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Policy Name

Columbarium

Purpose and Scope

This policy defines the process for securing a niche in the Columbarium for Alvernia University (“AU”). The policy is intended to be used for individuals who seek an interest in a niche.

Responsibilities

Title or Role	Definition and What They are Responsible For
VP Of Institutional Advancement	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

The University has constructed a Memorial Prayer Garden and Columbarium, a consecrated area near St. Joseph Villa on the University campus in the City of Reading, Pennsylvania, where niches for the inurnment of human remains are located. Each niche may hold either one or two urns for the cost of \$5000. Purchase of a niche is not a philanthropic contribution to the University.

Policy Procedure

1. Individual or family contacts Alvernia IA Office to inquire about Columbarium Purchase.
 - Action made in Raisers Edge NXT
2. IA Staff Member provides an overview of Columbarium and cost - \$5000. If an individual or family is interested in moving forward:
 - Send Columbarium Contract for Review
 - Follow Up with Contract and schedule meeting to discuss Niche selection
3. Upon signing of the contract and niche selection, documents are scanned into Raisers Edge NXT and attached to the constituent records. Niche selection is documented on the Niche Tracker.
4. Columbarium niche purchase amount is \$5000 (fee not negotiable). Payments are ideally made over one year. If additional payments options are needed, they are to be discussed with either the Associate VP of Advancement or VP of Advancement. Payments may be made via cash, credit, check, or stock. A purchase of a Columbarium niche is **not** a philanthropic gift to Alvernia University.
5. Upon receipt of payment, the Advancement Services Coordinator will provide deposit sheet and documentation to the Finance Office/Controller.
 - Thank you letter and receipt are completed by Office of Institutional Advancement.
6. Engraving – Contact Howard M Gebhard, Inc., at howardmgebhard@yahoo.com to engrave name(s), DOB and DOD. The lead time for engraving is usually 4 to 6 weeks. Engraving can be completed throughout Spring, Summer and Fall. There is no engraving in the Winter. *Howard M. Gebhard Inc. 3027C Lincoln Highway E Gordonville PA 17529 ph. 717-859-1204 fax 717-859-4893 howardmgebhard@yahoo.com*
 - When individual (s) sign a contract, discussion is held on whether or not they want the name and birthdate engraved at that time of signing or if they prefer to wait until death.

Opening of a Niche

- At time of death, family member, executor, funeral home, or representative should call Alvernia Institutional Advancement Office to schedule date and time for opening of niche.
- IA Staff to contact Director of Facilities to schedule opening of the niche.
- Once the service is finished, contact Director of Facilities to close the niche. Alvernia representative needs to stay at Columbarium site until the niche is closed.
- Send invoice to family for opening of niche \$500

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Office of Institutional Advancement will review the Columbarium Niche policy, which should be reviewed on an annual basis and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)
- [Columbarium Agreement](#)
- [Columbarium Inurnment Process](#)

Document Review Log

Date Reviewed	Description of Changes
April 2018	Initial Draft
February 2022	Reviewed and Updated Columbarium Agreement
January 2024	Reviewed and Updated Process
4/02/2024	SLT Approved