



Parks and Recreation



CITY OF VANDALIA

COMMEMORATIVE TREE PROGRAM

ORDER FORM

Donor Name: _____

Donor Address: _____

Donor Phone Number: _____

Donor E-Mail Address: _____

Name of Person or Event being honored: _____

Location Requested (Please mark at least 3 choices in order of preference with a # beside location.)

We will make every effort to plant all commemorative trees in location requested below. Planting location will ultimately be determined by the Facilities Superintendent based on the trees growth characteristics and maintenance requirements of the site selected.

<input type="checkbox"/>	Ashbury Farms Park	<input type="checkbox"/>	Helke Park	<input type="checkbox"/>	Seger Park (Senior Center)
<input type="checkbox"/>	Brown School Woods Park	<input type="checkbox"/>	Jeffers Park	<input type="checkbox"/>	Vandalia Art Park
<input type="checkbox"/>	Cassel Hills Golf Course	<input type="checkbox"/>	Justice Center	<input type="checkbox"/>	Vandalia Recreation Center
<input type="checkbox"/>	Cassel Hills Swimming Pool	<input type="checkbox"/>	Maple Street Green Space	<input type="checkbox"/>	Vandalia Sports Complex
<input type="checkbox"/>	Copperfield Park	<input type="checkbox"/>	Municipal Building	<input type="checkbox"/>	Victory Park
<input type="checkbox"/>	Fire Station #1	<input type="checkbox"/>	Poplar Hills Cemetery	<input type="checkbox"/>	Warner Park
<input type="checkbox"/>	Fire Station #2	<input type="checkbox"/>	Robinette Park		

Tree Requested (Cost includes tree, planting, and care of tree.)

<input type="checkbox"/>	Crimson King Norway Maple	\$ 190	<input type="checkbox"/>	Common Bald Cypress	\$ 160
<input type="checkbox"/>	Wright Brothers Sugar Maple	\$ 190	<input type="checkbox"/>	Red Horse Chestnut	\$ 160
<input type="checkbox"/>	Rivers Purple Beech	\$ 190	<input type="checkbox"/>	Yellow Buckeye	\$ 160
<input type="checkbox"/>	Green Vase Zelkova	\$ 190	<input type="checkbox"/>	Dawn Redwood	\$ 160
<input type="checkbox"/>	Ginkgo (Male)	\$ 190	<input type="checkbox"/>	Tulip Poplar	\$ 160
<input type="checkbox"/>	Skyline Honey Locust	\$ 190	<input type="checkbox"/>	Kentucky Coffee	\$ 160
<input type="checkbox"/>	Moraine Sweetgum	\$ 190	<input type="checkbox"/>	Turkish Filbert	\$ 160
<input type="checkbox"/>	Hackberry	\$ 190			
<input type="checkbox"/>	Exclamation Planetree	\$ 190	<input type="checkbox"/>	Dr. Merrill Magnolia	\$ 120
<input type="checkbox"/>	American Hop Hornbeam	\$ 190	<input type="checkbox"/>	Red Jewel Crabapple	\$ 120
<input type="checkbox"/>	Chinkapin Oak	\$ 190	<input type="checkbox"/>	Norway Spruce	\$ 120
<input type="checkbox"/>	Shumard Oak	\$ 190	<input type="checkbox"/>	Colorado Green Spruce	\$ 120
<input type="checkbox"/>	Silver Linden	\$ 190	<input type="checkbox"/>	Colorado Blue Spruce	\$ 120
<input type="checkbox"/>	Danada Charm Elm	\$ 190	<input type="checkbox"/>	Scotch Pine	\$ 120
<input type="checkbox"/>	Bosque Lacebark Elm	\$ 190	<input type="checkbox"/>	Eastern White Pine	\$ 120
<input type="checkbox"/>	Persian Ironwood	\$ 160	<input type="checkbox"/>	White Spruce	\$ 120
<input type="checkbox"/>	Ivory Silk Lilac Tree	\$ 160	<input type="checkbox"/>	Serviceberry	\$ 120
			<input type="checkbox"/>	Pawpaw Tree	\$ 120

Please choose wording for Commemorative Name Plate Plaque and Commemorative Tree Register:

Also, please check if you would you like your Name Plate Plaque to be placed at the ___ VRC or ___ Municipal Building

(Please check one.)

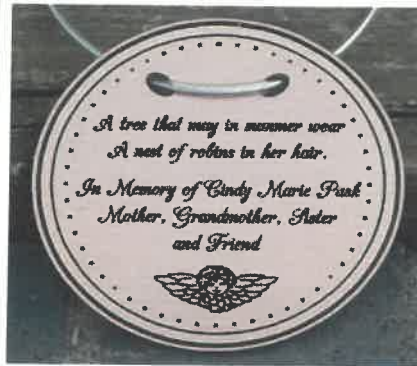
- In Honor of _____
- In Recognition of _____
- In Memory of _____
- In Celebration of _____
- Special wording request: _____

Additional Options Available - A Perfect Way to Place Recognition at the Tree

Commemorative Tree Charm \$75



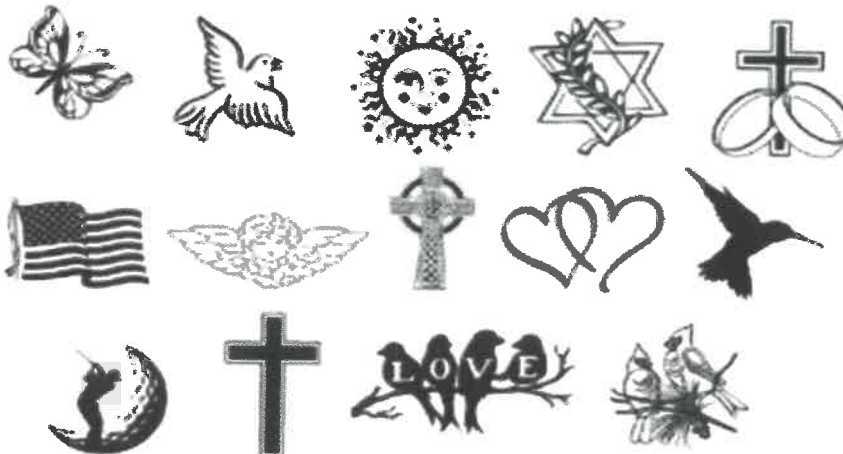
EXAMPLE:



Commemorative Tree Charm - A weatherproof acrylic tree charm in a brushed copper color, measuring appx 5.5" in diameter. Attached with a locking cable on the limb of the tree. Includes up to 125 characters of personalized text plus your choice of icon. The cost includes one tree charm. In the event of loss or damage, the Donor will be responsible for the replacement of the tree charm.

Personalized Text (Up to 125 characters)

Please circle the decorative icon you would like placed at the bottom of the tree charm. This can be left blank if you do not want a decorative icon.



Commemorative Plaque \$200



Commemorative Plaque - A high-quality 4" high x 6" wide aluminum plaque engraved with up to 200 characters of personalized text. Black background, leather texture, with silver lettering. Mounted to a 1" stake and planted at the tree in 6" of underground concrete. The plaque will stand about 10" above the ground. The cost includes one tree plaque. In the event of loss or damage, the Donor will be responsible for the replacement of the tree plaque.

Personalized Text (Up to 200 characters)

Total Commemorative Tree Cost:

COMMEMORATIVE TREE	_____
COMMEMORATIVE TREE CHARM	_____
COMMEMORATIVE PLAQUE	_____
TOTAL COST	=====

Please turn in your completed form to the Vandalia Recreation Center Front Desk, or you may email it to Sherry McConnaughey at smcconnaughey@vandaliaohio.org. You may also email her with any questions regarding the Commemorative Tree Program, or call her at 937-415-2332.

Office Use Only (Activity Number 490009-01)

Date Received:

Received By:

Date Paid:

Amount Paid:

MAINTENANCE AND GUARANTEE

The City of Vandalia cares for all City-owned trees. Commemorative trees planted on City property are included in the City's tree maintenance program which includes pruning, mulching, and fertilizing. Trees will be watered at the time of planting and during drought stress conditions during the first year of establishment. The City will transplant or replace any Commemorative Tree threatened by land use or site changes during the lifetime of the tree. No decorations or other plantings are permitted at any time at the tree location.

CHOICE OF TREES & COST

Cost includes the planting and care of the tree. A good source of information about most of the available trees is the book *Manual of Woody Landscape Plants* by Michael A. Dirr. Deciduous trees will range in trunk caliper size from 1 ½ inches to 2 inches. Height of Needled Evergreens will be 4 foot. **Please see the Order Form for a complete list of available trees.** There is a variety of options for \$190, \$160, and \$120. *VPRD staff is available to assist you in making your tree choice.*

To place your Commemorative Tree Order, please contact VPRD Office Manager, Sherry McConnaughey at 937-415-2332 or smcconnaughey@vandaliaohio.org. You may also pick up an order form from Sherry at the VPRD Administrative Offices, located in the Vandalia Recreation Center.

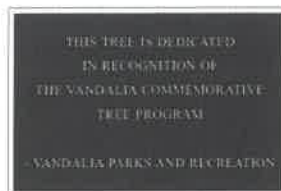


NEW OPTIONS AVAILABLE - A PERFECT WAY TO PLACE RECOGNITION AT THE TREE

A **Commemorative Tree Charm** can be added to your order for an additional \$75. This weatherproof, acrylic tree charm in brushed copper, measuring appx. 5.5" in diameter, will be attached with a locking cable on the limb of the tree. This can be personalized with up to 125 characters and you may pick a decorative icon to be placed at the bottom. Please see the Order Form for further details.



A **Commemorative Plaque** can be added to your order for an additional \$200. This 4" high x 6" wide aluminum plaque can be engraved with up to 200 characters. With a black background, leather texture, and silver lettering, it will be mounted to a 1" stake and planted at the tree in 6" of underground concrete. The plaque will stand about 10" above the ground. Please see the Order Form for further details.



CITY OF VANDALIA COMMEMORATIVE TREE PROGRAM

"The best time to plant a tree is twenty years ago. The second best time is now!"
Anonymous

Trees represent a valuable economic, environmental, and social resource to people around the World. Because trees serve as a living link to our past, as a wonderful asset in the present, and a wise investment in our future, the City of Vandalia Parks and Recreation Department is happy to offer the opportunity to participate in the Commemorative Tree Program.

The City of Vandalia Commemorative Tree Program provides individuals, groups, clubs, and organizations with the opportunity to enhance the City with trees that honor people, ideas, and special events. A Commemorative Tree is a thoughtful and everlasting legacy to a person or event that has occurred in the lives of families, friends, or individuals.

OCCASIONS

The Commemorative Tree Program provides an opportunity for any person to recognize, memorialize, honor, or celebrate a special person, place, or event. Trees can be planted to commemorate an almost endless variety of occasions among family, friends, neighbors, and others.

- Births
- Weddings
- Anniversaries
- In memory of loved ones
- Retirements
- Special achievements (athletic, academic, professional)
- Dedication of new buildings, facilities or programs
- Welcomes or goodbyes
- Congratulations
- To say thank you
- Special events (championships, conferences, visits)
- Family reunions
- Graduations (by class or individual)
- School reunions
- Celebration of special days - Earth Day, Mother's or Father's Day, birthdays, Christmas, etc.
- Arbor Day



"He who plants a tree, plants a hope"

Lucy Larcom



LOCATION

The location for planting will be determined by your suggestions and by the needs of the VPRD. Commemorative trees may be planted at any of the following City of Vandalia facilities. *(Commemorative trees may not be planted on residential property, businesses, or other areas private in nature.)*

- Ashbury Farms Park
- Brown School Woods Park
- Cassel Hills Golf Course
- Cassel Hills Swimming Pool
- Copperfield Park
- Fire Station #1
- Fire Station #2
- Helke Park
- Jeffers Park
- Justice Center
- Maple Street Green Space
- Municipal Building
- Poplar Hills Cemetery
- Robinette Park
- Seger Park (Including Senior Center)
- Vandalia Art Park
- Vandalia Recreation Center
- Vandalia Sports Complex Park
- Victory Park
- Warner Park

RECOGNITION

All Commemorative Tree donations are registered in the Commemorative Tree Book. This classic book records the tree donor, tree species, location, date of planting, and the person or event commemorated. The Commemorative Tree Book is kept at the Vandalia Recreation Center where it is easily accessible to the public. All participants also receive a Commemorative Tree Recognition Certificate. The donation will also be recognized on a brass name plate which will be attached to an attractive indoor plaque located at the Municipal Building or Vandalia Recreation Center (your choice).

You may also wish to consider donating a Commemorative Park Bench. Please inquire for further information about a Commemorative Park Bench. Current Park Bench price is \$2,000, and is subject to change.

PARTICIPATION

Commemorative Trees serve as permanent living monuments and provide a link to the past. These monuments grow in importance, visibility, and value as the years pass, while improving our quality of life in countless ways. In addition, there is no better investment in the future of our City and our World.

Commemorative Tree orders are taken any time of year. The trees are ordered and planted by the City in the spring and fall of each year depending on species selected. In order to be efficient and cost effective, planting will occur once four (4) trees have been ordered or by the end of the designated planting season.