

HONORARY AND MEMORIAL GIFT PROGRAM

Planting a tree or dedicating a bench on Iowa City Community School District property is a beautiful way to honor a loved one and provides a gift to the school community. The district welcomes requests to honor or provide a memorial to an individual or group.

Planting a Tree:

1. The Director of Facilities and the Grounds Manager and IPM Coordinator manage requests for gifts of tree planting on District grounds.
2. The Grounds Team will help the donor select an appropriate species and an appropriate location.
 - a. The district cannot guarantee a specific location or campus for the donated tree and reserves the right to plant the tree in a location best suited for the district.
3. Grounds will coordinate the installation and maintenance with the grounds operation.
4. Neither plaques nor commemorative markers are permitted. Plaques may only be installed as part of a memorial bench, which can be given in association with a tree; however, a joint location cannot be guaranteed.
5. Ceremonies for a dedication must be coordinated through the Director of Community Relations
6. The tree becomes the property of the district.
 - a. The district cannot guarantee the perpetuation of the tree.
 - b. The district reserves the right to relocate or remove the tree if necessary due to organizational need or environmental (or other health/safety related) concern.
7. The donation required for a memorial tree is \$250.00 payable to the Foundation for Iowa City Community School District
 - a. This donation covers the cost of the tree, installation of the tree and upkeep of the tree.
 - b. Trees will not be planted until the \$250.00 is received.

Donating a Bench¹

1. The Director of Facilities and Grounds Manager and IPM Coordinator manage requests for gifts of a bench on District grounds.
2. Upon receiving a request to donate a bench, the Grounds team will work closely with the donor to identify a suitable location that is appropriate to the individual being honored and that conforms to the district's landscape plan. The district will solely make the determination of whether an additional bench is needed on the specific campus and will be under no obligation to install a bench in a specific location if no need exists.
3. The Grounds team will collaborate with the donor on the design of the bench; however, the district retains final independent authority on all aspects of the physical bench (composition, size, style, etc.).
 - a. Donors may not provide their own bench for installation.
4. Benches will be installed on an appropriate foundation per campus standards.

¹ Individuals may opt to donate a rock rather than a bench; however, the remainder of the policy including costs and overview on selection by the Grounds team remain the same.

5. Each bench may include one commemorative plaque. The maximum size of a plaque is 8" x 2". Each sign will accommodate 3 lines of text with 18 characters Maximum per line. (including spaces). Plaque messages must abide by all District policies including the guidelines of the District's Non-Discrimination policy.
6. The donation required for a memorial bench is \$1,500 made payable to the Foundation for Iowa City Community School District. The District will not begin any efforts on purchasing or installing a gifted bench until the entire donation is received.
7. Benches are the exclusive property of the School District. Benches will receive the same level of maintenance and care as other District assets.
 - a. Benches may be relocated at a future date due to changing campus needs.
 - b. When the District determines that the bench is no longer of acceptable condition for continued use, the district may remove the bench and is under no obligation to replace the bench or to move the plaque to another bench.
8. Ceremonies for a dedication must be coordinated through the Director of Community Relations.

Making a Donation

Requests for honorary/memorial benches and/or honorary/memorial trees should be directed to the Foundation for Iowa City Community School District. All requests must align with District policies, including but not limited to the District's Non-Discrimination Policy 102.E2 . Donors should complete the Tree or Bench Donation Form at the end of this Policy.

Donations for trees may be taken any time of the year; however, they will only be planted during tree planting season. Donations for trees received from June-October will be planted in September or October. Donations for trees received from November-May will be planted in April or May.

Benches are installed June-October. Donations for benches must be received by March for the next season's placement.

Memorial activities may include:

1. **Yearbook:** Should a current student or school staff member pass away anytime during the school year, the yearbook staff will treat the death in a tasteful, respectful manner. The portrait of that individual will appear as it would under normal circumstances, with the appropriate section's portraits. Pages covering sports, academics, or activities that have already been published may also feature the individual.
2. **Graduation Recognition:** One symbol honoring all deceased members of a graduating class, such as a plant or bouquet of flowers, may be present on stage. If a student passes away while in high school, an honorary diploma for deceased members of a graduating class may be presented to a family member if coordinated with the family. A member of the school administration can direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.

3. Spontaneous Memorials: In the aftermath of the death of a student or staff member, spontaneous memorials such as placing items by a student's locker or desk may be appropriate until after the funeral. The building administrator will monitor and manage spontaneous memorials.

Prohibited Memorial Activities:

1. Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from district co-curricular events or contests cannot be donated to agencies for memorialization. Utilizing formal all-school or school-wide events, including Commencement, Homecoming festivities, Prom, and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside the school day and off district campus.
2. Utilizing formal all-school or school-wide events, including Commencement, Homecoming festivities, Prom, and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside the school day and off district campus.
3. School Yearbooks are not dedicated to the memorialization of deceased persons.
4. Formal, school-wide recognition of anniversary dates will not occur. If the death of a student or staff member occurred in a public location accessible by community members, such as a crash site, district staff will not provide memorial monitoring.

Tree Donation Form

Donor Information:

Name: _____

Address: _____ City, State & Zip: _____

Phone #: _____ Email: _____

Tree Information:

This Tree is:

- In Memory of
- In Honor of
- To Celebrate

Person or Event: _____

From: _____

How To Donate:

- Please draft a \$250.00 check payable to the Foundation for Iowa City Community School District.
- Mail form, along with your \$250 donation to:
 - Tree Donation
 - % Director of Facilities
 - Iowa City Community School District
 - 1725 N Dodge
 - Iowa City, Iowa 52245

Bench Donation Form

Donor Information:

Name: _____

Address: _____ City, State & Zip: _____

Phone #: _____ Email: _____

Bench Information:

This Bench is:

- In Memory of
- In Honor of
- To Celebrate

Person or Event: _____

From: _____

Plaque Inscription:

Line 1: _____ (18 characters max, including spaces)

Line 2: _____ (18 characters max, including spaces)

Line 3: _____ (18 characters max, including spaces)

How To Donate:

- Please draft a \$1,500.00 check payable to the Foundation for Iowa City Community School District.
- Mail form, along with your \$1500 donation to:
 - Bench Donation
 - % Director of Facilities
 - Iowa City Community School District
 - 1725 N Dodge Street
 - Iowa City, Iowa 52245