POLICY COVER SHEET
(See Faculty Staff Handbook 1460 for instructions at UI policy website: www.webs.uidaho.edu/uipolicy)

| Faculty/Staff Handbook [FSH] | Addition □ Revision* □ Deletion* □ Emergency
|-----------------------------|----------------------------------------
| Chapter & Title:            | ____________________________

|----------------------------------------|----------------------------------------
| Chapter & Title:                      | 40.31 -- Facilities – Tree Memorial & Recognition Program

All policies must be reviewed, approved and returned by a policy sponsor, with a cover sheet attached to apm@uidaho.edu or fsh@uidaho.edu respectively.

*Note: If revision/deletion request original document from apm@uidaho.edu or fsh@uidaho.edu, all changes must be made using “track changes.”

| Originator(s):                     | Charles M. Zillinger November 3, 2014
|-----------------------------------|----------------------------------------
| Name Date Telephone & Email:      | charlesz@uidaho.edu – 885-6633

| Policy Sponsor:                   | Brian Johnson November 3, 2014
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| Name Date Telephone & Email:      | johnsonb@uidaho.edu November 3, 2014

| Reviewed by General Counsel       | _x_ Yes ____ No Name & Date: Kent E. Nelson

I. Policy/Procedure Statement: Briefly explain the purpose/reason of proposed addition, revision, and/or deletion to the Faculty/Staff Handbook or the Administrative Procedures Manual. The UI campus landscape is an aesthetically pleasing, pastoral greenspace for the enjoyment and edification of all the campus users. Because of increased requests for donor/naming opportunities and the relatively inexpensive cost for Recognition/Commemorative trees, adjustments need to be made to preserve the overall campus aesthetic and reduce the number of plaques accruing across the campus landscape. The Recognition/Commemorative Tree Program was established to help the Facilities Landscape team improve and maintain the campus landscape to a higher professional standard, as well as to honor and recognize those various people, groups, and organizations who have promoted UI’s mission. This program was never intended to become a low cost naming opportunity for anyone to ascribe to because of its affordability. Naming opportunities on campus should not be cheap or offered indiscriminately.

II. Fiscal Impact: What fiscal impact, if any, will this addition, revision, or deletion have? It will cost donors more to plant a signed/plaqued Commemorative tree on campus. And, this type of acknowledgement will be limited to those who have significantly promoted and fostered the success of the university by making a major, substantial and long term positive impact to the university and its programs. The majority of Recognition tree plantings will be offered to those who are members of the UI family/tradition and they will have the opportunity to plant a tree, receive a certificate, have a ceremony, and the location of the tree will be mapped on an interactive website. Limiting the number of plaques will allow us to maintain a higher quality campus aesthetic as well. The cost of any other naming opportunity on campus is significantly higher, and we need to keep the honor of having a “named” item on campus in proper proportion to the other donor opportunities available.

III. Related Policies/Procedures: Describe other policies or procedures existing that are related or similar to this proposed change. This will impact the Arboretum Tree Donor Policy and will be cloned to match the wider Campus Policy.

IV. Effective Date: Implementing as of January 1, 2015
If not a minor amendment forward to: ___________________________________________

Policy Coordinator
Appr. & Date: ______________________ [Office Use Only]

APM
F&A Appr.: ______________________ [Office Use Only]

FSH
Appr. __________________
FC __________________
GFM __________________
Pres./Prov. ____________
[Office Use Only]

Track # _____________
Date Rec.: _____________
Posted: t-sheet __________
   h/e __________
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Register: ______________
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