

Review History: Last reviewed by the Policy Review Committee 04/28/14.

ELIZABETH CITY STATE UNIVERSITY

Viking Walk of Fame Brick Paver Policy

Preamble

The Viking Walk of Fame Campaign is a fundraiser sponsored by Elizabeth City State University's (ECSU) Division of Student Affairs wherein brick pavers are purchased for engraving and placement on the Promenade between the Ridley Student Center and University Suites. Funds generated from this campaign are used to enhance and support emerging initiatives and priorities within the Division of Student Affairs that foster the development of student leaders. This policy governs the implementation of the project.

1. Purchasing Process

A. Methods of Purchase

Students, faculty, staff and friends of ECSU may purchase brick pavers for engraving and placement on the Promenade by check or money order payable to ECSU Foundation. ECSU employees may also purchase brick pavers through payroll deduction. The purchase price includes engraving as set forth in SECTION 2 below.

B. Right of Refusal

ECSU reserves the right to refuse acceptance of any brick paver purchase it deems inappropriate for placement on the Promenade.

2. Engraving

A. Text

- i. Each brick paver holds up to three (3) lines of text with a maximum of fifteen (15) characters per line, including spaces and any punctuation.
- ii. The purchaser is responsible for ensuring that the engraving text is spelled correctly.
- iii. English alphabets, Greek capital letters, numbers, spaces and punctuation marks (period, comma, dash, slash, ampersand, apostrophe, quotation marks, colon, semicolon, parentheses, question mark and exclamation mark) may be used for text. Each letter, digit, space and punctuation mark counts as one character.
- iv. Each line of text shall be centered on the brick pavers.
- v. All text to be engraved on brick pavers for placement on the Promenade is subject to university approval.

Review History: Last reviewed by the Policy Review Committee 04/28/14.

B. Layout

Each brick paver shall be engraved from the purchaser's information as printed on the order form and each line shall be set up for the best fit by the engraver.

3. Brick Paver Placement

A. Order of Placement

Brick pavers shall be placed on the Promenade in the same order that purchases are submitted. Purchasers shall have no control as to where engraved brick pavers shall be placed on the Promenade.

B. Permanent Placement

Engraved brick pavers shall not be relocated to another position once placed on the Promenade. After installation, engraved brick paver placement shall be considered permanent.

C. Damage

ECSU shall not be responsible for any damaged engraved brick pavers once placed on the Promenade.

4. Cancellation

An order for one or more engraved brick pavers may be cancelled up to twenty-four (24) hours after an order is placed. Although orders may be cancelled with 24-hour notice, all payments are non-refundable.