

North Newton Township Park Memorial Tree Policy

It is the policy of North Newton Township to accept donations for the purpose of maintaining and planting trees within North Newton Township Park, 528 Oakville Road, Shippensburg, PA to memorialize a departed family member or friend. All donations shall be in compliance with the following:

- A. Donations for Memorial trees will be accepted only for the purpose of purchasing and planting of trees approved by the Township.
- B. The donor shall be responsible for pre-payment of the tree and the plaque as set forth below.
- C. Existing trees may be chosen for memorial purposes at the rate of \$125 plus the cost of the memorial plaque.
- D. Placement and species of new trees are subject to approval of the Township Board of Supervisors. New trees agreed upon by the donor and the Township may be purchased by either the donor or the Township. The entire cost of any memorial tree purchased by the Township at the request of a donor shall be the donor's financial responsibility to pay in advance of purchase by the Township upon presentation of a quote.
- E. Standard memorial plaques shall be used to promote consistency in cost, size, type and mounting, with plaque language approved by the Township. Photo-etching is available, if desired.
- F. The entire cost of the plaque will be the responsibility of the donor and is payable in advance of ordering. The donor will have opportunity to review and approve the wording prior to placement of the order.
- G. The Township does not guarantee tree survivability. Any dead tree which is chosen as a memorial will be replaced by the Township as funding is available.
- H. A ceremony or gathering at the time of placement of the plaque is permitted, but must be arranged in advance with the Township.
- I. Donor must complete a Memorial Tree Application for consideration by the Township.

Date Adopted 5/3/2011 by the North Newton Township Board of Supervisors

North Newton Township Park Memorial Tree Application

Applicant/Donor Name: _____

Applicant/Donor Address: _____

Applicant/Donor Phone No. _____

MEMORIAL TREE INFORMATION

Choice of Memorial Tree: New Tree or Existing Tree (Circle One)

If a new tree is requested, will it be supplied by the donor or purchased by the Township?

Choice of Species & Location of Tree: _____

Plaques are 4" x 6" Holly Bronze plate with 3" x 5" imprint area or 5" x 8" Holly Bronze plate with 3 3/4" x 6 3/4" imprint area. All plaques are mounted on a concrete base. Length of inscription are subject to space allowed and content is subject to approval of the Township.

Plaque Inscription as follows or attached:

Photo-Etching is available upon request.

A quote for the cost of the tree and plaque complete with inscription will be secured and donor must proof-read the inscription prior to ordering.

Quote

Approval Dates

Cost of Tree:

Twp. Approval of tree & wording _____

Cost of Plaque:

Donor signs off on proof of plaque _____

Total.....

Paid by Donor _____ Date Ordered _____

Date Tree Planted/Plaque Installed _____

Donor hereby approves spelling and layout of inscription as attached _____