

Policy – Commemorative Tree Program

- A. **General.** Lewis-Clark State College 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. Recognitions are reserved for those individuals/entities who are associated with Lewis-Clark State College community and/or those who have significantly promoted and fostered the success of the college, making substantial and long-term positive impacts to the college and its programs. This document summarizes 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. **Eligible Participants.** Persons, groups, events, or organizations directly affiliated with Lewis-Clark State College or its established traditions may be honored on the Lewiston, Idaho, main campus in the LC State Arboretum.
 - b. **Recognition/Commemorative Tree Requests.** In addition to planting a new tree at available campus landscape sites, recently or newly planted trees within the campus landscape may also be selected as a Recognition or Commemorative tree [3 inches or less in trunk caliper size].
 - c. **How to Apply.** Complete the Commemorative Tree Form. The request will be reviewed by the LC State Arboretum Committee. This form may be completed by/for those interested in planting a tree on the Lewis-Clark State College campus in Lewiston, Idaho, in recognition or commemoration of a person, group, event, or organization directly affiliated with LC State or its established traditions, per the LC State Commemorative Tree Program Policy. This request should be completed and returned well before the dedication event deadline, recognizing that 2 to 6 months are required for tree ordering and/or plaque preparation, and trees will only be planted during optimal seasonal conditions.
 - i. All requests for commemorative trees will be reviewed by the LC State Arboretum Committee. If the request does not fit the LC State Commemorative Tree Program Policy, the request to have the tree added to the LC State Arboretum may be denied.
 - ii. Commemorative Tree Request Form is located on the LC State Arboretum website.
 - d. **Tree Selections.** The LC State Physical Plant with recommendation from the LC State Arboretum Committee determines which tree species or cultivars would best fit any given site for a Commemorative tree planting. Recommendations and suggestions of species are encouraged from the donor. Some 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 to best meet the overall landscape goals and objectives for campus.

- e. **Site or Planting Locations.** The LC State Physical Plant and the Arboretum Committee will offer one or more appropriate planting sites for consideration to the donor(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, alternative site(s) may be found
- f. **Fee Tree and Plaque.** The fee for a Commemorative Tree with a plaque is \$500. The fee for a Commemorative Tree without a plaque is \$300. This fee covers the cost of the tree, certificate, plaque (when applicable), and installation costs. Long term care for the tree will be provided by the college. The college will replace the Commemorative tree should it perish prematurely (within the first 7 years).
- g. **Plaque Inscription Guidelines**
 - i. Common name and Scientific name
 - ii. Person's or Event's name the tree is commemorating
 - iii. No graphics or artwork allowed, the association logos will be considered
 - iv. A quote or saying may be considered, and must be short, dignified, and relevant to the person or event being honored
- h. **Commemorative Plaque Archives.** Trees have a natural life span, usually between 25 and 100 years. When a Commemorative 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. At that time, if there is a plaque associated with the removed tree, the plaque will also be removed and placed in the LC State Library. This process allows for continuing opportunities for new Commemorative trees to be placed on campus in perpetuity, while maintaining a record of all those honored in the past.