

University of Washington

Facilities Services Policy and Procedures

SUBJECT: Memorial Trees

PURPOSE: Policy on Memorial Tree plantings on the University of Washington grounds

The University receives requests for trees to be planted as memorials to individuals or groups associated with the University of Washington. This policy has been developed to make sure that this is can be accomplished and that standard procedures are followed by all requesting individuals or organizations.

PROCEDURE:

- Requests for Memorial Trees should be made to UW Facilities Services (206 685-1407) or to the Campus Landscape Architect (206 221-4228).
- The cost for a Memorial Trees is **\$500.00** made payable to the University of Washington. This cost includes procurement and planting of the tree. The tree size will depend on variety and availability.
- The donor may request a specific location however the tree variety will depend on the requested planting area and be in conformance with the UW Plant Association guidelines.
- The grounds department can arrange a planting ceremony if requested by the donor.
- No memorial plaques are allowed to be installed with the tree plantings.
- A Gift Transmittal Form will be forwarded to the Gift Processing Unit of the Development Office within 5 days of the gift check.
- The tree will be maintained as part of the UW plant collection by the Facilities Grounds Department.
- All planted trees are added to a special database which states location planted, tree variety, date planted, size, donor, amount donated and the person memorialized.
- Please allow 30 days minimum from the time of request to actual planting of the tree.