



Johnson Space Center Employee Memorial Tree Guidelines for the Gilruth Center

To Request a Tree:

- Requestor should contact NASA Exchange – JSC, Ashley Idema, at ashley.c.idema@nasa.gov, or 281-483-0304.

Eligibility:

Survivors or other interested parties may request permission to plant a tree on the Johnson Space Center's (JSC) Gilruth Center property in memory of a deceased:

- Current or former NASA employee or contractor
- Immediately family member (spouse or children) of a current or former NASA employee or contractor
- Individual who has made noteworthy contributions to the space program approved by Center management

Tree Specifications and Regulations:

- Memorial tree shall be a Live Oak indigenous to Texas and have a trunk diameter of no less than 3 inches per commercial nursery standards
- Tree location will be designated by the Center
- Planting time shall be from October through February to maximize survivability
- To protect local wildlife and preserve the natural beauty and integrity of the grove, **memorial trees may not be decorated with any items. This includes, but is not limited to, wreaths, wind chimes, ornaments, signs, bird houses, ribbons, personal mementos, and similar objects.** We appreciate your understanding that any unauthorized items will be removed without notice.

Memorial Marker:

- A memorial marker is required to be ordered along with the memorial tree. The marker size, shape, materials, and lettering shall be consistent with other memorial tree markers located on JSC property.

- The marker will contain the deceased's name, date of birth and date of death. For an additional cost, a suitable 1-2 lines of text commemorating the individual's contribution to the Space Program may be added to the marker and is subject to approval of NASA Exchange - JSC.
- One marker per tree. Name plate can be changed at requestors expense to add additional family members.

Expenses:

- The memorial tree, marker and installation price will be at the market rate, plus a small administrative fee, payable in advance. Money orders and checks shall be made payable to **NASA Exchange - JSC**. Credit card purchases are acceptable; all credit card payments will incur a processing fee based on current rates.
- The tree order form shall be completed and submitted with payment when the tree is ordered (see enclosure).
- The NASA Exchange - JSC will replace any tree that does not survive up to 12 months from the time of planting if planted between October and February.
- Should a tree not survive, or a marker becomes degraded over time, the donating party will be notified through U.S. mail and given the option of replacing the tree or marker, at their expense, or to remove the marker. The purchaser shall keep the NASA Exchange - JSC informed of a current mailing address.

**NASA Exchange – Johnson Space Center (JSC)
Employee Memorial Tree Order Form**

Thank you for your interest in JSC's Employee Memorial Tree Program. Your thoughtful memorial will ensure that your loved one remains honored at JSC for years to come.

Contact (Purchaser) _____
Street Address _____
City, State, Zip _____
Phone _____
E-mail address _____
Name of deceased _____

Deceased Affiliation with NASA

- ☐ NASA Employee
☐ NASA Contractor
☐ Spouse or Child of NASA Employee
☐ Spouse or Child of NASA Contractor

Deceased NASA Employee or Contractor Member of the US Military

- ☐ Yes
☐ No

Information for Marker (with a maximum of 80 characters total)

Name _____
Date of Birth _____
Date of Death _____

If there is addition space, what is a statement that you would like to add (**Price will differ with statement**):

Price: **\$2,000.00**

This price includes tree, marker, delivery, administrative fee, and installation, which is payable in advance.

Payment (check or money order) shall be made payable to the **NASA Exchange – JSC** and mailed to:

Mrs. Holly Bundick
NASA Exchange - JSC
Mail Code AH511
2101 NASA Parkway
Houston, TX 77058

I am requesting to purchase a memorial tree and marker at JSC. I have read and I agree with the JSC Employee Memorial Tree Policy (Enclosure).

Signature

Date

Memorial Tree Dedication Ceremony

Due to budget cuts, the Center Operations Directorate (COD), the Information Resource Directorate (IRD), and the NASA Exchange – JSC are not able to support memorial tree ceremonies with their resources (tents, chairs, tables, PA system, stage, tarps, mulch or shovels, etc. are not available).

The ceremony may be scheduled once the memorial marker is placed at the tree, and you have been contacted by the NASA Exchange - JSC.

To schedule your ceremony, please contact Reservations at jsc-starport-reservations@mail.nasa.gov.

In the event a guest requires handicapped assistance to get to the memorial tree site, the requestor shall coordinate with reservations.