

**ROGUE COMMUNITY COLLEGE
GENERAL INFORMATION AND
ADMINISTRATIVE PROCEDURES**

Procedure: **DONATION/NAMING PROCEDURE FOR MEMORIAL
TREE OR BENCH (AP-070)**
Contact: Foundation, Ext. 7327

Adopt-a-Tree Procedure

- The most readily available and preferred form for memorials -- a sign -- consistent with current RCC signage standards, will be placed in front of an existing tree in memory of a person of the donor's choosing.
- The plaque will read similar to: "The care of this tree is being provided by Mrs. Jane Doe in memory of her husband, Mr. John Doe."
- A list of existing trees available for adding a memorial sign to, will be given to the donor, including the level of donation necessary.
- The most historic, regal, significant, and long-lived the tree, the higher the level of donation required.
- Adopted trees are named for the life of the tree and will only be replaced if it dies within five years of the adopting date.

Memorial Tree Procedure

- The person in whose memory the tree will be planted must be deceased.
- A minimum of \$300 is required for each memorial tree. (This number will need to be addressed with each request, as it must cover all costs).
- Each memorial tree will be identified by a small sign, consistent with current RCC signage standards, for the person in whose memory the tree was planted.
- Memorial trees are named for the life of the tree and will only be replaced if it dies within five years of the planting date.

Memorial Bench Procedure

- The person in whose memory the bench will be created must be deceased.
- A minimum of \$1,200 is requested for each memorial bench. (This number will need to be addressed with each request, as it must cover cost).
- Benches will be metal, welded, and powder-coated only and have a memorial plaque mounted on them that state the name of the person in whose memory the bench is donated.
- RCC will reserve the absolute right to decide on the type of bench and its placement on the grounds.
- A reasonable attempt will be made to repair vandalized benches; however, they are not replaced if destroyed by vandalism or if they have been stolen.

All tree and bench locations will be finalized and approved by the Facilities Department and subject to the College's Master Plan.