

**Township of Upper St. Clair
Department of Recreation and Leisure Services**

Memorial Donations

Purpose

The Township of Upper St. Clair through the Department of Recreation and Leisure Services provides opportunities for members of our community to donate memorials dedicated to loved ones. The following guidelines have been established.

Guidelines

The following types of memorials are available:

Memorial Tree

Living memorial trees will be accepted in the form of tree plantings in Township parks.

Memorial Bench

Memorial benches will be considered.

Memorial Shelters, Fountains, Gardens, etc.

Under specific circumstances, memorial shelters, fountains, gardens, and other like memorials will be considered. The Township will determine acceptability and placement of the memorials.

General Donations

General monetary donations for park and recreational purposes are encouraged.

***Call the Department of Recreation and Leisure Services at
412.221.1099 for more information.***

***Township of Upper St. Clair
1820 McLaughlin Run Road
Upper St. Clair, PA 15241***



Memorial Tree Donations

The Department of Recreation and Leisure Services will accept trees donated by the public for gifts and memorials to be planted in appropriate locations in the Township parks for a fee. The following guidelines apply:

- Tree species must be approved by the Township Forester.
- Tree caliper must be at least 2" for deciduous trees.
- Tree height must be at least 5' for evergreens.
- Due to concerns over maintenance and vandalism, plaques will not be included as part of the memorial tree donation program.
- In instances where trees do not survive, tree replacements will be provided if forestry staff planted the tree. Replacement trees may or may not be of the same variety as that of the original donation.
- The Township Forester will consider special park location requests with the final location to be determined by the Township Forester.
- Requests may be made at any time of the year and will be considered for the following spring or fall planting.

Spring Planting

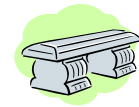
Trees donated in the spring will be through the annual spring planting program (April through May). Please see the memorial policy fee schedule for current tree prices and administrative fees.

Fall Planting

Trees will be purchased from a local tree nursery as long as they meet size qualifications and quality as determined by the Township Forester. Donors must pay the nursery for the cost of the tree and delivery cost to the Township offices. A minimum planting and maintenance fee of \$100 will be charged for a 2 to 2½" diameter tree. Larger trees may incur a higher fee.

Tree Replacement/Future Plantings Program

If a donor wishes to remember a loved one by replacing a tree or shrub that did not survive in the park system or by assisting the department with future plantings at locations determined by the Township Forester, they are encouraged to make a donation to the tree replacement/future plantings program through the Department of Recreation and Leisure Services. These donations will be used, on an as-needed basis, to replace and plant trees enhancing the beauty of our park system and our Township. A minimum donation amount of \$125 will be accepted for this purpose.



Tree Donation Process

Submit a letter to the Township Forester and indicate the preferred type of tree to be donated, park preference and nursery preference, if any.

Staff will respond to your letter with information as to available donation opportunities in your desired location or alternate locations and direction as to securing desired tree(s).

Donations to the memorial tree program and the tree replacement/future plantings program will be recognized with a letter of appreciation from the Township of Upper St. Clair.

Staff will inform the donor of the scheduled planting time and location in order to offer an opportunity for the donor to be present during the planting. Families and friends are welcome to hold a dedication ceremony for the person being memorialized, however, due to staff workload, it will not be possible for staff to assist in planning or conducting the ceremony.

Memorial Bench and Other Park Amenity Donations

The program of dedicating benches and other like-scale park amenities, such as picnic tables, in memory of others, enhances the beauty and utility of the Township parks. The following guidelines will apply:

- Although every effort will be made to accommodate donor requests for a particular location, placement of park amenities must meet the park planning criteria. Final decisions as to location will be determined by the Department of Recreation and Leisure Services in consultation with the Department of Public Works.
- Staff will periodically identify existing benches and other site furniture which will be desirable to replace with a memorial bench or other amenity. Donors will be encouraged to provide replacement amenities at these locations.
- Gift contributions for memorial benches and other amenities will be of the amount listed in the Department of Recreation and Leisure Services *Memorial Fee Schedule*. The memorial fee will include the bench, picnic table, or other amenity, installation, maintenance plan and administrative costs of the program.
- Park amenities will be accepted on the basis that they will be maintained in their original location, or in an area near their original location. The amenity may be removed or relocated pending redevelopment of the park site.
- Small plaques may be included on the bench with design, placement, and language to be determined by the Department of Recreation and Leisure Services.
- All park amenities will be constructed of materials selected by the Department of Recreation and Leisure Services to meet design and maintenance considerations.



Memorial Bench and Other Park Amenity Donation Process

Submit a letter to the Department of Recreation and Leisure Services outlining your donation request, including ideas as to location of the memorial. We encourage donors to consider placement of park amenities where an existing bench may be scheduled to be replaced.

Donations to this memorial program will be recognized with a letter of appreciation from the Township of Upper St. Clair.

Staff will inform the donor of the scheduled installation time and location in order to offer an opportunity for the donor to be present during the installation. Families and friends are welcome to hold a dedication ceremony for the person to be memorialized, however, due to staff workload, it will not be possible for staff to assist in planning or conducting the ceremony.

General Memorial Donations

General memorial donations gifted to the Township of Upper St. Clair on behalf of the park system will be acknowledged by a letter from the Township. Funds generated by these donations will be used to best meet current needs of the department as determined by the Director of the Recreation and Leisure Services Department.

From time to time, the Department of Recreation and Leisure Services may be accepting donations for a specific project to benefit a particular park. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.

Memorial Shelters, Fountains, Gardens, etc.

Memorial donations which are large in scale will require specific approval of the Township Board of Commissioners. To the extent that projects of this nature are consistent with park planning processes they may be considered on a case-by-case basis. Interested potential donors should first contact the Department of Recreation and Leisure Services to discuss the viability of their idea. Thereafter a formal request should be directed to the Township Manager's office.

Memorial Fee Schedule**Memorial Tree Donations**

Tree purchased from local nursery plus Administrative fee (planting/maintenance cost)	Nursery charge for tree & delivery \$ 100 and up
Tree Replacement/Future Plantings Fund	\$ 125 minimum

Memorial Bench Donations

Bench cost (including maintenance cost)	\$ 500 - \$ 1500
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412.221.1099 for other donation considerations.***

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