



**Oregon State**  
University

## Memorial Bench, Tree, and Landscape Enhancement Gift Policy

### Scope

This policy applies to memorial benches, memorial trees, and landscape enhancement gifts on Oregon State University's Corvallis campus.

### Policy Statement

This policy establishes guidelines for a consistent decision-making process related to the acceptance, placement and long-term maintenance of requests for memorial benches, memorial trees, and landscape enhancement donations on the Corvallis campus.

### Reason for Policy

To ensure consistency for memorials and landscape elements on the Corvallis campus, this policy and the following procedures have been developed.

### Procedures

#### *Memorial Bench*

1. Requests for memorial benches should be made to the OSU Foundation. The OSU Foundation will contact with the OSU Landscape Manager regarding the request. The Landscape Manager approves and manages requests for memorial benches on the Corvallis campus in the memory/honor of a member of the faculty, students, staff, alumni, or other individuals connected with the university.
2. The university will solely make the determination of whether an additional bench is needed on campus and will be under no obligation to install a memorial bench if no need exists.
3. Facilities Services will partner with staff from the Oregon State University Foundation on the purchase and installation of the memorial bench on the Corvallis campus.
4. The OSU Landscape Manager, in consultation with University Land Use Planning, will determine bench location. The location of benches may be changed in the future at the discretion of the University.
5. The university will determine all aspects of the physical bench (composition, size, style, etc.). The physical bench will be consistent with OSU Design and Construction Standards for Site Furnishings.
6. Benches will be installed per campus standards.
7. Each installation may include one commemorative brass plaque. Plaques will be installed in the concrete pad. The plaque must meet specific guidelines in size, shape, and wording and must be approved by University Relations and Marketing. Donors can arrange a dedication ceremony or other event with approval of a Campus Grounds Use permit <https://lasells.oregonstate.edu/campus-grounds-use>.

8. Memorial benches are the exclusive property of the university. Benches will receive the same level of maintenance and care as other university assets and may be relocated at a future date due to changing campus needs. Repair of benches is a part of campus maintenance and is funded through the usual channels for such work.
9. When the University determines that the bench is no longer of acceptable condition for continued use, the University is under no obligation to replace the bench or to move the plaque to another bench.
10. **The donation required for a memorial bench is in the attached table, made payable to the Oregon State University Foundation.** The university will not begin any efforts to purchase or install a memorial bench until the entire gift is funded.
11. Related costs of the memorial bench will be charged to OSU index FS2210 for reimbursement from OSU Foundation project # 4100-869050 Campus Improvements and Maintenance Fund.

#### *Memorial Tree*

1. Requests for memorial trees should be made to the OSU Foundation. The OSU Foundation will contact with the OSU Landscape Manager regarding the request. The Landscape Manager approves and manages requests for gifts of tree planting on the Corvallis campus in the memory/honor of a member of the faculty, students, staff, alumni, or other individuals connected with the university.
2. The OSU Landscape Manager or designee will select an appropriate tree species and location for planting, as well as determine the appropriate timing for planting.
3. The Landscape Manager will coordinate the installation and maintenance of the memorial tree and will notify the donor of its location.
4. Neither plaques nor commemorative markers are permitted for memorial trees, although donors can arrange a dedication ceremony or other event with approval of a Campus Grounds Use permit <https://lasells.oregonstate.edu/campus-grounds-use>.
5. The memorial tree becomes the property of the University, and the University does not guarantee the perpetuation of the tree. The tree may be removed if it becomes diseased, damaged, vandalized or if there are changing campus needs.
6. The campus will not formally record the memorial.
7. **The donation required for a memorial tree is noted in the attached table, made payable to the Oregon State University Foundation.** The donation includes the purchase, delivery, and installation of a tree. The university will not begin any efforts to purchase or plant a memorial tree until the entire gift is funded.
8. Related costs of the memorial tree will be charged to OSU index FS2210 for reimbursement from OSU Foundation project # 4100-869050 Campus Improvements and Maintenance Fund.

*Contribution to OSU Landscape Enhancement*

1. The campus encourages donations for landscape enhancements. This category is limited specifically to landscape improvements.
2. Financial donations can be made to the OSU Foundation for discretionary funding of landscape enhancements on the OSU Corvallis campus by the OSU Landscape Department.
3. The OSU Landscape Manager or designee will select appropriate projects, vegetation, and location(s) for enhancement, as well as determine the appropriate season for planting.
4. The landscape enhancements become the property of the University, and the campus staff cannot guarantee the perpetuation.
5. The campus will not formally record the memorials/donations but will maintain a website of contributors.
6. **Landscape enhancement fund donations can be in any amount, made payable to the Oregon State University Foundation.**
7. Related costs of the landscape enhancements will be charged to OSU index FS2210 for reimbursement from OSU Foundation project # 4100-869050 Campus Improvements and Maintenance Fund.

Donation Required

The donation amount required for memorial benches and memorial trees is reviewed every two years and updated to reflect current pricing.

**Updated January 2023**

Memorial Benches	\$8,000
Memorial Tree	\$3,000