



Donor Tree Program

Planting a tree in honor or in memory of the people we love, or to recognize those who positively influence our lives, is a centuries old tradition. The Raleigh Parks, Recreation and Cultural Resources Department is proud to offer our citizens the opportunity to create these living tributes. The first step is to read the Donor Tree Program guidelines then mail, or e-mail a request form to:

City of Raleigh Parks, Recreation and Cultural Resources
ATTN: Ashley Deans, Resource Development Manager
PO Box 590
Raleigh, NC
27602

OR: Ashley.deans@raleighnc.gov

1. Our best effort will be made to plant the tree in your desired location; however, Raleigh Parks, Recreation and Cultural Resources reserves the right to determine the final location, the appropriateness of the species, and the costs associated with the planting.
See Attachment A- Costs associated with a Donor Tree
2. Trees will be chosen based upon site conditions such as soil composition, soil moisture, light availability and distance to surrounding infrastructure. Trees proposed for an honor planting must be selected from the approved list of species.
See Attachment B- List of approved species
3. The final location will be determined at the discretion of the Urban Forester. Trees must be planted on municipal land. For the purpose of this policy, municipal land means any city owned, maintained, and/or controlled property.
4. Raleigh Parks, Recreation and Cultural Resources cannot guarantee that a Donor Tree will not be removed in the event that a Park Master Plan or other construction dictates landscape changes.
5. Donor trees will become City of Raleigh property and therefore we will be responsible for all care and maintenance.
6. Following the submission of the request form, a City of Raleigh Parks, Recreation and Cultural Resources Arborist will assess the proposed site and make a decision on the proper species, size, and site. The applicant will be contacted to finalize arrangements.



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7. Raleigh Parks, Recreation and Cultural Resources will put forth its best effort to ensure that the donor tree is properly maintained during the period of establishment. We cannot, however, insure the tree against acts of vandalism or failure as a result of environmental conditions.
8. Raleigh Parks, Recreation and Cultural Resources will provide one replacement donor tree within 1 year of initial planting, at or near the original planting site, at no cost to the applicant. We will attempt to replace the tree with the same size and species; however, we reserve the right to plant an alternative species and/or size.
9. Donor trees will be planted by the Raleigh Parks, Recreation and Cultural Resources staff in the spring and fall seasons. To receive consideration for spring planting, a request form must be received no later than February 10th. To receive consideration for fall planting, a request form must be received no later than September 10th.
10. For an additional donation, a plaque can be purchased and placed in front of the donor tree. Plaques will be provided and installed by Raleigh Parks, Recreation and Cultural Resources staff. Proposed wording is subject to approval (20 word max). Your donation will procure one plaque. After the plaque is no longer aesthetically pleasing, it will be removed and can be replaced for an additional donation. We cannot, however, insure the plaque against acts of vandalism or failure as a result of environmental conditions.
See Attachment C- Plaque description
11. Applicants may elect to purchase a donor tree without a plaque. **All** donor trees will come with a certificate containing the following information: tree species, general description of where the tree was planted, acknowledgement of the person being honored, date of the tree planting.
12. A copy of the tree planting certificate will be on file in the Parks, Recreation and Cultural Resources Department for future reference. In addition, a comprehensive list of all donor trees with the location and name of the honoree will be maintained.



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Attachment A- Costs associated with a Donor Tree

Deciduous Trees

(Size measured in inches of diameter)

<u>Size</u>	<u>Cost per Tree</u>
<i>7 gallon Containerized Tree</i>	<i>\$50.00</i>
<i>20-25gallon Containerized Tree</i>	<i>\$175.00</i>

Donor Plaque; add \$150.00 to the price above.



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Attachment B- List of approved species

Small to Medium Maturing

Serviceberry- *Amelanchier grandiflora*

A deciduous small tree with attractive white spring blossoms. This tree provides year-round interest in the landscape

Eastern Dogwood- *Cornus florida*

This tree has beautiful white blossoms and is native to North Carolina.

Native Fringetree- *Chionanthus virginicus*

Also called "Old Mans Beard" because of its showy and delicately fragrant white flowers

Chinese Fringetree- *Chionanthus retusus*

Pure white fragrant flowers hang four inches long and appear to cover the tree with snowy white cotton.

Japanese Snowbell- *Styrax japonicus*

Leaves are perched on the ends of the stems so as to show off the white bell- shaped blooms.

Witchhazel- *Hamamelis virginiana*

In the fall, leaves turn a gorgeous yellow and fragrant yellow flowers bloom.

Eastern Redbud- *Cercis canadensis*

This tree features showy magenta flowers in the summer and dark red buds in the winter.

Silverbell- *Halesia tetraptera*

One of the best native trees for shady habitats. White Bell- shaped flowers emerge in April and persist for 2 weeks.

Flowering Cherry- *Prunus serrulata*

These trees are valued for latticed bark and showy blooms in the spring.

Saucer Magnolia- *Magnolia soulangiana*

Fuzzy green buds in winter and bright white blossoms, with a pink center, in the summer.



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Large Maturing

Oak tree- *Quercus*

A wonderful tribute in "The City of Oaks", we offer many varieties.

Red Maple- *Acer rubrum*

The leaves turn a vibrant shade of red in the fall.

Southern Magnolia- *Magnolia grandiflora*

This tree has large beautiful white aromatic flowers.

Tupelo- *Nyssa sylvatica*

The nectar of these flowering trees is prized by beekeepers and its brilliant red fall color makes it appealing to everyone.

Princeton Sentry Elm- *Ulmus Americana 'Princeton'*

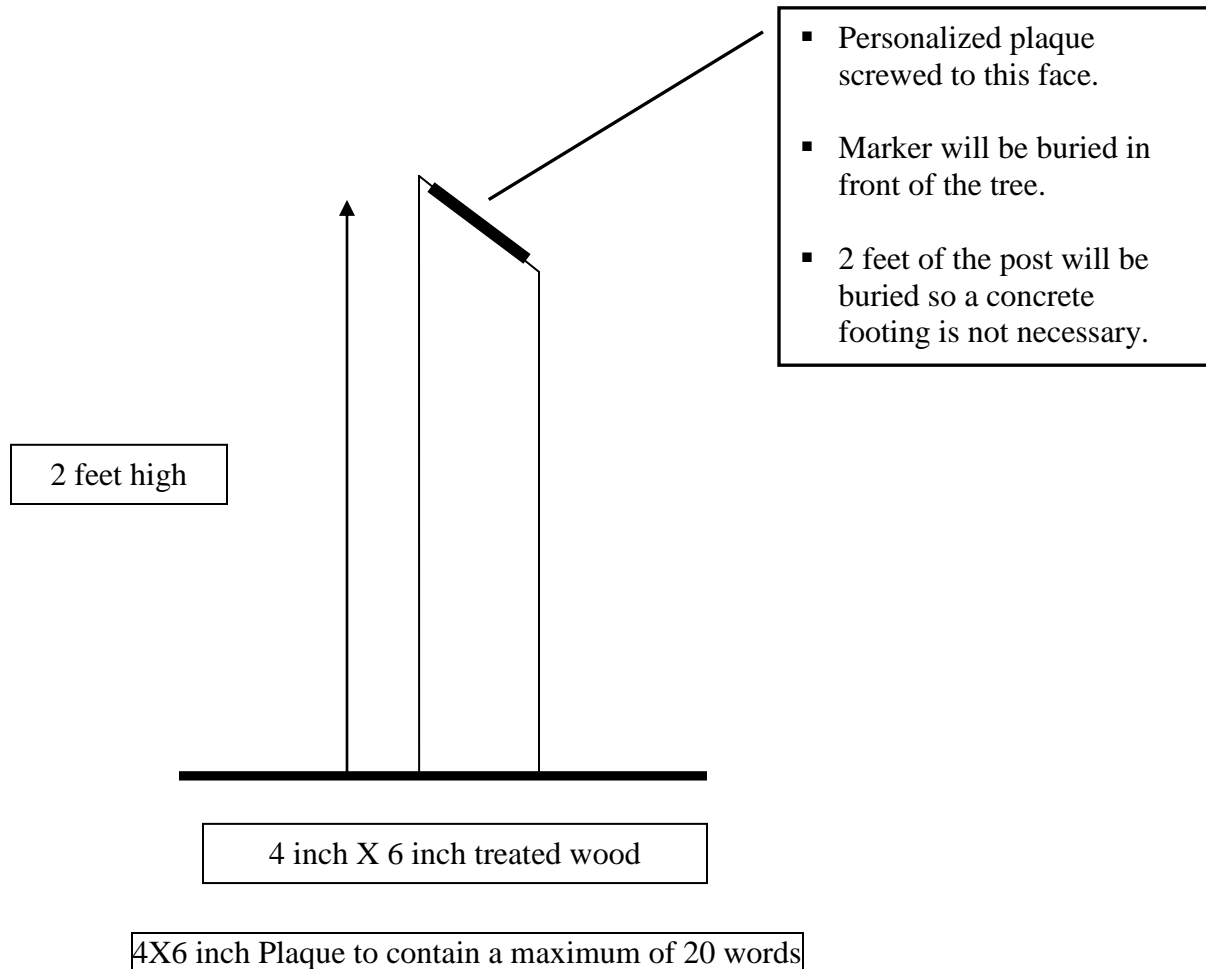
In cultivation since the 1920s, these shade trees are self-pruning and ideal for street plantings.

Ginkgo- *Ginkgo biloba*

Its Latin name means "living fossil". This species dates back 270 million years.

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Attachment C- Plaque description





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Donor Tree Request Form

With a donation, Raleigh Parks, Recreation and Cultural Resources will plant a tree on municipal lands in honor or in memory of your loved one, friend, or co-worker. This tree will serve as a living and growing memorial while helping Raleigh Parks, Recreation and Cultural Resources continue to create a healthier more sustainable Raleigh. All trees are purchased via donations.

We will send a personalized card to inform recipients that you have made a gift to plant a tree in their name or you can elect to have a plaque erected for an additional cost.

Date of Contact: _____

Planting Requested by: _____

Telephone: _____

Alternate Telephone: _____

E-mail Address: _____

Species Requested: *Please suggest 3 species of trees that you prefer.*

1. _____
2. _____
3. _____

Location Requested: *Please suggest 3 planting locations throughout Raleigh that you prefer.*

1. _____
2. _____
3. _____

Size Requested: _____

Number of Trees Requested: _____

Donor Plaque: _____ Yes _____ No

**please note a donor plaque is an additional cost*



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Plaque Text: (Inscription may include 6 lines of text, up to 24 characters per line including space)

Commemorative Card Information: Please check one and write in the designated name.

In Memory of: _____
 In Honor of: _____

I, _____ have read and understand the City of Raleigh Parks, Recreation and Cultural Resources Donor Tree Program Guidelines.

Signature _____ **Date** _____

Method of Payment
 Check (Make payable to City of Raleigh)

Mail to:
Ashley Deans
City of Raleigh Parks, Recreation and Cultural Resources
PO Box 590
Raleigh NC 27601
Phone: (919) 996-4810
Email: ashley.deans@raleighnc.gov