A. General. The University of Idaho recognizes the value of a campus well-endowed with healthy and vibrant trees and wishes to create opportunities for trees to be planted and placed on campus for various patrons, groups, events, and organizations. Recognition are for those entities who have been part of the UI family and/or those who have significantly recognizes the importance of honoring university patrons, groups, events, and organizations by creating opportunities for trees and plaques to be placed in memorial or recognition of those who have promoted and fostered the success of the university, making substantial and long term positive impact to the university and its programs. This document program summarizes provides the process by which trees can be planted in honor of a patron, group, or organization with the act acknowledged by either a recognition certificate or a plaque placed at the foot of the tree.

A-1. Eligible Participants. Persons, groups, events, or organizations directly affiliated with the University of Idaho or its established traditions, may be so honored on the grounds of the university, Moscow campus.

A-2. Recognition/Commemorative Tree Memorial/Recognition Plaque Tree Requests. In addition to planting a new tree at available campus landscape sites, Requests for a memorial or recognition plaque for placement near a recently established or newly planted campus landscape trees within the campus landscape may also be selected as a Recognition or Commemorative tree. They are reviewed by the Memorial/Recognition Review Committee. [Note: Arboretum and golf course locations are excluded from this policy.]

Designation of the proper category for a particular honoree is determined by the Recognition/Commemorative Policy Group which includes the, which is made up of the University’s AVP for Facilities, The Architectural & Engineering Services Director, and the Landscape & Exteriors Services Director. Our standard bronze plaque is 5 inches by 10 inches. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, and punctuation. Tree Memorial/Recognition Request forms [See online request form] are also available from the Facilities Landscape Department at (208) 885-6734 or landscape@uidaho.edu. [Ed. 10-14]

1.) Recognition Category - The preponderance of honorees will fall into the Recognition Category where a suitable tree will be planted or selected; a certificate of recognition will be presented to the honoree or family members; the tree will be scited on the UI Campus Interactive Map; and the donor sponsored planting ceremony may be held if the donor or honoree desires one.

2.) Commemorative Category – For those honorees or dignitaries that are selected for this category, besides all of the items mentioned in the Recognition Category, an inscribed bronze plaque will be placed at the foot of the tree as well. A standard bronze plaque that is 6 inches by 11 inches is used. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, and punctuation. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, and punctuation. (see Plaque Inscription Guidelines Below). The plaque text is reviewed, edited, and approved by the Recognition/Commemorative Policy Group to conform to all UI standards mentioned.

Please fill out the Recognition/Commemorative Tree Request Form which can be found below, online or requested from the Facilities Landscape Department website. (landscape@uidaho.edu or 208-885-6246).

A-3. Tree Selections. The Campus Horticulturist at UI Facilities determines which tree species or cultivars would best fit any given site for a Recognition/Commemorative tree planting. Often, several possible choices are available, and the donor may suggest other possibilities as well. Other locations are more restrictive and require the planting of a particular species/cultivar to match and blend in with the plantings already in place. These options will be discussed when viewing the available tree planting sites. Final tree selection is always determined by the Campus Horticulturist to best meet the overall landscape goals and objectives for campus.
UI Landscape Department at Facilities provides a “Tree List” of appropriate tree species/cultivars/sizes, for consideration and selection and will order the tree(s) upon selection and payment. Tree types chosen from this list are preferred, but others may be requested by the donor, subject to approval by the Landscape Department. [rev. 10-14]

A-4. Site or Planting Locations. The UI Landscape Department at Facilities will offer one or more appropriate planting sites for consideration to the requestor(s). These sites are selected on the basis of future construction, species needs, soil types, and growth area needed for the tree(s). Tree location near a particular building or area will be considered upon request, but if these spaces are filled or inappropriate, the Landscape Department will determine acceptable alternate sites or species. [ed. 10-14]

Currently the Administration Lawn is reserved solely for dignitary and commemorative tree planting only, because of the very limited number of tree planting sites available. Most of the inner campus core is also limited at this time to replacement tree planting sites. The outer campus core has a wider variety of planting sites available. [see also Section A-7].

A-5. Fee for Selected Memorial/Recognition Tree and Plaque. The fee for a Recognition Category Tree is $2,500 and. The fee for a Commemorative Category Tree is $5,000. Memorial/Recognition tree and plaque is $2,500. This fee covers the cost of the tree, an all related certificate, the plaque, and the installation costs of each. Long term care for the tree will be provided by the university. The remaining funds will be placed into the UI Tree and Shrub Endowment fund. This fund is dedicated to the purchase of new and replacement trees and shrubs to enhance the entire university campus landscape and will be used to replace a Recognition/Commemorative tree memorial/recognition tree, should it perish prematurely. [within the first 10 years of planting].

Larger specimen trees may be selected and planted on campus, but cost and survivability risks are considerably higher. The prices for planting a larger caliper specimen tree are assessed for each individual request by the Landscape Department. [rev. 1-08]


- Maximum of seven (7) lines per plaque.
- Maximum of forty-six (46) characters per Line, including spaces.
- No graphics or artwork allowed, though association logos will be considered if they will fit.
- No titles allowed with the person’s name on this line.
- Quote or Saying must be short, dignified, and relevant to the person or event being honored.
- Layout as shown on website below.

A-7b. Recognition/Commemorative Memorial/Recognition Plaque Archives. Trees have a natural life span, usually between 25 and 100 years. When a Recognition/Commemorative Memorial/Recognition tree reaches the end of its natural life span or suffers damage or loss that requires its removal, that planting site becomes available again for a new tree planting opportunity on the UI campus, it will be removed. At that time, if there is a plaque associated with the removed tree, the plaque will also be removed and placed in the Archives of the University of Idaho, unless another individual, group, or organization wishes to sponsor a new Recognition/Commemorative Memorial/Recognition tree to be located at the site with the

Commented [TA2]: Facilities Landscape website, where tree request form is also located.
http://www.uidaho.edu/facilities/les/trees
This process allows for continuing opportunities for new Recognition/Commemorative Memorial Recognition trees to be placed on campus in perpetuity, while maintaining a record of all those honored in the past. The UI Campus Interactive Map will also show that the tree has been removed from the site at this time, but will still contain the original donor information.

**A-87. Tree Groves and Preserved Campus Open Spaces.** The UI landscape is a relatively mature landscape with few remaining places for a Recognition/Commemorative tree plantings. Memorial/Recognition grove or grouping of trees. Many open spaces on campus are in a “preserved” status to maintain the open pastoral quality of campus for future generations to enjoy. Some preserved open space sites include: Administration Lawn areas; Academic Mall (from Shattuck Arboretum to the Student Recreation Center); Commons Green; and other highly used and valued open lawn spaces. Tree planting will not occur in these areas. Groves or groupings of trees are reserved for university wide events, initiatives, or goals, rather than for individual persons. A grove/group must contain a minimum of three (3) trees. Cost is $1,000/tree in the grove or group, and only one plaque will represent the particular grove/group. [rev. 10-14]

**k-8. Garden and Planting Bed Sites.** It is also possible to dedicate niche spaces on campus for Dedication or Memorial plantings. Small gardens or planting beds (under 200 square feet in area) that occur around campus at various sites may be used for such purposes. These types of sites may include one (1) small tree and/or a mix of shrubs and perennials.

The guidelines for these types of dedicated areas follow the tree memorial guidelines, with an exception; due to the increased labor maintenance the fee for these types of plantings is $3,000. [Note: The lifespan of a shrub/garden area is much shorter than that of a tree. Other environmental impacts of these areas can also greatly influence the growth and health of the plant materials selected. Since our primary goal is to maintain a beautiful campus, removal of non-successful plants and replanting of more tolerant plants in any dedicated area remains an option available to the UI Landscape Division.] [rev. 10-14]

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**University of Idaho**

**Recognition/Commemorative Tree Request Form**

This form may be completed by/for those interested in planting a tree on the University of Idaho Moscow campus in recognition or commemoration of a person, group, event, or organization directly affiliated with the University or its established traditions, per the UI Recognition/Commemorative Tree Program. This request should be completed and returned, well before the dedication event deadline, recognizing that 6 to 8 weeks are required for tree ordering and/or plaque preparation. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, & punctuation, and will be reviewed, edited, and approved by the Recognition/Commemorative Policy Group. [Note: Order cancellation may result in penalty charges.] Questions/concerns may be directed to the UI Facilities Landscape Director or Campus Horticulturist, (208) 885-6246. Thank you.

Prepared by: __________________________ Date: __________________________ Payment Method __________________________

Requested by: __________________________

Requested for: __________________________

Plaque Text: Please attach correct spelling of honoree/s names; titles; and proposed text. Format of plaque will follow closely that which is shown below. (Draft Text will need to be reviewed and signed off by Requestor, before plaque order goes to foundry.)
(Please Note: Possible tree species and cultivar selections are discussed with the requestor as to potential types to be planted. Final choice is determined by Facilities staff. Final Tree Location & Text Submissions must be approved by the Requestor, the Facilities AVP, the Facilities AES Director, and by the Landscape Department before plant or plaque orders are submitted.)

Desired Location if Known: ____________________________________________
Alternate Desired Location: ____________________________________________
Event Date: __________________________________________________________
Additional Comments: ________________________________________________
____________________________________________________________________

THIS BOX FOR USE BY RECOGNITION/COMMEMORATIVE POLICY GROUP ONLY

Approval (please initial as identified)

_____ Facilities Assistant Vice President
_____ Architectural & Engineering Services Director
_____ Landscape and Exterior Services Director
Recognition Tree________ Commemorative Tree________ Select One Please