

OAKLAND UNIVERSITY

ADMINISTRATIVE POLICIES AND PROCEDURES

460 COMMEMORATIVE GIFTS – TREES / BENCHES

SUBJECT:	COMMEMORATIVE GIFTS – TREES / BENCHES
NUMBER:	460
AUTHORIZING BODY:	STRATEGY COUNCIL
RESPONSIBLE OFFICE:	UNIVERSITY ADVANCEMENT
DATE ISSUED:	APRIL 1998
LAST UPDATE:	SEPTEMBER 2021

RATIONALE: Certain areas on Oakland University's (University) campus are designated, for the placement of a tree/bench in honor/memorial of individuals (faculty, staff, students, alumni and friends) from or affiliated with the University community, with the approval of the Facilities Management Department.

POLICY: Individuals or groups from the University community may donate funding for a tree/bench through coordination with University Advancement and the Associate Vice President for Facilities Management (AVPFM) or their designees in honor/memory of individuals from or affiliated with the University community.

SCOPE AND APPLICABILITY: This policy applies to all internal and external University individuals or groups (faculty, staff, students, alumni and friends).

DEFINITIONS:

PROCEDURES:

Cost: The required donation for a tree/bench will be determined on a bi-annual basis through consultation with the Director of Annual Giving and the AVPFM or their designees. The Vice-President for University Advancement will approve the

required donation for this type of honorarium/memorial. The donation must cover maintenance, tree/bench replacement, a common plaque and upkeep.

Selection and Placement: The donor must select a tree/bench in accordance with University plans and in coordination with the Director of Annual Giving who will coordinate with the AVPFM or their designees in determining placement of the tree/bench.

RELATED POLICIES AND FORMS:

APPENDIX: