The Commemorative Gifts Program

Commemorative gifts are a profoundly thoughtful and enduring way of commemorating or honoring a student, parent, retiring faculty or staff member, an organization or an event. This gift will also serve to enrich The University of Central Oklahoma’s outdoor campus aesthetic and beauty.

Cost of Commemorative Bench
- A commemorative bench with inserted plaque for Central’s campus requires a donation of $2,000. This includes the bench, plaque insert, labor and materials.
- Commemorative Benches will be maintained for the useful life of the bench. After the end of the useful life of the bench (minimum of 5 years) the bench may be removed. Prior to removal of the bench, every possible attempt will be made to contact the donor to discuss additional options for consideration.

Site Selection
- If the donor(s) do not have a particular location in mind, our office will work with the Director of Facilities to get a suggestion for a suitable location. We will work closely with the donor(s) to select the most appropriate area on campus.
- In order to maintain the integrity of the existing landscape design on campus, the Director of Facilities will have final approval on site selection. The University of Central Oklahoma maintains full control over all campus benches. As the University of Central Oklahoma campus landscape continues to evolve, the University maintains the right to relocate a bench if the need arises.
- Once the area of campus is identified, a detailed map will be drawn up showing the primary location and possibly one alternate location. Final location will depend upon utility location checks.

Timeline
- Once a site has been selected by the donor(s) and approved by the Director of Facilities, the project is estimated to be completed within 3-6 months.

Plaque Insert
A 6” diameter standard inserted plaque placed in the center back of the bench to acknowledge the gift and the person honored. The plaque will be limited to:
- One line beginning with "In memory of (name)", or "To commemorate (name)", or "In celebration of (name)".
- And one line if desired beginning with "Donated by (name)".
- Total text not to exceed 100 letters or spaces – essentially 3-4 lines of text, in Helvetica font. A document mock-up of the exact wording will be sent to the donor(s) for approval.
Project Initiation
and
Pledge Payment

Method of Payment

When making your gift, please indicate the name of the person who will be honored and the name(s) of the donor(s). Also specify that it is for a commemorative bench.

- Send your check, made payable to The UCO Foundation, to:

  The UCO Foundation  
  100 N. University Dr.  
  Evans Hall, room 102  
  Edmond, Oklahoma 73034

- Make a credit card gift by calling 1-405-974-2770.
- Or, make a gift online by visiting [www.ucogiving.org](http://www.ucogiving.org) In the Comments Section; indicate this is a commemorative bench and include in whose honor or memory.

Once your donation is received, the funds will be deposited into the Campus Beautification Fund and a work assignment will be initiated to order and install the Commemorative Bench as specified by the donor(s) in conjunction with The University Director of Facilities.

Project Initiation, The University Point of Contact

- Emilee Bounds, Coordinator of Annual Giving Programs  
  UCO Foundation  
  1-405-974-2773  
  ebounds@uco.edu