

Sampson Veterans Memorial Cemetery

Content	1
Section I – Eligibility Requirements	
Section II – Hours And Operations	
Section III – Grave Markers	
Section IV – Vaults / Grave Liners	
Section V – Fees	
Section VI – General Information	
Section VII – Military Funeral Honors	
Section VIII – Political Activities	

SVMC Rules & Regulations

Section I – Eligibility Requirements

- A. Eligibility for interment in the Sampson Veterans Memorial Cemetery (SVMC) or receipt of a memorial marker is based upon laws passed by Congress and incorporated into Title 38 of the United States Code (Veteran’s Benefits). Interment at SVMC or the provision of a memorial marker will be permitted only after eligibility has been conclusively determined in accordance with the requirements and procedures reflected in the most current Department of Veterans Affairs (VA) National Cemetery Administration (NCA) directive 3210.

- B. For interment at SVMC, the veteran’s character of discharge or separation from active military, naval or air service must be honorable or under honorable conditions. As a general rule, an honorably discharged veteran must have active duty other than “active duty for training”. Members of the National Guard and Reserves are also eligible if they qualify for National Guard or Reserve Retired pay or would have upon reaching the age of 60, or were placed on Federal Active Duty (other than Active Duty for Training) during their membership. Members of the National Guard and Reserves may also be eligible for interment under other conditions as stipulated in the most current NCA directive.

- C. Determination of eligibility is based on the most current NCA directives. The NCA directives are subject to change and SVMC will adopt the most current rules and guidelines as stipulated in the most current directive.

- D. The cemetery director shall develop and publish an application form to be used for establishing eligibility of the veteran and dependent(s). The cemetery director is

responsible for all eligibility determinations.

E. It shall be the responsibility of the veteran, the veteran's next-of-kin, or designated agent to furnish documentary evidence necessary to establish the eligibility of the veteran before the interment can be made of the deceased veteran or the eligible dependent(s). (*Scheduling a date for burial at SVMC is not authorized until the cemetery director has determined full eligibility requirements have been met*)

F. Eligibility for interment of dependents is authorized under the eligibility of the veteran. The following dependents may be eligible:

(1) Non-veteran spouse of an eligible veteran

(2) Unmarried minor child of an eligible veteran (including adopted children or step-children who are members of the veteran's household) A minor child is a person who is unmarried, and under 21 years of age, or under 23 years of age and pursuing a full-time course of instruction at an approved educational institution.

(3) An unmarried adult child of an eligible veteran. An unmarried adult child is a person who became permanently physically or mentally disabled and incapable of self-support before reaching 21 years of age (*Written verification will be required by a licensed physician to support that fact*) or before reaching 23 years of age if pursuing a full-time course of instruction at an approved educational institution.

Section II - Operations

A. Cemetery Location	Mailing Address
6632 State Route 96A Romulus, N.Y. 14541 (607-379-0197)p (607-403-4024)f	1 DiPronio Drive Waterloo, NY 13165

B. Hours of Operation

(1) Burial Operations are scheduled Monday thru Friday

(Please contact cemetery for available dates)

Closed Federal Holiday's except Memorial Day and Veterans Day

(2) Cemetery Grounds: Open for visitation from 9:00 a.m. to 4:00 p.m.

C. Committal Services

(1) Committal services are conducted in an outdoor committal shelter. No additional services will be held at the gravesite. Upon completion of services at the committal shelter, the casket or urn will be removed from that location by the funeral director and cemetery staff, and brought to the gravesite for interment. In order to provide timely interments and respect for others, committal services shall not exceed 30 minutes.

Families/Service Attendees are requested to depart the committal area upon completion of the committal service. Once interment is completed by cemetery staff; clergy, family, and friends are welcome to pay final respects at the gravesite.

- (2) Under very extenuating circumstances (such as an active duty service members death on active duty), the cemetery director may authorize interments on weekends or holidays.
- (3) Scheduled on a first come, first-served basis. Services will be scheduled as needed between the hours of 9:30 a.m. and 3:00 p.m.
- (4) Additions/changes to this schedule are at the discretion of the cemetery director.
- (5) Interments are made immediately after the committal service. In order to allow sufficient time for the next scheduled committal service, services must be limited to 30 minutes.
- (6) Next of Kin and Funeral Directors are asked to report to the Cemetery Public Information Center 15 minutes prior to the start of scheduled services.

D. Gravesite

Military rank or civilian stature will not be given consideration in location of individual graves. All graves depending on casket or cremation will be equal in size. Cemetery staff will select gravesites in the order burial requests are scheduled. Gravesites cannot be reserved in advance at SVMC.

In cremation sections of the cemetery, veterans and dependents are buried in the same gravesite. The veteran's information will be placed on the front of the headstone with the dependents information on the reverse side.

In casket sections, veterans and dependents will have individual sites adjoining with the veteran on the left and dependents on the right. Each gravesite will be marked with an individual headstone.

E. Funeral Services/Memorial Services

Funeral or memorial services shall not be permitted at the Sampson Veterans Memorial Cemetery. SVMC provides final committal services only. Open caskets are not allowed on the SVMC property.

F. Winter Burials

SVMC conducts burials year round for cremation. Winter casket requests will be held; without charge, in the SVMC holding vault for a following Spring Burial.

Until growing conditions are favorable and the turf has been established burial areas may be substandard in appearance. After the grave has stabilized, and active burial operations have been moved to other areas, the overall appearance of an occupied section will improve.

Meanwhile, the cemetery staff requests your understanding

In the interest of public safety, due to hazardous road conditions during winter months, the Cemetery Director will use the guidance of State Police, Seneca County, Town of Romulus, and Local School Districts to determine whether to close the cemetery. In the event of closing, Cemetery staff will make every effort to contact NOK and Funeral Directors at the earliest possible moment.

G. Cemetery Brochure and Guidelines

The cemetery director is authorized to develop and publish a veteran's cemetery brochure and guidelines concerning floral tributes, decorations of gravesites, gravesite flags and guidelines concerning cemetery grounds.

Section III – Grave Markers

A. Headstone/Markers

Government issued white marble upright headstones will be used as a permanent marking at all veteran's gravesites. Dependent headstones will be a matching marker which will be purchased at the expense of the NOK. Cemetery staff will procure the dependents headstone through a local monument vendor, Government issued markers cannot be removed from the cemetery.

Note:

Veterans cannot receive more than one government-furnished marker.
(this does not apply to replacement markers)

B. Memorial Markers

Memorial markers, for individuals or groups, are provided for eligible veterans whose remains are not recovered or identified, are buried at sea, donated to science, or whose cremated remains have been scattered. VA provided upright marble markers will be used in these sections.

Note:

Veterans that have a government-furnished memorial marker in another location are not eligible for a memorial marker.

C. Inscription and inscription layout of headstone or markers will be formatted in accordance to the Veterans Administration policies as directed by the Veterans Administration Office of Memorial Programs Service.

Section IV - Vaults/Grave Liners

- A. Vaults or concrete grave liners are required for each gravesite in the casket section of the cemetery. Urn Vaults are not required for cremains, but may be used if desired.
- B. Vault material and construction will be as determined by accepted practices in the industry.
- C. SVMC does not provide burial vaults and grave liners, and NOK is responsible for that purchase prior to interment date. Installation will be accomplished by the company delivering the vault or grave liner to the cemetery.

Section V – Fees

A. Spouses/Eligible Dependents

For interment of eligible dependents, the cemetery shall receive from the dependent's survivor, legal representative or administrator of the estate, the amount of the interment costs as listed on the current SVMC fee schedule. The estate of the deceased will incur all other funeral expenses. This payment is due on day of interment and cannot be pre-paid. *Checks should be made out to Sampson Veterans Memorial Cemetery.*

Contact Cemetery Director (607-379-0197) for dependent interment costs.

B. Eligible Veteran.

SVMC does not charge a fee for veteran's burial costs or placement of the VA provided headstone.

In the event that a veteran qualifies for a VA burial plot allowance, SVMC will request the NOK's permission to apply for that reimbursement.

C. Other Fees

As determined by the cemetery director, disinterment or re-interment may be subject to fees outlined in the fee schedule.

Section VI - General Information

- A. Overall supervision of the cemetery is vested in the cemetery director. The director shall have full authority for enforcement of these regulations with respect to any persons coming on the cemetery grounds.
- B. Arrangements for burial can only be made at SVMC at time of need (when a death has occurred).

C. Decedent burial records are considered permanent cemetery files and will be stored securely for historical and administrative purposes.

D. Next-of-kin defined in order

1. Surviving Spouse
2. Children by age
3. Parents-biological, adoptive, step, foster
4. Brothers and Sisters-half, step
5. Grandparents
6. Grandchildren
7. Uncles/Aunts
8. Cousins
9. Nieces/Nephews
10. Other lineal descendants

(Any individual authorized in writing by NOK, or a personal representative authorized in writing by the decedent to act on his/her behalf)

Section VII - Military Funeral Honors

A. The Department of Defense has been mandated to provide military funeral honors for an eligible veteran if requested by the family or funeral director.

B. The Department of Defense provides military honors at no cost to the family. Veteran service organizations also provide military honors; however in some cases an honorarium may be requested.

C. Military Honors are normally requested by the funeral directors and require at least 48 hours advance notice in order to organize the funeral honors detail. In the event that a funeral director is not involved in the scheduling of services, the NOK or family representative will assume this responsibility.

(If requested, cemetery staff can assist the family by providing contact information for DOD Honor teams that serve the Finger Lakes Region)

D. The Government, through the funeral director, provides burial flags for all eligible veterans.

Section VIII - Political Activities

Prohibited Political Activities:

- (1) Property and grounds of the Sampson Veterans Memorial Cemetery will not be used for the endorsement of any political candidate or party member.
- (2) No political activities such as campaign speeches, rallies, meetings, etc. will take place on cemetery property or grounds.
- (3) Cemetery employees acting in their official capacities will not endorse any political candidate
- (4) At no time will political banners, posters, literature, bumper stickers, decals, etc. be displayed or distributed on cemetery grounds or property.
- (5) No political solicitation will take place at any time on the property or grounds of the Sampson Veterans Memorial Cemetery.

Authority for administration of these rules and implementation of the general policy is hereby delegated to the cemetery director or his authorized representative.

15 Dec 2014