



HELEN BOUGHER VETERANS WALL OF REMEMBRANCE POLICY

The Parks & Recreation Department has created the Helen Bougher Veterans Memorial Wall Policy to allow individuals to purchase available tiles to commemorate San Marcos residents who have honorably served in the United States Armed Forces. The number of tiles may be limited by the capacity of the “Wall of Remembrance” or other designated areas.

Requests to purchase tiles in the All-Veterans Memorial Wall at Helen Bougher Park are to be coordinated through the Parks & Recreation Department.

POLICY GUIDELINES:

Applications:

Applications will be assigned a sequential number indicating the order of receipt and priority. To be considered complete, all required documentation must be submitted at the time of application. Applications may be found online at www.san-marcos.net and submitted to the Parks & Recreation Department at ParksandRec@san-marcos.net. Upon approval, full payment will be required prior to the procurement of the memorial.

Conditions of Approval:

Applications shall be approved under the following conditions:

- There is adequate space to place the tile in the designated areas. This determination shall be based on a first-come, first-served basis as determined by the sequential number assigned to the application. Due to the limited number of tiles, at this time, only applications for individuals who are MIA, KIA, or POW will be accepted.
- Verification of honorable service in the United States Armed Forces (DD214) for the person or persons to be commemorated must be attached to the application at the time of submittal.
- Proof of San Marcos residency must be attached to the application. Acceptable forms of documentation include an ID or driver's license, or public records such as school transcripts, birth certificates, etc., that include a verifiable address within the City of San Marcos jurisdiction.
- The cost of the tile, engraving, and installation, as determined by the review team, must be paid in full by the applicant.



TILE GUIDELINES:

Size & Design:

The wall consists of a combination of three tile sizes (small, medium, and large), of which only the small and medium are currently available. Due to the limited number of tiles, the City has designated the remaining tiles to honor veterans who are KIA, MIA, or POW. Applications are now being accepted for those who meet this criterion and the conditions of approval.

THE STONES: Shall be made of travertine tile.

- Small (4.5 x 18 inches) – Two lines of etching
- Medium (9 x 18 inches) – Four lines of etching, plus the inscription “We Remember” in smaller font at the bottom of the stone

City staff maintain full discretion over the location and placement of the stone.

Cost:

The cost of the stone, engraving, and installation, as determined by the review team, is the responsibility of the applicant. The following fee schedule is subject to change at any time without notice:

- Small (4.5 x 18 inches): \$700
- Medium (9 x 18 inches): \$760

APPLICATION SUBMISSION & REVIEW:

Wall of Remembrance applications are available at the City of San Marcos website at www.san-marcos.net. The application and all supporting documentation should be emailed to the Parks & Recreation Department at ParksandRec@san-marcos.net. Please include the veteran’s name, as provided on the online application, in your email correspondence.

Parks & Recreation staff will evaluate the application and contact the applicant to confirm receipt.

If accepted, a representative from the Parks & Recreation Department will meet with the applicant to review the policy and criteria, as well as identify a specific location.

The application must be approved by the Parks & Recreation Director, or their designees.

Once approved, payment will be due in full before procurement of the memorial. Lead times vary depending on the time of year, equipment ordered, and supplier inventory.

Updated: July 2025



HELEN BOUGHER VETERANS WALL OF REMEMBRANCE TILE REQUEST FORM

Applicant's Name (responsible party): _____ **Submittal Date:** _____

Address: _____ **City:** _____ **Zip:** _____

Contact Number: _____ **Contact E-Mail:** _____

Veteran's Full Name (as it should appear on official records): _____

Branch of Service: _____ **Dates of Service** (YYYY-YYYY): _____

Status (select one): ☐ **KIA** ☐ **MIA** ☐ **POW**

Required Documentation (Must be attached at time of submittal)

Applications are processed in the order received. Incomplete applications cannot be approved

☐ Verification of honorable service (DD214) attached

☐ Proof of San Marcos residency for the veteran (e.g., CA ID/driver's license or public records such as school transcripts, birth certificate, etc., showing a verifiable address within the City of San Marcos) attached

Tile Selection (select one):

Due to limited capacity, available tiles are assigned on a first-come, first-served basis by application number.

SMALL (4.5" X 18")— \$700 ☐

Two (2) lines of etching

MEDIUM (9" X 18") — \$760 ☐

Four (4) lines of etching plus the inscription "We Remember" in smaller font at the bottom of the stone

Inscription Text

Engravings will appear exactly as written. Please print clearly using uppercase letters if desired.

If Small (2 lines maximum):

Line 1: _____

Line 2: _____

If Medium (4 lines maximum):

On Medium tiles, "We Remember" will be etched by default at the bottom of the stone. Do not include it in the lines above.

Line 1: _____

Line 2: _____

Line 3: _____

Line 4: _____

www.san-marcos.net



HELEN BOUGHER VETERANS WALL OF REMEMBRANCE TILE REQUEST CONDITIONS

The request for a memorial tile is contingent upon a thorough review, availability, and approval process. Submission of this form does not guarantee approval, and the City reserves the right to make final determinations.

Upon receipt of the request form, a representative from the City of San Marcos will reach out to the applicant for further communication regarding the request. To signify understanding and agreement, the applicant is required to initial all specified conditions below. By acknowledging these conditions, the applicant commits to adhering to the Helen Bougher Veterans Wall of Remembrance Policy and any guidelines set forth by the City of San Marcos in this regard.

Applicant Acknowledgement & Conditions (initial each):

- _____ The applicant is responsible for all costs associated with the memorial request.
- _____ Memorials shall be limited to a single representation per person commemorated.
- _____ Memorials will be approved for and placed at a location to maximize the benefit of an area. Once installed, the asset becomes the property of City of San Marcos. The City reserves the right to remove the tile for any reason; however, City staff will do their best to relocate the memorial if that is a viable option.
- _____ I understand that only KIA, MIA, or POW applications are being accepted at this time.
- _____ I understand the City maintains full discretion over the location and placement of the stone.
- _____ I understand that tile availability is limited, and assignments are first-come, first-served based on the sequential application number.
- _____ I understand that lead times may vary depending on season, equipment ordered, and supplier inventory, and that the fee schedule may change without notice.

By signing below, I affirm the information provided is true and correct and I agree to the conditions above.

Print Name: _____

Signature: _____

Date: _____

Submission Instructions

Thank you for expressing interest in our Helen Bougher Veterans Wall of Remembrance Memorial Tiles. The completion of this application will assist the City of San Marcos in evaluating the request. Once you have completed the form, kindly return the completed application to ParksandRec@san-marcos.net. If you have any specific questions regarding the Helen Bougher Veterans Wall of Remembrance Memorial Tiles, please reach out to Parks and Recreation at (760) 744-9000.

CITY USE ONLY

Application No.: _____ (assigned sequentially) **Date Received:** _____ **Time:** _____

Received By: _____

Documentation Verified (DD214): ☐ Yes ☐ No

Proof of Residency Verified: ☐ Yes ☐ No

Tile Size Approved: ☐ Small ☐ Medium