



**DONATED TREE ORDER FORM**

Donor's Name \_\_\_\_\_ Email \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

In which park, or along which trail, do you request the tree be planted? \_\_\_\_\_

Please indicate your preference of tree species or variety: \_\_\_\_\_

Terms:

- The donor's cost for the tree is \$150.
- The intent of this agreement is to follow the donor's wishes as closely as possible. However, the staff of the Springfield- Greene County Park Board may need to make adjustments based on master plans for locations, suitability and availability of species.
- Tree plantings traditionally take place October through April.
- The staff of the Springfield-Greene County Park Board will make arrangements for all planting and transportation of the tree. If the specific tree species is not readily available and must be ordered, Park Board staff will notify the donor of the delay.
- If the donor wishes to have a ceremonial tree planting, you may make these arrangements with the Springfield-Greene County Park Board. Once the ceremony is completed, staff will then finish the tree planting, staking, and mulching.
- The donated tree will be included in the Park Board's tree watering program. However, even in the best of times, trees may die. In this instance, it is the responsibility of the Springfield-Greene County Park Board to replace the tree one time only.
- If the donor wishes the tree to be identified, an engraved tag may be purchased for an additional \$25. (See attached photo.) Please specify in the box below what you request be put on the tag. Maximum of 30 characters. If this tag is removed or vandalized, it is the responsibility of the donor to replace it. *The Springfield – Greene County Park Board reserves the right to modify and / or reject the message.*

FOR OFFICE USE ONLY

<i>Amount Paid \$</i>	<i>Check #</i>	<i>Date Received:</i>
<i>Price at Nursery \$</i>	<i>Date Picked Up from Nursery:</i>	
<i>Date Planted:</i>	<i>Species:</i>	
<i>Exact location:</i>		

Donor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Park Approval \_\_\_\_\_ Date: \_\_\_\_\_