

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: COMMEMORATIVE GIFTS – TREES/BENCHES

NUMBER: 460

AUTHORIZING BODY: PRESIDENT'S CABINET

RESPONSIBLE OFFICE: DEVELOPMENT, ALUMNI AND COMMUNITY ENGAGEMENT,
ANNUAL GIVING

DATE ISSUED: APRIL 1998

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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 Development, Alumni and Community Engagement 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 Development, Alumni and Community Engagement 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:

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