

# Northwest Missouri State University

## Procedures Manual

**Chapter** Facility Services

**Section** Arboretum, Northwest

### I. Background

Over the years, graduating classes, friends of the University and groundskeepers helped the Northwest campus earn the distinction of state arboretum.

### II. Policy

Anyone can participate in the Northwest Arboretum by dedicating a Commemorative Tree on campus and providing for its maintenance.

A form for this purpose accompanies this policy. Checks may be made payable to Northwest Foundation – Arboretum and returned to the Director of Arboretum.

Arboretum publications are available at the Mabel Cook Recruitment and Visitors Center, or at the Student Services Center in the Administration Building. Additional information is available on the Northwest website at <http://www.nwmissouri.edu/arboretum/index.htm>.

# Northwest Missouri State University Procedures Manual

## Commemorative Tree Program

*An arboretum is a place to grow and study trees.*

You can participate in the Northwest Missouri State University Arboretum by dedicating a Commemorative Tree on campus and providing for its maintenance. The Northwest Arboretum is a beautiful and natural place to commemorate a special person or occasion with a tree. A living tree honors your special person or event and produces many benefits, both tangible and intangible for the campus and for the environment during its lifetime.

A gift of \$300 pays for a Commemorative Tree, an identifying plaque placed near the tree, and assists with maintenance over its lifetime. You also receive a handsome commemorative plaque. Landscape Services must approve all trees and planting sites based on the Arboretum master plan and on tree and site characteristics. Your input on tree selection and planting location is welcome. Your gift will be recognized on the Arboretum website.

Commemorative Tree Groves and Groves with benches are available for larger gifts. Contact the Arboretum Director (Ext. 1473) for further information about these limited opportunities.

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### ***Commemorative and Adopted Tree Application***

\_\_\_\_\_ I would like to plant a Commemorative Tree in honor of \_\_\_\_\_

or in memory of \_\_\_\_\_

\_\_\_\_\_

My Name

(\_\_\_\_) \_\_\_\_\_

Telephone

\_\_\_\_\_

Address

\_\_\_\_\_

e-mail address

\_\_\_\_\_

City, State, Zip Code

Information about the person or event to be commemorated: \_\_\_\_\_

\_\_\_\_\_

Proposed species and location \_\_\_\_\_

\_\_\_\_\_

Make check payable to *Northwest Foundation – Arboretum* and return to the Arboretum Director at Facility Services.