

**ONALASKA VETERANS MEMORIAL
Standard Operating Procedures (SOP)**

1. **Purpose.** The oversight, perpetuation and management of the Onalaska Veterans Memorial (hereafter called the "Memorial") in cooperation with the City of Onalaska.
2. **Responsibility.** The primary sponsor of the Memorial with overall responsibility is the Onalaska American Legion Post 336 (hereafter called Post 336).
3. **Committee.**
 - a. A four-person committee will be formed under the general supervision of Post 336.
 - b. **Members.** A representative from the Legion, Legion Auxiliary and the Sons of the American Legion. The Post Commander will appoint a permanent chairman.
 - c. Committee will meet as necessary at the call of the Chairman.
 - d. The Committee Chairman may be relieved of duties by a majority of the membership present at a regularly scheduled meeting or by mutual agreement between the Commander and Chairman.
4. **Finance.**
 - a. The Memorial account will be identified and reported as a separate account within the Post monthly financial report.
 - b. Requests for benches/bricks will be forwarded to Post 336. Committee Chair will forward funds to Finance Officer for deposit.
 - c. All expenditures from the Memorial account will require the signature of the Finance Officer and the Committee Chair or his designated representative.
 - d. Funds from this account will not be disbursed or appropriated for activities or purchases other than the Memorial unless so directed by a majority of the membership present at a regularly scheduled meeting.

- e. A metered fee will be levied for the electrical drop. An annual fee will be levied for the light illuminating the Memorial.

5. Reports.

- a. A monthly update by the Committee Chair will be reported at regular Legion Meetings or as directed by the Commander.
- b. Brick/Bench applications will be collected, ordered and a file maintained on all requests and funds received by the Committee.

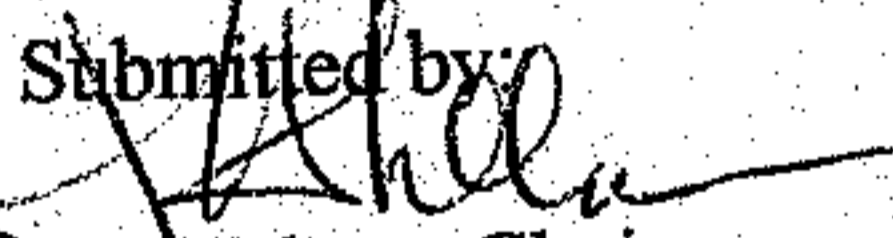

6. Memorial Bricks.


- a. Memorial bricks may be purchased for \$50.00 each.
- b. Applications will be completed as per instructions on the application.
- c. Completed applications will be forwarded to Post 336, ATTN: Memorial Committee. Checks are preferred however if cash is submitted, place in an envelope, seal and attach to the application.
- d. Applications may be completed and submitted at anytime, however not later than 1 March annually. This time line is required to ensure bricks are completed and placed prior to Memorial Day annually.
- e. Checks received will be stamped "for deposit only" and forwarded to the Post Finance Officer for deposit.
- f. Brick engraving will be in accordance with instructions on request forms.

7. Memorial Benches.

- a. Memorial benches may be purchased for \$750.00 each.
- b. Application for Bench engraving will be submitted on a plain sheet of paper.
- c. Completed applications will be forwarded to Post 336, ATTN: Memorial Committee.

- d. Applications may be completed and submitted at anytime, however not later than 1 March annually. This time line is required to ensure marble is ordered, engraving completed and benches placed prior to Memorial Day annually.
- e. Checks received will be stamped "for deposit only" and forwarded to the Post Finance Officer for deposit.
- f. Bench engraving will be on the surface of the bench only. Engraving will be limited to letters and numbers. As figures and graphics contain more detail, chipping is a problem with the engraving. Emblems such as military service emblems are permissible. The Committee will review all requests for bench engraving.
8. Maintenance. The Memorial Committee will coordinate periodic site maintenance
9. City of Onalaska. The City of Onalaska is the (real estate) landowner. Cemetery personnel will perform routine grass cutting and lawn maintenance.
10. Applications. Sample applications with instructions are attached to these Guidelines.
10. Review. Periodic review and upgrade of this document will be at the discretion of the Memorial Committee.

Submitted by:

Jim Nelson, Chairman
Veterans Memorial Committee
Date: 

Approved by:

Gary Turk, Commander
Post 336, Onalaska American Legion
Date: 