



Application for a name to be included on Thame Youth Memorial

(Please use a separate form for each name to be included.)

| | | | |
|--|--|----------------------------------|-----------------|
| Name to be included (as it will appear on the memorial) | | | |
| Date of birth | | Date of death | |
| Age at death (in years) | | | |
| Place of birth | | Place of death | |
| How would you wish dates to be shown on the memorial? Please circle as appropriate | | | |
| A) Age at death in years | | B) Year of birth - Year of death | C) both A and B |
| Reason for name to be included on Thame Youth Memorial | | | |
| | | | |

| | | | |
|-------------------------------------|--|----------------|--|
| Details of Applicant | | | |
| Name | | Signed | |
| Relationship to name at top of form | | | |
| Address | | Telephone No | |
| Date of application | | e-mail address | |

| | | | |
|--|--|----------------|--|
| Family Approval | | | |
| Name | | Signed | |
| Relationship to name at top of form | | | |
| Address | | Telephone No | |
| Date | | e-mail address | |
| Any further information that you think may help the Trustees in their considerations | | | |
| | | | |

Completed forms should be sent to: Secretary, Thame Youth Memorial, c/o Town Hall, Thame.
Please use a separate form for each name to be included.

| | | | |
|---------------------------|-------------|----------------------|-------------|
| For official use only: | | Date received: | Sign / date |
| Name and data verified: | Sign / date | Trustees' approval: | Sign / date |
| Letter sent to applicant: | Sign / date | Inscription ordered: | Sign / date |

TYM Form 4 V3 30 Oct 2013

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

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 and /or age will be included but no other words or epitaph will be allowed.

Requests may be made by anyone who knew the person but where possible it must be supported by a close family member.

All applications must be made on the official application form.

The decision to allow or not allow the inclusion of a name will be made by the Trustees, whose decision is final.

Limitations

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.

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 school in Thame would meet the criteria.

The deceased youth must have lived in the memory of the applicant.

Judgement

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.

However, the inclusion of any name should not cause offence to those attending the memorial and should respect the memories of those already remembered.

Dealing with requests

The trust will endeavour to acknowledge each application within seven days of receipt and to advise the applicant of their decision following the next meeting of the Trustees. Trustees' meetings are normally held once every three months.

Names will generally be added to the infinity band within one year from acceptance.