

Preservation Plaza Donation Form

To order a brick or make another donation to the project, complete this form and mail with a donation to the St. Tammany Parish School Board, Post Office Box 940, Covington, LA 70434.

Please make additional copies of this form for multiple donations or brick purchases.

Order Form

If you would like to contribute to the Preservation Plaza, please check the donation you want to make.

I would like to purchase a brick in honor of a past employee.

I would like to make a general donation to the Preservation Plaza Fund.

Donor Name

Street Address

City/State/Zip

Phone Number

Cell Phone Number

Email Address

Please make my donation and/or dedicate a brick in the name of (please print):

Employee's Name

Employee's Position at Retirement

Starting and Ending Years of Service

The honoree is: Retired Deceased Both

Please send notification of my donation and/or dedicated brick to:

Name

Street Address

City/State/Zip

If you are purchasing a brick, please complete the brick inscription information on the right side of the form.



Brick Information

Bricks honoring former employees make up the Plaza walkways.

- Bricks may be purchased in the name of any individual who retired from the St. Tammany Parish Public School System or who passed away while in service.
- A donation of \$75 is required for the purchase of each brick.
- Bricks will be inscribed with the employee's name, position, and starting and ending dates of service.
- Acknowledgement of brick purchases and donations will be sent to the honorees or their families after requests are received.
- All employees who have a brick dedicated to them will be listed on the St. Tammany Parish Public School System Web site at www.stpsb.org.

Example Inscriptions:

Bob Smith
Teacher
1960-1986

Ann Brown
Lunchroom Manager
1980-2008

To order a brick, fill in the boxes below with your desired inscription and complete the order form on the left side of this form.

Place only one character in each box and designate a space by leaving the box empty.

Employee's Name (20 character maximum)

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Employee's Position (20 character maximum)

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Starting and Ending Years of Service

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Please send your donation and/or payment with this completed form to:

St. Tammany Parish School Board
Post Office Box 940
Covington, Louisiana 70434

Checks or money orders are preferred. Please make checks payable to St. Tammany Parish School Board and note **Preservation Plaza Donation** on the memo line.

For information, please call (985) 898-3254.