



CITY OF EDGEWOOD
WHERE EVERY DAY IS A WALK IN THE PARK

Service and Memorial Wall Application*

Recipient Name: _____

Select all that apply:	Years of Service:
_____ Employee - _____ (Department(s))	_____
_____ Department Head or CAO	_____
_____ Volunteer - _____ (Department/Board, ect.)	_____
_____ Elected Official - _____ (Office held)	_____
_____ Appointed Board Member - _____ (Board)	_____

Any Additional Information: _____

Submitted by: _____ Date: _____
Email: _____ Phone: _____

*Service and Memorial Wall Criteria on the reverse.

For Official Use Only:

Service Wall Committee/Council Meeting Date: _____

Service Wall Committee/Council Decision: Yes ____ No ____

Service Wall Committee/Council Signature: _____

Year to add to Service Wall: _____ Date added: _____

Service and Memorial Wall Criteria

Employees/Volunteers/Elected Officials/Board Members

The Mayor of Edgewood will appoint a Service/Memorial Wall Committee to review and determine recipients to be placed on the Service/Memorial Wall. Recipients will be placed on the Service/Memorial Wall annually in August/September.

1. Recipient of name placement on the Service/Memorial Wall must be, or have been, an Employee, Volunteer, Elected Official or Board Member for the City of Edgewood.
2. The recipient, having left the City of Edgewood, must have ended his or her tenure in good standing and been separated for at least one full calendar year.
3. Tenured time will consist of the number of years serving the City of Edgewood, not necessarily the number of continuous years.
4. If death occurs within the line of duty with the City of Edgewood, the individual will automatically be placed upon the Service/Memorial Wall. The recipient will have a special designation indicating died in the line of duty preceding his/her name.
5. With exception of number 4; Employees, Volunteers, Elected Officials and Board Members who meet the first 3 requirements will be eligible to have their names placed on the Service/Memorial Wall if they meet the following minimum Service Years (or combined 20 years in multiple categories) and approved by the Service/Memorial Wall Committee reviewing applications for being placed on the Service/Memorial Wall:
 - a. An Employee (not serving as a department head) – 15 years
 - b. A Department Head or CAO – 8 years
 - c. A Volunteer – 15 years
 - d. An Elected Official – 8 years
 - e. An Appointed Board Member – 10 years
6. Recipient's name on the Wall will be followed by a designated department, volunteer or elected official and will not consist of his/her title. Individuals can have multiple designations displayed by their name on the wall.
7. Name placement on the Wall is to be done randomly, and not by department or category.
8. An Employee, Volunteer, Elected Official, or Board Member whose service years exceed 40 years will be recognized with a star preceding his/her name.
9. In the event that a Volunteer or Employee is close to achieving the minimum years and becomes disabled while active with the City of Edgewood the Service/Memorial Wall committee can make a decision of the individual's inclusion.
10. In the event that a volunteer, elected official or employee is close to achieving the minimum years required and has outstanding accomplishments for the City of Edgewood the Service/Memorial Wall committee shall make a decision of the individual's inclusion.
11. By majority vote, City Council can recommend to the Service Wall Committee inclusion of a person who does not meet the above criteria, however, that person has provided exceptional and/or historic service or has made an extreme impact on the.

If the Service/Memorial Wall Committee cannot agree on an individual's inclusion City Council can vote to determine inclusion or not. Upon a unanimous vote of City Council and agreement by the Mayor an Employee, Volunteer, Elected Official or Board Member for the City of Edgewood can be approved to be included on the Service/Memorial Wall at any time.