



WILLIAM & MARY

CHARTERED 1693

Office of the Associate Vice President for Facilities Management
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DIRECTIVE 250

TITLE: Living Remembrance Tree and Bench Policy

EFFECTIVE DATE: 8/03/2016

REVISION OF: First Edition

I. Scope:

This policy applies to all donors who wish to honor a loved one or commemorate an event at various levels of support with a plaque and a planted tree or a bench installed on the William & Mary Campus.

II. Purpose:

This policy establishes general guidelines for the Living Remembrance Program. It ensures uniformity in the selection of plant material and planting/bench sites. The policy identifies critical time periods and details required to execute the program.

III. Policy:

A. RESPONSIBILITIES

1. Endowment Manger, Office of University Advancement
 - a. Initial contact for the donor
2. Associate Director of Grounds & Gardens
 - a. Discusses relevant issues of the program with the Director of Operations & Maintenance
 - b. Approves, with input from the Nursery Supervisor, the selection and placement of the plant material and benches.
3. Nursery Supervisor
 - a. Oversees the installation and maintenance of the memorial program.

B. PROCEDURES

1. Memorial Trees

- Tree donation – A minimum donation of \$750.00 is requested to establish a memorial tree. The donation covers the purchase and installation of the tree, a brass plaque with brick pad, and provides funds for future maintenance.
- Planting Times – The deadline to order a tree for late fall planting (November and December) is August 31st of the same year. The deadline for spring planting (late February and March) is November 30th of the previous year.
- Tree and Site Selection – The tree/site is selected from the list provided by the Associate Director of Grounds & Gardens. Planting sites are selected to complement established landscape guidelines and avoid future University building sites and campus utilities.
- Size of Tree – The size is based on the species of the tree. Typical trees are from 5 to 10 feet tall. Selection of the tree is based on the shape and general health of the plant material available at the time of purchase.
- Planting and Maintenance – Trees are planted by an approved contractor according to specifications provided by the University. The Nursery Supervisor provides after planting care and maintenance.
- Replacement – Memorial trees that die within two years of being planted are replaced with no additional donation. Effort is made to replace the tree with the same species. If not available, a reasonable substitution is made. An additional donation is requested to replace the tree if it dies after two years.
- Bronze Plaque – The 4”x6” plaque is mounted to a brick base installed level with the ground. The text of the plaque is limited to 4-6 lines dependent upon engraver approval. The plaques are made with all capital letters due to the manufacturing process. The Associate Director of Grounds & Gardens is responsible for approving wording requests on plaques.
- Tree Transplanting – Trees that are moved because of utilities or campus construction are located as close to the site of the original planting as possible.

2. Memorial Benches

- Bench Donation – A minimum donation of \$3,000.00 is requested to establish a memorial bench. The donation covers the cost to purchase and assemble the bench, provide a brass plaque, and provide for future maintenance costs.
- Installation Time – Bench donations are to be finalized with the donor 4 months in advance.
- Installation Site – The site of the bench is selected from the list provided by the Associate Director of Grounds & Gardens. Sites are selected to complement established landscape guidelines, and avoid future university building sites and campus utilities.

- Bench – The bench is made of teak and purchased from the manufacturer unassembled. The bench is 6 feet in length. The style of bench is in keeping with those already on campus.
- Bronze Plaque – The plaque size used on the benches is 1.5”x3”. The text of the plaque is limited to 4 lines dependent upon engraver approval. The Associate Director of Grounds & Gardens is responsible for approving all working requests on plaques.
- Moving a Bench – Benches that are moved because of utility or building construction will be located as close to the original site as possible.

IV. Approval, amendment, and guidance:

This policy was approved by the Associate Vice President of Facilities Management. The Associate Director of Grounds & Gardens interprets this policy and is directed to review this policy periodically to ensure continued effectiveness.



Van Dobson, P.E.
Associate Vice President
Facilities Management

