

JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NUMBER: V:01:03

Date: June, 2009

REVISION DATE: _____

SUBJECT: Guidelines for Honor/Memorial for Trees and Benches

APPROVED: _____

PURPOSE:

The purpose of this policy is to establish the guidelines and procedures for the honor/memorial tributes program.

POLICY:

All honor/memorial tributes will be processed by the JSU Office of Development Services.

JSU Office of Development Services records the value of the gift. Donor's contribution is deductible to the fullest extent of the law.

The Campus Beautification fund will be designated for support and beautification of campus through donations of honor/memorial benches, trees, and other tributes.

Written requests for benches/trees/tributes will be reviewed and approved by the President after receiving a recommendation from the Campus Beautification Committee:

- Executive Director - JSU Foundation
- Director - Physical Plant
- VP - Institutional Advancement

Maintenance/installation of benches/trees will be under direction of university physical plant department.

An existing tree or bench, as well as the location, may be requested by the donor.

Appropriate location of bench/tree will be recommended by the Campus Beautification Committee.

The university maintains authority to relocate benches/trees/tributes.

A university selected bench style will be installed by physical plant department.

Benches will normally be installed on concrete foundation. All materials will be purchased by university.

Applicable naming plaques will normally be installed on or near tribute at discretion of university horticulturist.

Trees will be planted at the discretion of university maintenance personnel.

If a tree should die, the university may replace at the direction of the university grounds supervisor.

Memorial tree: \$ 750 --- 25 gallon potted tree –
 Oak (Nutall or Schumard)
 Maple (Summer Red, Sunset, or Autumn Flame)
 Magnolia (DD Blanchard)
 Or other native species applicable for landscaping and
 environmental conditions

Memorial bench: \$ 2,000 --- 5' bench on concrete pad w/landscaping
 2,750 --- 5' bench on concrete pad w/landscaping and decorative tree

Responsibility:

The Vice President of Institutional Advancement is responsible for this policy.

Evaluation:

This policy will be reviewed biannually.