

Boise State University Memorial Tree Donation Process

Boise State University welcomes gifts of trees or landscape beds dedicated to specific people or events associated with the university in support of our efforts to enhance the beauty and utility of the campus grounds. While we will make every effort to accommodate the wishes of the donor, the location and species of the tree or type of furniture will be determined by the Manager of Landscape Services in accordance with university standards and the Campus Master Plan. Unusual or questionable donations or requests may be referred to the campus Facilities Planning Council for approval.

Planning ahead is the most important part of making a donation of this nature to the campus. Facilities Operations and Maintenance normally needs several weeks notice to coordinate and plant memorials. The best time to plant trees is in the spring or autumn but FO&M will accommodate special requests for a planting date, when possible.

All memorial trees become the property of the university and while they will receive the best care possible by our Landscape Services staff, we cannot guarantee their perpetuation. Additionally, while every effort will be made to locate memorial trees in areas that will not be disturbed in the future, there may be circumstances, such as when master plans are modified or emergency repairs are necessary, that require the removal of a donated tree. In these cases, the university reserves the right to plant a replacement tree in another location and move the associated plaque.

Procedure For Making a Donation

- Prospective donors should contact the Facilities Operations and Maintenance Department at 426-1409 to initiate the process.
- The Manager of Landscape Service will contact the prospective donor to determine the type of gift and potential location. If the gift is a memorial tree, an appropriate species will also be selected.
- If a memorial plaque is desired, it must meet the university standard and the wording must be brief and acceptable to the university.
- If the donor's wishes can be accommodated, the donor will complete a "Memorial & Honorary Tree Planting Request" that will be forwarded to the Boise State University Foundation who will accept the donation. Once the donation is received, a rechargeable FO&M work request will be generated by the university foundation office for the purchase and installation of the agreed upon memorial. Any portion of the donation not used for the installation of the memorial will be placed in a general university scholarship fund.
- Once the memorial is installed, the donor will be notified and the memorial will be added to the University Memorial Map maintained on the FO&M web site.

A Minimum Donation of \$1,000 is required. This provides the donor with the following:

- Tree purchase and planting (rare species or specimen trees may be more)
 - 1 1/2" – 2" caliper shade tree
 - 1 3/4" – 2" flowering tree
 - 7'-8' evergreen tree
- 6" X 8" bronze plaque installed on a concrete base
 - Maximum of 4 lines of text with 16 characters on each line.

Revised 8/6/2008

Approved by the Facilities Planning Council on 6/25/08