



California Division Graves Guardian Program
Sons of Confederate Veterans • United Daughters of the Confederacy
Children of the Confederacy • Order of the Confederate Rose



Rules and Guidelines

1. PURPOSE:

The above-named organizations have instituted this program to honor the memory of the Confederate Soldier and to help ensure the preservation of their final resting places. All members are encouraged to participate in this program to honor our ancestors and to protect their final resting places.

2. ELIGIBILITY:

- A) Any member in good standing, who has demonstrated his or her willingness to serve in this special capacity, and who is solely capable of tending a Confederate soldier's gravesite for two years prior, may become a GUARDIAN.
- B) Any member in good standing, who has demonstrated his or her willingness to serve in this special capacity, is solely capable, and has tended a Confederate soldier's gravesite for LESS than two years prior, may become a GUARDIAN PRO TEM.
- C) Once approved for GUARDIAN status, and upon receipt of both the application and required funds covering the cost of the award, the applicant shall be issued the appropriate pin, medal, and/or certificate as set forth by the Division program.

3. DUTIES AND RESPONSIBILITIES:

- A) The GUARDIAN shall care for and protect the gravesite of a Confederate Veteran, ensuring that the site is kept clean and well-maintained year-round. The GUARDIAN shall perform these duties personally, unless physical unable to do so by reason of health concerns.
- B) The GUARDIAN shall be responsible for ensuring that the gravesite has an appropriate marker designating it as the resting place of a Confederate Veteran, i.e.: a family stone with reference to Confederate service, and/or government issued Veteran's stone, and/or a Southern Cross of Honor. If no such designation is indicated, then the applicant shall provide proof of HONORABLE MILITARY SERVICE of the veteran, by means of service records or other means demonstrating service to the Confederate Military. The GUARDIAN shall be responsible for notifying the appropriate committee or persons if/when the marker requires repair or replacement.
- C) The GUARDIAN shall visit the gravesite a minimum of three times a year, to include Confederate Memorial Day, or at least one month prior, when a wreath, small Confederate flag, or both, shall be placed, on the gravesite. Photos documenting site visits before and after cleaning, and depicting the flag or wreath or both, shall be included with the application.
- D) Performance of these duties for two (2) consecutive years is required to obtain approval of GUARDIAN status. Application for GUARDIAN PRO TEM status may be made upon completion of the first cleaning of the gravesite. At the conclusion of the PRO TEM period, and once documentation has been provided to verify the duties performed, the GUARDIAN shall be issued the appropriate recognition as set forth by the Division program.

4. APPLICATION:

- A) Individuals who wish to become a GUARDIAN must complete the Guardian Application, have it signed by their Camp Commander or Chapter President, and submit it electronically to the Graves Guardian Committee Chair who will then forward the application to the Committee for review. Applications may be obtained from the Graves Guardian Chair by emailing **Tod Terry, CA Division SCV Quartermaster** at scv.ca.quartermaster@outlook.com
- B) **The application must be accompanied by a map showing the location of the gravesite (including GPS latitude and longitude coordinates for the specific gravesite), as well as the cemetery name, and address. Photographs documenting the gravesite before and after cleaning as well as any additional work completed and placement of flag(s), and/or wreath, along with proof of service if not designated as a Confederate gravesite, must be provided with the application form. The gravesite need not be that of the applicant's Confederate Ancestor.**
- C) A non-refundable fee of \$20.00 shall be remitted at the time of application. This fee shall cover the candidate for up to two (2) initial gravesites as well as the cost of the GUARDIAN pin and certificate, bestowed upon successful completion of GUARDIAN PRO TEM status commensurate with two (2) consecutive years of service. Complete documentation for each gravesite must be submitted along with the application. When guardianship of additional gravesites is desired, an additional fee of \$20.00 along with another application and supporting documentation for the additional gravesites shall be submitted. A new application is required for each set of two gravesites. Due to the extent of the care expected with this program, and unless special circumstances are submitted for consideration by the Committee, each GUARDIAN is limited to the care and maintenance of a maximum of ten (10) gravesites. If the individual wishes to wait until after the first application is approved, and then provide a subsequent application, and fees for up to eight (8) additional gravesites at one time, that is acceptable.

5. REVIEW AND APPROVAL OF APPLICATIONS:

- A) The Graves Guardian Committee shall review and approve all applications.
- B) Upon approval, the applicant will be given the title GUARDIAN PRO TEM and shall have the status of "candidate". The candidate shall carry this title and status for two years. Individuals already maintaining a gravesite/s may, with proper documentation and application, reduce their PRO TEM status by one (1) year.
- C) At the conclusion of the GUARDIAN PRO TEM period, the candidate shall submit an updated letter with final photos, documenting the dates of visits to the gravesite/s and listing work completed.

6. FULL GUARDIAN STATUS

- A) Individuals who successfully complete the GUARDIAN PRO TEM candidacy period, and meet the established criteria for this program, will be approved by the Graves Guardian Committee and formally recognized with GUARDIAN status.
- B) GUARDIANS will be presented with a special certificate and pin, the cost for which shall be included in the application fee.
- C) The program pin shall ONLY be worn by GUARDIANS who have completed the PRO TEM candidacy period.
- D) GUARDIANS shall be recognized at all conventions, chapter or camp meetings or other functions following the introduction of officers, honored guests and honored members as conforms with established organization protocol.
- E) Preference for bestowal of GUARDIAN from PRO TEM status shall be during annual conventions where recipients may be appropriately recognized by their peers for the duties they perform in the honor of the Confederate Soldier.

7. **ADDITIONAL INFORMATION:**

- A) Multiple Gravesites: GUARDIANS may care for more than one Confederate Veteran's gravesite and be so recognized. Guardianship is limited to ten (10) gravesites maintained by a single person. Special circumstances as submitted to and considered by the Graves Guardian Committee, on a case-by-case basis, may relax this limitation.
- B) Retirement of GUARDIAN position: A GUARDIAN must notify the Graves Guardian Committee when he/she is no longer able to carry out his/her duties for reasons including, but not limited to, health or relocation. Under such circumstances, the GUARDIAN status will be honorably retired, unless maintenance of gravesite/s in question is/are bequeathed in accordance with the provision of section "C" below.
- C) Bequeathing of GUARDIAN position: In lieu of retiring GUARDIAN status, a GUARDIAN may bequeath the position and transfer GUARDIAN responsibilities to another member in good standing. At such time the 2-year PRO TEM period will begin, and a new application form listing the PRO TEM GUARDIAN must be submitted. All such transfers must be reviewed and approved by the Graves Guardian Committee.
- D) Revocation of GUARDIAN status: The Graves Guardian Committee may revoke GUARDIAN status when assigned gravesite/s are not routinely maintained or membership dues with a partner organization are not remitted. The Graves Guardian Committee has the power to inspect, with or without notice, any Program-assigned Confederated Veteran's gravesite to confirm compliance has been met and maintained.