENT OF A MEMORIAL PLAQUE IN THE COLLEGE REFLECTION GARDEN

1. A memorial plaque can only be installed in memory of a deceased person.
2. Only a deceased student or staff member is eligible to have a plaque installed in their name and the deceased person must have been enrolled at, or employed by, Trinity College, St Joseph's College or Trinity College Colac, as it is now known.
3. A formal application must be made to the Principal by submitting the necessary Application Form requesting the placement of a plaque. Such an application is to be made by the next of kin or family of the deceased, or by a member of the leadership team of a Religious Congregation to which the deceased belonged.
4. The application is to outline the association the deceased had with the College.
5. The Principal, in consultation with the Leadership Team of the College, will determine if a memorial plaque will be installed. A decision of such will be conveyed to the applicant.
6. The Principal will authorise the purchase and installation of a plaque.
7. The cost of the plaque is to be funded by the applicant. *Cost as at Nov 2016 is \$60, inc GST.*
8. The design and size of the plaque is specified by the College.
9. The wording on the plaque will state the full name of the deceased and the years of association with the College. Any variation to this will be at the discretion of the Principal.
10. Once installed, the plaque becomes the property of the College and can only be removed or relocated with the authority of the Principal.



**APPLICATION FOR PLACEMENT OF A MEMORIAL PLAQUE
IN THE COLLEGE REFLECTION GARDEN**

Full Name of Deceased: _____

Name of Applicant: _____

Relationship of applicant to the deceased: _____

Period of time (specific dates, if possible) that the deceased was associated with the College.

_____ to _____

Please provide information regarding the involvement of the deceased with the College and list any specific groups that the deceased was part of during their time at the College.

<i>If more space needed please add another sheet of paper</i>

I agree to pay for the cost of the plaque.

Signature of Applicant: _____ Date: _____

Contact details of Applicant:

Address: _____

Home Phone: _____ Mobile Phone: _____