



UNIVERSITY OF SOUTH FLORIDA
 DEPARTMENT OF COMMUNITY AFFAIRS
 EXECUTIVE DIRECTOR

Subject: J...
 Title: T...
 Name: Belmont, Student Senate
 Honorable Student Senator

Andrew Cohen, Director of University
 Cassandra Hanjian, Associate Director
 Initiative for University-Wide Memorials

Date: October 8th, 2009

Purpose:

In recent years, there have been a number of fact that the University of South Florida
 who have passed away during their enrollment in the community affairs
 student death received more attention from the University & Community Affairs
 than the Department of University & Community Affairs
 arrangements memorial service in order to qualify
 citizens' concerns should come to pass.

History & Research:

The University of South Florida has experienced a discrepancy in how the University handles the student is not involved in his or her time at the University experience. The Department of University & Community Affairs is organizing and holding a similar service
 has been a discrepancy in how the University handles the student is not involved in his or her time at the University experience. The Department of University & Community Affairs is organizing and holding a similar service
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 most students' experiences by organizing and holding a similar service
 all students' experiences by organizing and holding a similar service
 away from their academic career.

Similar memorial services are held throughout the country to honor those who have passed away within the community. Most universities hold a memorial service for their students who have passed away within the community. The Department of University & Community Affairs is organizing and holding a similar service
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Order of Event:

Memorial

ation Ceremony – January 26, 2010

- 11:45 am – 12:15 pm ...ude and music
- 12:15 – Greeting an ...ng by Cassandra
- 12:20 – Placement c ...wreath by Dr.
- 12:21 – Introducior c ...Genshaft by Cas
- 12:22 – Dr. Genshaf ...ch
- 12:25 – Introducior c ...Soltero by Cas
- 12:26 – Juan Soltero s ...ch
- 12:30 – Introducior c ...rew Cohen by C
- 12:31 – Andrew Coh ...ech
- 12:35 – Unveiling of ...nd memorial by
- 12:40 – 12:45 – Clos ...arks by Cassanc

Checklist for Memorial

- ✓ Flowers ordered / on
- ✓ Set up taking place by 1
- ✓ Speeches approved a c
- ✓ CD given to technical t
- ✓ Flowers passed out to f
- ✓ Bricks on hand for un e

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