

# Commemorative Tree Program Guidelines

A commemorative tree is a thoughtful and lasting legacy to a person or an event that occurs in the lives of individuals, families or friends. The following are guidelines that will allow the interested party to enjoy the tree while creating a positive impact on the city.

1. Civic Works and Park Conservation staff will assist in choosing an appropriate tree.
2. The location of the commemorative tree will be determined by the party's suggestions and by the needs of the City.
3. There are two levels of funding for this program: Level One is for flowering trees at a cost of Two Hundred Fifty Dollars (\$250); Level Two is for the majority of shade trees found in the City at a cost of Three Hundred Dollars (\$300). These costs reflect the costs incurred by Civic Works for acquiring and planting the tree.
4. Information regarding the tree donor, (anonymous donors are accepted), location and the date the tree is planted will be printed on a certificate and recorded in a special book that will be on view at Civic Works. No plaques or tags are allowed in the area where the tree is planted.
5. The maximum size tree that can be planted, which will have the best chance of survival is 2-2.5 inches caliper. Caliper is the diameter of the tree measured at 6 inches above the ground.
6. Planting will only be done during the fall months, as this has been shown to be the best time for tree planting in Baltimore.
7. Check should be made payable to Civic Works with a notation that the donation is for the commemorative tree program.
8. Staple check to the front of this form.

The donor will receive a certificate as a permanent record of the commemorative tree and as a token of Civic Works' appreciation.

# Commemorative Tree Program Donation Form

Name of Individual or Event to be Commemorated: \_\_\_\_\_

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

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

City, State, Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Donation: \$ \_\_\_\_\_ Make checks payable to Civic Works  
(A donation of \$250 to \$300 will include the purchase of a tree and installation)

Mail completed form with your donation to: Civic Works, Inc.  
2701 St. Lo Drive  
Baltimore, MD 21213