

MEMORIAL SERVICE FORM

NC Association of Soil & Water Conservation Districts

Name: (individual who has passed away): _____

Please check one: Supervisor Staff Date deceased (mo./day/yr.): _____

Title & Agency Name: _____

County(s) at the time of service as a district supervisor or conservation agency employee:

Approximate Years Served as district supervisor or conservation agency employee: _____

* **Return these items with this form:** 1. Copy of obituary (write-up) 2. Picture of the deceased.

Name & Phone # of person filling out this form: _____

Annual Meeting Memorial Service: On Sunday, Day 1 of the NCASWCD's annual meeting, a memorial service is conducted. This service is an opportunity to remember those individuals who are now a part of our heritage. District supervisors and employees who have passed during the past year, prior to December 15, are recognized. During this service, a picture of the individual is projected on the wall, a narrator reads information on them, and a member of the family or the district goes to the front of the room and lights a candle in their memory. Those who pass away later in December will be honored at the annual meeting held the following January, which is a year later. This is done to allow enough time in getting materials turned in for the memorial service, and for the family to make room reservations at the meeting site, if needed.

Instructions:

1. Each respective district is responsible for securing a picture and written information on any individual who is to be recognized. This is not a responsibility of NRCS or the Division.
2. Responsibilities of the district / Items to send in: When a district supervisor or conservation employee passes away, the district should immediately secure a hard copy of the obituary (newspaper print or printed copy from the internet) and a picture (from district files or through the family) and send them to the Division Contact listed below. You are requested to have someone attend the memorial service to light a candle in memory.
3. Time Frame: December 15 is the cutoff date. For example, the January 2019 Annual Meeting Memorial Service (MS) covers the time Dec. 16, 2017 to December 15, 2018. Individuals who pass away later in the month of December will be recognized at the 2020 Annual Meeting MS.
4. Deadline: 30 days, except for November and December. If an individual passes away between December and October, get materials to Division Contact within 30 days. If they pass away in November or December, get materials to Division Contact by Dec. 16.
5. Responsibilities of the Division: Scan pictures into Power Point presentation, write script for narrator and print programs for Memorial Service. Presentation should be finalized by December 31.

Return information and direct questions to Division Contact ASAP:

Eric Pare

Phone: (252) 948-3899 or (252) 495-481

NC Division of Soil & Water Conservation, 943 Washington Square Mall, Washington, NC 27889