

University Advancement Policies taken from Policies and Procedures Manual 2/3/2004

PLANTING TREES ON CAMPUS IN HONOR OR MEMORY OF INDIVIDUALS POLICY

General

1.01 The University may, from time to time, authorize the planting of trees on campus in honor or memory of individuals.

Process

2.01 All requests, whether from campus or outside sources, to have trees planted on the University campus to honor or memorialize individuals will be made in writing to the University Advancement Office.

2.02 The University Advancement Office will obtain any necessary information regarding the individual to be honored, and will submit the request, with supporting documents and a recommendation from the Vice President of University Advancement, to the President's Cabinet for consideration and recommendation to the President.

Considerations

3.01 Individuals or entities making such requests must be prepared to bear the cost of the tree and the cost of a suitable marker. The President's Cabinet may recommend waiving this consideration in circumstances where it may be deemed more appropriate for the University to bear such costs, and provided such funds are available.

3.02 Arrangements for an appropriate marker must be coordinated with the Custodial/Grounds Services manager and the University Advancement Office.

3.03 The President's Cabinet shall recommend a general campus location for the planting of any such memorial tree, with the specific location to be recommended by the Custodial/Grounds manager.

Guidelines

Individuals may be honored in this way for any one or more of the following reasons:

4.01 Financial contribution to the University; 4.02 Prominent distinction as friends of the University; 4.03 Prominent distinction in the community; 4.04 Alumni with outstanding achievements in their chosen profession; 4.05 Faculty/staff/students to be honored by the University; and/or 4.06 Former faculty/staff to be honored by the University.

