



Washoe County Regional Parks and Open Space

Policies and Procedures

Title/Topic: Arboretum Donation Programs	Number:
Author: Luke Sorenson	Effective Date: April 1, 2023
	Revision Date: March 6, 2023
Reviewed by: DA <input type="checkbox"/> ; HR <input type="checkbox"/> ; Risk Mgt. <input type="checkbox"/>	Number of pages: 5
Department Approval:	Attachments:

I. PURPOSE

The Arboretum donation programs are an opportunity for individuals and organizations to contribute to the Wilbur D. May Arboretum and Botanical Garden of Washoe County. With over 4,000 native and non-native plant species, there are 13-acres of gardens to maintain, which requires special care and attention as the plant collection is a living museum. Fulfilling the Arboretum’s mission of education, research, conservation, and the introduction of plant species is enhanced by the donor programs. They provide the community the ability to connect with this unique place while financially supporting the sustainability of the Arboretum.

There are two specific donation programs outlined in this policy: the Donor Tree program and the Donor Bench program. The Donor Tree program enables an individual or organization to help maintain current trees in the Arboretum. The Donor Bench program enables an individual or organization to support a new bench. Funds collected from the Tree and Bench donor programs are received by Washoe County and are used solely for the development, health and maintenance of Wilbur D. May Arboretum and Botanical Garden.

II. POLICY

This policy is a sub-policy of the Donation policy for Regional Parks and Open Space, providing more specific details on the procedures and terms. Policies and associated procedures are described in this document. Observance to these policies and procedures will encourage efficiency, organization, accountability, and transparency. Adherence to the policies and procedures contained herein is mandatory.

The Donor Tree program is for trees that are currently established in the Wilbur D. May Arboretum and Botanical Garden. Established trees are trees that have been planted for a

minimum of 2 years and are in good health will be considered for the tree donor program. Only trees with a caliper of 3+ inches or more will be used in the programs to plant

Trees that are eligible must be free from current donors as well as being officially logged into the Arboretum's data collection.

Any individual at least 18 years of age or legal organization is eligible to participate in the tree and bench donor programs. All trees and benches are annexed into the property of Washoe County and such assets are protected.

Donor's information will be private and will be kept with Wilbur D. May Arboretum and Botanical Garden and Washoe County. Personal and private information will not be sold or shared with any other party. Such information gathered is used to assist the donor and staff to locate the tree.

Payment is due upon completion of application. During the processing period the location of the tree cannot be bought or reserved. Financial information is stored in Donorsnap, Microsoft Excel and Washoe County accounting records. Information gathered is used to assist in accurate record keeping and Arboretum logistics. The information is tracked and stored in the secure Washoe County server.

The Memorial Tree program will be discontinued 31 March 2023. Any Memorial Tree donations prior to 31 March 2023 will be grandfathered in and eventually transitioned to the revised Donor Tree program.

III. PROCEDURES

To obtain a Donor Tree or Bench, an application must be properly filled out with accurate information along with a financial deposit. Approval from Horticulturist is needed before an order can be placed for plant material. The donor will be notified of the installation as well as the ending term date.

Bench installation will comply with American National Institute Standards (ANSI) and/or Washoe County Regional Parks current green book standards. Benches are to be no more than 6 feet long and will consist of recycled plastic materials, e.g., Trex or other material. All bench posts will be imbedded into the soil or anchored to concrete.

The Horticulturist reserves the right to upgrade the bench that is comparable or greater in value with written consent from the donor during their contracted term. If the donor consents to the change, any additional expenses incurred by the replacement will not be charged to the donor during their contracted term. Benches are placed in designated locations in the Wilbur D. May Arboretum and Botanical Gardens of Washoe County based on the discretion of the Horticulturist. In the event the bench must be moved due to garden expansions or construction, the Horticulturist will notify the donor and the bench will be moved to a site that is comparable within the Arboretum.

If a Donor Tree dies during the donor term the Horticulturist will determine a suitable location for a replacement tree. Donor Trees are to be planted in designated areas determined by the Horticulturist. In such event where the donated tree dies by either natural cause, acts of God/nature or vandalism during the donor term, the tree will be replaced once at the expense of

the Arboretum. The replacement tree will be relocated if deemed necessary. Replacement trees can be changed from the original species to a different more conducive species for the Arboretum under the direction of the Horticulturist.

As described in the Memorial Tree program prior to the new Donor Tree program, Memorial Tree donors will be grandfathered in and have the opportunity to have one free tree replacement if the tree dies. Death from acts of God/nature or vandalism will result in the tree being replaced at the expense of the Arboretum. The replacement tree species may be changed under the direction of the Horticulturist.

Donors will have the opportunity to provide information for a decorative plaque that is placed in a designated area at the park. The plaque is a donor custom plaque which may contain name of the person, company, organization with dates. Inscriptions on plaques consist of 3 lines, with 16 characters per line. (Characters include letters, spacing, punctuation, etc.). Any vulgar profanities or disparaging and insensitive content on the plaque will not be permitted and will be at the discretion of the Horticulturist for approval.

The donor levels are as follows:

Donor Tree

- \$15,000.00 per Tree

Donor Bench

There are two types of Benches that can be chosen for sponsorship.

- Benches with backs
 - \$15,500.00
- Benches with backs & arm rests
 - \$16,500.00

Payments will be made by one party at one time for the full amount.

IV Terms

The Wilbur D. May Arboretum and Botanical Garden of Washoe County and the donor will enter a legal contract. All parties will agree to the terms below and the contract will be signed by both parties and dated.

Each Tree and Bench includes the installation, plaque, regular maintenance, Iris BG data base mapping and logging plaque content information in the Arboretum asset management database. When the Horticulturist receives the proper documents, they prepare the plaque order and is sent to the donor to proof. Soon after the Horticulturist receives conformation of the proofed order from the donor, the order is then placed.

Tree and Bench donors are sent a confirmation letter, certificate and an aerial photo with the location of the tree and reference map (IRIS BG and GIS ARCVIEW software). Provided documents includes the person's name, accession number of the plant, donor number, genus,

species and the beginning date of the term. Donor Tree brass plaques are displayed at the Visitor's Center on park property. Donor Bench plaques are displayed on the bench.

The Donor Tree term is 20 years on the date that the plaque and tree are installed. The Donor Bench term is 10 years on the date that the plaque and bench are installed, the plaque being the final item. The donor will receive a notice within one year in advance of the expiring term limit. They can either enter a new term or forfeit their rights as the donor. Current donor will have the option to renew the term first before the tree or bench is open to another individual/organization. If the donor chooses not to enter a new renewal term after the agreed term, the tree or bench therefore becomes available for a new donor. The tree or bench can be repurposed based on the Arboretum's need.

The donor will receive a notice if the Donor Tree dies. If the tree perishes, the Horticulturist and donor will review the options of replacement. If the donor does not respond within 60 days of the notification of the tree's death, the donor will lose their benefits.

V Application Form

Please provide information: **ORGANIZATION OR INDIVIDUAL:**

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP: _____

PHONE: (_____) _____ CELL: (_____) _____

EMAIL ADDRESS: _____

Please provide information: **PLAQUE (1.5" x 3")**

(3 lines, with 16 characters per line)

Horticulturist: **TREE INFORMATION:**

GENUS: _____

SPECIES: _____ VAR/CULTVR: _____

COMMON NAME: _____

MEMORIAL/NEW/DONOR/ADOPT A TREE ACCESSION #: _____

GARDEN NAME: _____

SITE DESCRIPTION: _____

Horticulturist: **BENCH INFORMATION:**

GARDEN NAME: _____

SITE DESCRIPTION: _____

Horticulturist: **(OFFICE USE ONLY)**

DATE PAYMENT RECEIVED: _____

RECEIVED BY: _____

DATE ORDERED: _____ DATE RECEIVED: _____

DATE INSTALLED: _____

<p>ACCESS DONOR</p> <p>Donor #: _____</p> <ul style="list-style-type: none"><input type="radio"/> IRISBG<input type="radio"/> DONOR BINDER<input type="radio"/> DIGITAL REC<input type="radio"/> EXCEL SPREAD
