**Memorial Display**

**Policy Statement:**

The University of New Haven has dedicated and placed a Memorial Monument on the West Haven campus. This monument (referred to as the Memorial Display) is located in the grassy area east of Beckerman Hall and south of Anemone and Steven Kaplan Hall. Its purpose is to provide students, faculty, staff, and visitors with a peaceful place where the lives of deceased members of the University of New Haven community will be remembered, celebrated, and memorialized.

**Eligibility:**

To be eligible for memorialization, the individual must be a former student, faculty member, or staff member. Registrar and Human Resources records will be referenced to check University affiliation.

**Request Guidelines:**

The honoree will be recognized by an engraved 6” x 3” tile placed on the UNH Memorial Display. To have a memorial tile installed for an individual, a donation to the Memorial Display Fund of $500 or more is required.

The name of the individual whom the donor wishes to remember will be listed on the tile. The display will be in accordance with the following guidelines:

1. Limited prefixes or suffixes may be included (e.g. Professor, Dr., Mr., Mrs., Jr., Esq., III). Middle initials may be used.
2. Class years will be included for University of New Haven alumni: “Name of deceased ’YY.”
3. Up to three lines/108 characters may be used to share information about the honoree and their connection to the University. The Office of Advancement reserves the right to edit the text for style or space concerns.
4. Gifts at any level can be made to the Memorial Display Fund; however, in order for an honoree’s tile to be installed on the Memorial Display, a minimum gift of $500, restricted to the Memorial Display Fund, is required.

**Procurement:**

Please make your tile request through our [Memorial Display Tile Request form](https://airtable.com/appyi0F989EHHhIyk/shrLRBhaK9n5p53sz).

The procurement and installation of an approved tile will be coordinated by the Office of Advancement. Email DonorRelations@newhaven.edu for more information.

**Installation and Viewing:**

The Memorial Display will be updated with new tiles by the Office of Advancement twice a year. Arrangements for a dedication event or viewing may be made through the Office of Advancement. Please email DonorRelations@newhaven.edu.

**Memorial Display Fund:**

Any funds collected in excess of the minimum contribution for an individual tile will support the display itself and the maintenance of the display and its surroundings. Expenditures from this fund will be reviewed and approved by the Facilities Planning Committee.

Gifts to the Memorial Display Fund may be made through the University’s [online giving site](https://give.newhaven.edu/).