

# Scope of Inclusion Policy and Procedure

- **Name of Organisation:** Thame Youth Memorial Trust
- Authorization: Trustees
- Date authorized: Draft 2013
- Review date: 2018

## Purpose

1. This document defines the policies and procedures for the handling of request for names to be included on the memorial.

# Governing criteria

2. The Trust must have a procedure to deal with requests for names to be placed on the memorial.

### Policy

- 3. Trustees will permit individual names to be included on the infinity band of the memorial. Each name will generally be in the form requested by the family. The years of birth and death will be included but no other words or epitaph will be allowed.
- 4. The decision to allow or not allow the inclusion of a name will be made by the Trustees at a meeting of the Trustees that has been called for that purpose.
- 5. Requests may be made by anyone who knew the person but where possible it must be supported by the close family.
- 6. All applications must be made on the official application form.

#### Limitations

- 7. The trust's definition of "youth" will be the ages where someone could or would be in full time education, the upper limit to be twenty four years of age.
- 8. The principal home of an individual should have been within Thame or (if they live outside Thame) for Thame to be their social hub or principle local town. Having attended a school in Thame would meet criteria.
- 9. The deceased youth must have lived in the memory of the applicant.

## Judgement

- 10. Factors that should not be taken into account by trustees when considering applications are:
  - a) Lifestyle or personal circumstances
  - b) Nature or reason of death
  - c) Any financial donations to the trust or to trustees to induce a positive response.
- 11. However, the inclusion of any name should not cause offence to those attending the memorial and should respect the memories of those already remembered.
- 12. If an application is received that is outside of the above criteria the trustees have a small amount of flexibility in exceptional circumstance, however the trustees should not routinely go outside the above criteria.

# Applications that fall outside the trust's criteria

13. The trust will endeavour to direct any applicant who's case is outside the trust's criteria to another organisation which may be able to help them.

# Dealing with requests

- 14. The trust will endeavour to acknowledge each application within seven days and to advise the applicant of their decision within thirty days after acknowledgment.
- 15. Names will generally be added to the infinity band within one year from acceptance.



Application for a Name to be included on Thame Youth Memorial			
Name to be included (as it will appear on the memorial)			
Date of birth		Date of death	
Place of birth		Place of death	
Reason for inclusion o	n Thame Youth Memorial		
Details of Applicant			
Name		Signed	
Relationship to name at top of form			
Address		Telephone No	
Date of application			
Family Approval			
Name		Signed	
Relationship to name at top of form			
Address		Telephone No	
Date			
Any further information that the Trustees should know			
Completed forms should be sent to: Chairman, Thame Youth Memorial c/o Thame Town Hall			

# TYM4 Scope of Inclusion of Names on the Thame Youth Memorial

The following is taken from the policies to be applied by the Trustees when considering a request for a name to be included on the Thame Youth Memorial.

## Policy

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