

# Commemorative Tree Request Form

Lewis-Clark State College

This form may be completed by/for those interested in planting a tree on the Lewis-Clark State College campus in Lewiston, Idaho, in recognition or commemoration of a person, group, event, or organization directly affiliated with LC State or its established traditions, per the LC State Commemorative Tree Program Policy. This request should be completed and returned well before the dedication event deadline, recognizing that 2 to 6 months are required for tree ordering and/or plaque preparation, and trees will only be planted during optimal seasonal conditions.

*Note: All requests for commemorative trees will be reviewed by the LC State Arboretum Committee. If the request does not fit the LC State Commemorative Tree Program Policy, the request to have the tree added to the LC State Arboretum will be denied.*

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Donor Phone Number: \_\_\_\_\_

Donor eMail: \_\_\_\_\_

Name of Person/Group being recognized: \_\_\_\_\_

\_\_\_\_\_

Affiliation to LC State: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tree location:** Recommendations for tree location are taken. The exact location will be determined by the LC State Physical Plant and/or the LC State Arboretum. They base the location on the tree species, master plan of the Arboretum, and the Campus Master Plan.

Suggested Tree Location (optional): \_\_\_\_\_

\_\_\_\_\_

**Tree species:** Recommendations for tree species are taken. The exact species to be planted will be determined by the LC State Physical Plant and/or the LC State Arboretum. They base the tree species selection on potential location, the recommended trees in the Tree Care Plan, availability of species from supplier, and our regional hardiness zone.

Suggested Tree Species (optional): \_\_\_\_\_

\_\_\_\_\_

**Tree Plaque:** LC State will work with the donor to ensure correct spelling of the name and there is a line for personalized text. Text selections for the plaque must follow LC State standards and guidelines concerning content, titles, font, & punctuation, and will be reviewed, edited, and approved by the LC State Arboretum Committee.

Suggested Plaque Wording: \_\_\_\_\_

\_\_\_\_\_