UNIVERSITY OF NEBRASKA
UNK
KEARNEY

Effective: *2/1/2018*
Last Revised: *4/23/2026*

Responsible University Office:
Facilities Management and Planning

Responsible University Administrator:
Vice Chancellor for Business and Finance

Policy Contact:
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Campus Arboretum Donations

POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
Procedures
Definitions
Additional Contacts
Related Information
History

Scope

This policy affects materials donated for the campus landscaping, both materials and site furnishings. This policy is not intended to address works of art.

Policy Statement

The campus is a Nebraska Statewide Arboretum site. UNK's Facilities and Management Director will manage all donations to the Campus Arboretum consistent with the procedures set forth within this policy.

Reason for Policy

The policy helps guide procedures and actions, and makes clear in advance the rights and responsibilities, along with the limitations of such to all parties involved in donating support to the UNK Campus Arboretum. All donations to the UNK Campus Arboretum are gratefully appreciated. We are honored by your interest and support of the UNK campus and its rich botanical resource.

Procedures

This document outlines the procedures pertaining to donations to the UNK Campus Arboretum. This covers support of, or funding for, but not limited to such items as endowment funds, expendable accounts, physical material, land or hardscapes, equipment, and named or adopted items or areas.

1. All funds contributed in excess of the amount needed to accomplish a sponsored activity or program, or to acquire, properly establish, and/or sign and display items or objects to be sponsored or adopted, will be placed into the UNK Arboretum Fund at the University of Nebraska Foundation. Revenue from this fund shall be used for the general benefit of the Campus Arboretum and shall be used at the discretion of the Facilities Management and Planning Director.
2. All adopted and sponsored items or objects must conform to the University's Landscape Master Plan. Adopted and sponsored items, objects or areas may be located in any appropriate place – under a favorite tree or next to a favorite building, for example – subject to approval by the UNK Grounds Manager and Director of Facilities.
3. Plaques accompanying sponsored items, objects or areas may provide recognition to donors or honorees. Signage and Donor Recognition will be standardized. Signs for trees may include such information as the tree's common name, its Latin name, its botanical family, its place of origin, along with donor or honoree recognition.
4. All donor recognition wording shall be subject to approval by the Vice Chancellor for Business & Finance or their designee. Because University of Nebraska at Kearney sign standards may change or evolve over time, the UNK Campus Arboretum reserves the right to change or alter signage, including donor recognition, at any time.
5. All trees and gardens or other plantings are living things with a limited life span. They are subject to natural disturbances, disasters, vandalism, abuse and neglect and acts of god. Moreover, the University of Nebraska at Kearney is an ever-evolving campus, subject to improvements or alteration in physical plant, changing educational, research and outreach missions, and is required to be widely accessible to the public. In addition, due to budgetary limitations, our ability to care for and protect any such items on campus can be very limited. For these and other reasons, donors must realize that there may be conditions that threaten sponsored items, objects or areas that are beyond our control.
6. The UNK Facilities Department will make every effort to preserve in place all newly planted trees, as well as more mature trees existing at the time of, or established because of, adoption or sponsorship. New or existing trees are available for sponsorship. Tree species and locations are determined by the Grounds Manager with input from the donor. New trees are generally planted on campus in spring or fall. Plants and benches sponsored for special recognition receive excellent care from our professional staff. Benches will be maintained for 5 years. Trees chosen as memorials can be endowed for a period of 15 years or 40 years. If necessary, the tree will be replaced if it should fail in that length of

time. All reasonable effort will be made to get the input of the donor if construction or other factors make it necessary to replace the tree. If the tree stays healthy, we will continue to maintain it as a memorial tree and plaque after the endowed period. Please remember that trees are living entities, with limited life spans. Given the severity and fluctuation in our climate, as well as the changes that occur on the campus landscape, we cannot guarantee trees, benches or other landscape features in perpetuity.

7. If a donor wishes to dedicate a bench and tree in a location that does not currently have an existing bench pad, one can be installed. Standard bench pads measure approximately 5 feet by 7 feet, with a 6-inch thickness.

Tree - 15 years $2000

Tree - 40 years $8500

Bench - 5 years $2500

Concrete for Bench - $1000

Additional Contacts

Subject	***Contact***	***Phone***	***Email***
Grounds Manager	Alex Zabel	308-865-1800	z**abela**@unk.edu
NU Foundation		308-698-5270	info@nufoundation.org
Facilities	Service Desk	308-865-1800	facilities@unk.edu

Related Information

Payments should be made to the University of Nebraska at Kearney Foundation and mailed to UNK Facilities Management & Planning at 2507 19th Ave, Kearney, NE 68849. The donation will be deposited with the University of Nebraska Foundation in the Campus Arboretum Fund (01060660).

University's Master Landscape Plan

History

New policy drafted – August 1, 2017
Minor Revisions 4/23/2026