



IOWA STATE PARKS, RECREATION AREAS, AND STATE FORESTS MEMORIAL TREE PROGRAM

Terms and Agreement

1. Memorial trees will be maintained by park staff for two growing seasons. Maintenance will include watering, growth support such as staking or fencing, and pruning.
2. DNR will not be held responsible for loss or damage to the tree.
3. Donors are asked to choose an Iowa native tree from the provided list attached. Should their desired species of tree not be listed below, they will need to obtain approval from park staff prior to the tree purchase.
4. DNR is responsible for the final selection of species and location of the tree to be planted. Every effort will be made to accommodate the donor's choice of location. If the location choice is not available, the donor may withdraw the donation request.
5. Tree planting will occur between April 15- June 16 or September 15- October 15.
6. All memorial recognition will be done using a recognition plaque. Plaques are optional. Recognition plaques will be purchased using DNR-selected standards. Please refer to the memorial tree request form regarding recognition wording options. Plaques can be purchased from the vendor of the donor's choosing, or may be left up to staff discretion, but must abide by the following standards:
 - a. Plaques will be mountable to a concrete base.
 - b. Plaque size must be at minimum 8" x 6" and maximum 12" x 12".
 - c. Italicized, scripted, and highly oblique fonts shall not be used. Sans Serif fonts are suggested for use.
 - d. Plaques will not include photos, dates, or quotes.
 - e. Plaques must consist of metal (i.e. bronze, steel, aluminum, etc.). Plastic, wood, concrete, or stone plaques are not permitted.
7. Donors are responsible for all costs associated with the purchase of the tree including the recognition plaque, concrete base for plaque, tree staking, and mulch. Park staff may decline the use of stakes and mulch if they have supplies on hand that wish to be used or believe the tree does not need staking and/or mulch. Park staff are responsible for working with the donor on the order to ensure standards are met. Currently, there are two options for payment:
 - a. Donor gives check to DNR for donation and DNR places the order. In this case, an expense reduction would occur. The donor will give the check to local DNR staff. The donor must note on the check that it is for a tree purchase (not a general donation). Park staff will note what accounting string they are purchasing the tree with when sending in the donation.
 - b. Donor purchases and pays for donation directly to the vendor. Once the donor receives the materials, then it can be donated to the DNR.
8. No work will commence until all project approvals have been obtained and all materials have been purchased.
9. If the tree dies, the donor will be notified and may elect to replace the tree at their expense. There is no obligation of the DNR or the donor to replace the tree.
10. Landscaping and placement of objects, including but not limited to, flowers (real or artificial), lights, and flags by the donor or other park visitors is prohibited at the tree location.
11. All decisions of the DNR with regard to this memorial tree program will be final.

I have read the Memorial Tree Program Terms and Agreement thoroughly and understand all terms and conditions. My signature below constitutes my acceptance of all of the terms and conditions set forth herein.

Signature

Date

Printed Name

IOWA STATE PARKS, RECREATION AREAS AND STATE FORESTS
MEMORIAL TREE FORM

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Park, Forest, Rec Area Name: _____

Preferred Location:* _____

*DNR reserves the right to determine final placement of donation

Plaques are not required. Please check the appropriate box indicating if a plaque is desired.

No, I do not wish to include a plaque

Yes, I wish to include a plaque

Please check the appropriate box indicating desired wording on plaque.

In Honor Of

Dedicated To

Donated By

Please specify the person(s) or organization in whose memory/honor donation is being made. (Note, lengthy names may result in a smaller font being used.)

FOR STAFF USE ONLY

Application Type: New Renewal

Date of Planting: _____

Archaeological Clearance Needed: Yes No

Sovereign Lands Permit Needed: Yes No

Date Donation Submitted for NRC Approval: _____

ORDER INFORMATION

Tree Cost: _____

Plaque Cost: _____

Concrete Base Cost: _____

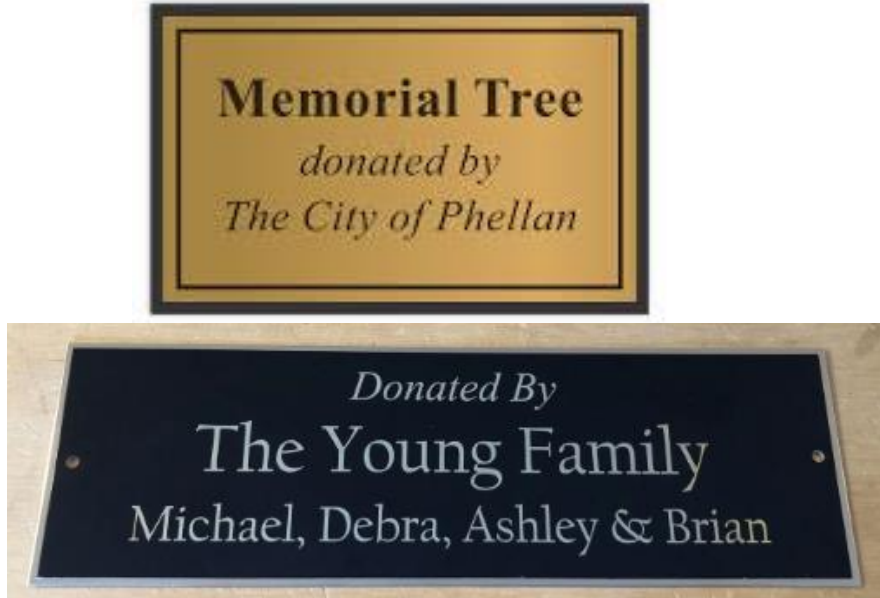
Tree Stakes Cost: _____

Mulching Cost: _____

Other Costs: _____

TOTAL DONATION AMOUNT: _____

MEMORIAL PLAQUE OPTIONS



MEMORIAL TREE LIST

Approved State Wide:

- White Oak
- Red Oak
- Chinkapin Oak
- Pin Oak
- Bur Oak
- Baldcypress
- Kentucky Coffeetree
- Hackberry
- Norway Spruce
- White Pine
- Honey Locust (Seedless, thornless variety)

Trees Recommended to Avoid:

- Maple
- Aspen
- Hybrid Poplar
- Cottonwood
- Basswood
- Hickory