

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: V:01:03**

**Date: June 2009**

**REVISION DATE: June 2021**

**SUBJECT: Guidelines for Honor/Memorial for Trees and Benches**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE:**

This policy establishes the guidelines and procedures for the honor/memorial tributes program.

**POLICY:**

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

JSU Office of University Development 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 trees/tributes will be reviewed and approved by the after receiving a recommendation from the Campus Beautification Committee:

- Executive Director - JSU Foundation
- Director –Capital Planning & Facilities
- VP – University Advancement

Written requests for benches will be reviewed the President and approved by the Board of Trustees after receiving a recommendation from the Campus Beautification Committee:

- Executive Director - JSU Foundation
- Director –Capital Planning & Facilities
- VP – University Advancement

Maintenance/installation of benches/trees will be under direction of Capital Planning & Facilities.

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 tribute bench, in a university-selected style, will be installed by Capital Planning & Facilities.

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

Applicable naming plaques will normally be installed on or near tribute at discretion of Capital Planning & Facilities.

Trees will be planted at the discretion of Capital Planning & Facilities.

If a tree should die, the university may replace at the direction of the Capital Planning & Facilities.

Memorial tree:           \$ 1,500 --- 2" Caliper 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:       \$ 3, 000 --- 5' bench on concrete pad w/landscaping  
                              \$ 4, 000 --- 5' bench on concrete pad w/landscaping and decorative  
                              tree

**Responsibility:**

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

**Evaluation:**

This policy will be reviewed at least every five (5) years.