

Commemorative Trees and Benches

PURPOSE

The purpose of this OPP policy is to provide a method for the University to accept donations for the purchase, installation, and maintenance of commemorative trees and benches to be placed on University property.

POLICY AND PROCEDURE:

Locations

- All gifts are processed through the Division of Development and Alumni Relations.
- Commemorative trees, and benches shall be located on the University Park Campus except for the Arboretum. Contact the Arboretum if a tree or bench is desired in this location.
- OPP identifies potential locations for commemorative trees and benches. Donor's requests for alternative sites will be considered and subject to approval by OPP.
- Approval by the individual administrative unit is required for all locations.

Tree Species and Bench Type Selection

- Commemorative trees are those which are appropriate for our geographical location.
- OPP will identify the preferred species based on their specific locations on campus.
- Donor requests for alternative species will be considered, but are subject to approval by OPP.
- Commemorative benches will be the University's campus standard unless otherwise approved by OPP.

Timing

- Trees will be installed in the spring and fall of each year.
 - Spring installation donation deadline: March 1st
 - Fall installation donation deadline: September 1st
- Benches will be installed once materials and labor can be coordinated after full donations are received.

Records of Gifts

- The Division of Development and Alumni Relations maintains a record of donors.
- OPP will maintain a list of all commemorative trees on the Trees of Penn State web site.

Maintenance and Warranty

- If a commemorative tree or bench becomes unsightly due to disease, vandalism, or acts of God (OPP reserves the right for aesthetic judgments) or if a tree or bench needs removed/relocated due to unforeseen construction within 10 years of its installation it will be replaced at no additional cost to the donor. After 10 years the tree or bench will not be replaced.

Procedure for Donating a Commemorative Tree or Bench

1. Donor contacts Office of Annual Giving
2. OPP Senior Landscape Architect provides the donor with a list of acceptable tree species and locations for commemorative trees and benches.
3. OPP Senior Landscape Architect finalizes tree species, location of tree or bench, and plaque inscription with donor.
4. Donor's gift is transferred to the Campus Beautification Fund.
5. OPP installs tree, bench, and plaque, as agreed.

Donor Gifts

- Commemorative Trees and Plaques
 - The cost of a standard 2 1/2" – 3" caliper commemorative tree and plaque is \$1,500. This cost includes the tree, plaque, and installation.
 - All funds remaining after the installation will be deposited in an account for the future care, and maintenance of the gift.
 - Larger trees, multiple trees, or supplemental planting will be considered at an additional cost to the donor.
 - A 5" x 10" standard bronze plaque may be placed at the base of the tree to acknowledge the gift and the person honored. The plaque will be limited to:
 - ◆ Common and Botanical tree names.
 - ◆ One line beginning with "In memory of (name)", or "To commemorate (name)", or "In celebration of (name)".
 - ◆ One line beginning with "Donated by (name)".
- Commemorative Benches
 - The cost of a University standard cast iron bench with built-in bronze plaque is \$3,250. This cost includes bench, plaque, and installation on a concrete pad.
 - All funds remaining after the installation will be deposited in an account for the future care, and maintenance of the gift.
 - A 2" x 10" standard bronze plaque may be placed in the back of the bench to acknowledge the gift and the person honored. The plaque will be limited to:
 - ◆ One line beginning with "In memory of (name)", or "To commemorate (name)", or "In celebration of (name)".
 - ◆ A second line beginning with "Donated by (name)".
- Historic Campus Tree Endowment Fund
 - Gifts may be made to support the Historic Campus Tree Endowment Fund. The Division of Development and Alumni Relations will appropriately acknowledge the gift.