

Memorial Tree Donation Process

(This request is to honor former BSU employees only.)

Boise State University welcomes gifts of trees or landscape beds dedicated to former Boise State University employees. While we will make every effort to accommodate the wishes of the donating unit/department, the location and species of the tree 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 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 (FO&M) normally needs several weeks notice to coordinate and plant memorials. The best time to plant trees is in the spring or autumn but when possible FO&M will accommodate special requests for a planting date.

All memorial trees become the property of the university. While trees 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

The donating department/unit should complete the Memorial Tree Request Form (for employees) and send it to Campus Planning and Facilities, MS 1290. Requests are reviewed by the Facilities Planning Council. You will be notified as to the Council's decision. If your request is approved, it will be forwarded to FOAM. For inquiries call 6-5169.

- Appropriated funds cannot be used for this purpose. Only LOCAL/PR funds can be used for this expense.
- Campus Planning and Facilities will contact the donating unit/department to notify them as to approval/denial of request. If the request is approved, the manager of landscape services will contact the department regarding 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.
- Once the memorial is installed, the department/unit contact person will be notified and the memorial will be added to the University Memorial Map maintained on the FO&M web site.

A local department ID will be charged for the following costs:

- Tree purchase and planting (cost est. \$150-\$200, 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
- Labor (est. \$100)
- 6" X 8" bronze plaque installed on a concrete base (est. \$200)
 - Maximum of 4 lines of text with 16 characters on each line.