

PROCEDURE FOR ORDERING BLUE STAR MEMORIALS

Important: No marker may bear a single person's name. These markers are designed to pay tribute to the ARMED FORCES AS A WHOLE.

1. State, District or local garden club votes to dedicate a Blue Star Memorial marker. The type of marker (Highway, Memorial, or By-way) is selected from the Marker Descriptions page.
2. Contact the CGCI Blue Star Memorial Marker (BSM) Chairman BlueStar@CAGardenClubs.org for information and order form.
3. Contact California Department of Transportation (Caltrans) who is responsible for location, if on a highway. The office of Landscape Architects for your highway district is in charge to grant easement. If a club/district wishes to have a marker installed on a highway that is not dedicated, a resolution must be written and sent to the state assembly. The CGCI BSM chairman will assist. If the marker is in a cemetery where veterans are buried or at a VA Med Center, then contact the person in charge for permission.
4. Decide who will mount the marker, pay for construction and maintain the immediate garden area. By-way markers can be placed on a rock or on a building. Ask for assistance with maintenance, unless on a highway. The marker becomes the property of Caltrans. They normally install, but do not do maintenance.
5. Clubs/Districts may request donations from veterans groups or organizations interested in civic development to help with financing the project. There is space on the highway or memorial markers to include their names under "in cooperation with", but the sponsoring group must be either CGCI, the district or a club.
6. To purchase the desired marker the club/district completes the order form in quadruplicate. For all markers, names of clubs and sponsors should be CLEARLY PRINTED using upper and lower case letters. Follow the instructions carefully on the order form. On By-way markers the spacing is more limited. The maximum for one line allowed for spaces and letters is 19 with 1-inch letters. For two lines 28 spaces using 5/8-inch letters are allowed.
7. Mail the completed order form with four copies, a check for the purchase price payable to Sewah Studios to the CGCI Blue Star Memorials chairman. (The address is listed in the CGCI yearbook.) The order must then be mailed to the national chairman, who in turn mails it to Sewah Studios, so time is needed for the order to be received by the manufacturer. PLEASE ALLOW TWO MONTHS FOR DELIVERY OF THE MARKER AFTER RECEIPT BY SEWAH STUDIOS. The total time for site selection, vote by the club/district and mailing the order, usually needs at least six months until the marker is received. Never plan a dedication before the local chairman has been advised of the shipping date.