PROGRAM APPLICATION FORM

BRICKS
- No brick
- Commemorative brick (8 x 4”)
  Provided with tree donation; provides up to 3 lines of text, maximum 20 characters per line.

Enter inscription here:
_________________________________________
_________________________________________
_________________________________________

PLAQUES
- No plaque
- Commemorative bronze plaque (5 x 10”)
  Provided with bench donation; provides up to 50 characters.

Enter inscription here:
_________________________________________
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Amenity Desired
- Commemorative tree planting
- Commemorative bench installation
- Other, please describe
_________________________________________
_________________________________________
_________________________________________
_________________________________________

Special Instructions
- In memory of ____________________________
  _______________________________________
- In honor of _____________________________
  _______________________________________

Additional Information
_________________________________________
_________________________________________
_________________________________________

Email completed form to phpworkorders@uni.edu.
PROGRAM OVERVIEW

UNI welcomes gifts of trees, benches, tables and other site amenities that commemorate the lives and accomplishments of those affiliated with the university. The Commemorative Site Amenities Program (CSAP) has been established to assist individuals or groups of people who wish to donate a site amenity to the university that is appropriate and long lasting and provides the proper recognition for the person or event that is being commemorated.

The procedure for donating a tree, bench, table or other site amenity may take some time to process and arrange. Some amenities can only be planted or installed when the weather permits. Others may take time to design and be approved before installation can begin. It is important to follow the process outlined below to achieve the amenity as quickly as possible.

A) Step One: Complete the CSAP Application
The donor should complete the CSAP application available at foundation.uni.edu/commemorative-site, which provides selections of the type of amenity that is desired. This application should be emailed to phpworkorders@uni.edu. The donor will typically be contacted by the program administrator within two weeks of the application submission date to discuss the proposed donation.

B) Step Two: Pricing and Donation
The program administrator will provide a price (approx. $2,500) for the selection of a standard commemorative bench or commemorative tree. The donor will be referred to the UNI Foundation to make arrangements for the donation. The foundation will accept and record gifts on behalf of the university and will issue a charitable donation letter to the donor(s). If the donor requests a custom commemorative site amenity, alternative pricing will be established through the program administrator.

C) Step Three: Selection and Design
The program administrator will work with the donor to select, locate and provide design assistance for the site amenity. Care will be taken to avoid placing trees where they might be disturbed by future construction activity. Large donations of commemorative plazas or structures may require extensive design while gifts of trees and benches may not. The university reserves the right to determine the final location and design of commemorative site amenities. Any installation becomes the property of the University of Northern Iowa.

D) Step Four: Construction and Installation
Construction and installation timelines are dependent on completion of custom site amenity fabrication and appropriate harvesting of live plant materials. Donors will be provided an approximate timeline by the program administrator once their selections are complete.

E) Step Five: Recording
The program administrator will record the location, commemorative name, donor name, date and description of the site amenity.

F) Step Six: Maintenance
University staff will maintain the site amenity as a part of their normal maintenance program. In some instances, a particular site amenity may require additional maintenance. Should this be necessary, the additional maintenance will be identified in step two. If required, a special maintenance endowment may be necessary to ensure the proper maintenance of the site amenity.

G) Warranty
If a commemorative site amenity becomes damaged, unsightly or dies within five years of its installation, the university will remove and replace it, maintaining it in the name of the commemorated. If unforeseen construction causes the removal of a commemorative site amenity within the same period, it will be relocated, transplanted or replaced. The university should have the right to relocate or remove an installation if deemed in the best interest of the institution.

COMMEMORATIVE TREES
- 3” diameter tree/15’ - 22’ height; selection required
- Annual planting date is late spring; order deadline is February
- 4 x 8” commemorative brick installed in Memorial Garden; name/message input required
- University will procure, install and nurture tree for a minimum of 5 years
- Digital registry
- $2,500 donation per tree: The donation reflects tree purchase, soil preparation, planting, initial care to establishment, brick identifier and warranty replacement for up to 5 years.

STANDARD SELECTIONS

BENCH SELECTIONS
- Backed bench
- Backless bench

TREE SELECTIONS (representative list, selections will vary)
1. Accolade Elm
2. American Sentry Linden
3. Autumn Gold Ginkgo
4. Ivory Silk (Japanese Lilac)
5. Swamp White Oak
6. State Street Miyabe Maple