

FOREST-LLEWELLYN CEMETERY

Adopt-a-Lot Program Guidelines

The Adopt-a-Lot Program at Forest-Llewellyn Cemetery gives residents the opportunity to participate in the restoration and preservation of a historic landmark in the City of Kirksville for generations to come, either individually, as a group, or on behalf of an organization, agency or company.

According to cemetery records, there are over 3,600 burials in Forest-Llewellyn Cemetery, the oldest cemetery in the City of Kirksville. Graves in Forest-Llewellyn Cemetery date back to 1845 when plots and gravesites were first begun on this site. The majority of those buried in Forest-Llewellyn have no living relatives present in the community and many of the graves are unmarked, without a stone or marker. The community is encouraged to help maintain the majority of gravesites for the purpose of restoring the dignity of the deceased, to help give public recognition of her or his final resting place, and to honor and preserve it as a historical landmark. Forest-Llewellyn Cemetery is a historical landmark to be treasured with yet much to do to discover, restore, and preserve compelling personal and public history represented by each grave.

Adopt-a-Lot is a volunteer program to involve the community in the care and light maintenance of a lot, or lots, in the Forest-Llewellyn Cemetery in the City of Kirksville. The adoption of one of these lots would enable you to be part of the cemetery's restoration and preservation. We ask that you commit time monthly to help prevent neglect or vandalism from obscuring the private and public memory of the person, or persons, whose lot you are overseeing. Primarily, maintenance of the lot would be a) the clearing of weeds from the lot, b) making sure the grass over the lot is well maintained, consulting with the City Clerk if additional mowing is needed and c) removal of litter from the lot and its immediate proximity. We also ask that you note the following while working in the cemetery:

- 1) Visit and check your adopted lot at least once every three to four weeks.
- 2) Report to the City Clerk deterioration, vandalism, or general damage to the lot's grounds, marker, monument or enclosure.
- 3) If you wish to clean the headstone and/or monument, use only water to avoid chemical damage to the surface. Report to the City Clerk any work you plan to do beyond routine maintenance, including cleaning of headstones or monuments, given the fragility of the stones.
- 4) Do not use gas powered trimmers, pruners, weed eaters, chemicals, herbicides, insecticides or other sprays in your care of the lot's ground.

If you are able to help the restoration and preservation program of our Forest-Llewellyn Cemetery through a donation or by encouraging public and/or private donations, or if you are unable to contribute the time to maintain a lot, but would like to make a financial contribution, this would be very helpful. All donations are tax deductible. Please make checks payable to the *City of Kirksville*. Place your donation in an envelope, and mail to: City Clerk, 201 South Franklin Street, Kirksville, MO 63501.

Rules and Regulations for the Forest-Llewellyn Cemetery established by the City of Kirksville may be found on the City of Kirksville website under Council Policies "Forest-Llewellyn Cemetery Rules and Regulations."

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Adopt-a-Lot Program

VOLUNTEER ADOPTION REQUEST

I wish to volunteer to participate in the Adopt-a-Lot program at Forest-Llewellyn Cemetery for the preservation, restoration, and revitalization of the oldest cemetery in the City, dating back to 1845.

I understand that by participating in this program, I am not bound by any contractual agreement with the City of Kirksville. However, I agree to respect the Guidelines put forth by the Adopt-a-Lot in Forest-Llewellyn Cemetery Program.

I also agree that my adoption of a lot in the Forest-Llewellyn Cemetery means also respect for the Regulations of the cemetery and for the Guidelines of the Adopt-a-Lot in Forest-Llewellyn Cemetery Program. I understand that my own choices for preserving and enhancing the lot I adopt need to be approved beforehand by the City Clerk. I do accept the responsibility of maintenance and upkeep of the lot which I adopt.

If at any time afterward I am unable to continue care of the adopted lot or should I choose not to continue in its upkeep, I understand that I must notify the City Clerk in order that it be reassigned to another interested party.

Name of Volunteer Adopter: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Phone: _____ Date: _____

Description of and location of lot to be adopted, use 2nd sheet if needed:

<u>Name on Stones or Markers</u> (print clearly)	<u>Lot Section & No.</u>	<u>Dates of birth and death;</u> other pertinent information
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Return to: City Clerk
201 South Franklin Street
Kirksville, MO 63501

Phone: 660-627-1225

Email: wcagle@kirksvillecity.com