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