



GUIDE TO MEMORIALS FOR DECEASED RESIDENTS

October, 2012
The Greenbelt City Council &
Community Relations Advisory Board

Overview of Memorial Options

The City of Greenbelt has several options available to individuals or organizations that wish to establish a memorial to a deceased Greenbelt resident. Nominators should carefully consider which option is most appropriate for recognizing the person under consideration. One of the following options is right for your situation.

Wall of Honor Memorial

The Wall of Honor memorial, to be located in Greenbelt's historic Community Center, is the highest form of recognition offered by the City. The memorial wall will be created to honor those Greenbelt citizens who made significant contributions to the quality of life of all Greenbelt citizens. The Wall of Honor demonstrates how the recognized individuals are all a part of a united spirit that makes our community an outstanding place to live. Individuals nominated to the Wall of Honor should have exhibited a high level of service, dedication and commitment to the Greenbelt community.

A nomination to the Wall of Honor requires a thorough documentation of the deeds and works of the individual to be inducted. Though many individuals have served our community throughout the years, only those who meet the highest standard will be inducted into this memorial. Therefore, the nomination process requires specific details regarding the nominee's service to the community.

Adopt-A-Tree & Adopt-A-Bench Program

The Adopt-A-Tree Program is open to anyone wishing to create a personal memorial for a deceased Greenbelt resident. The individual purchases a tree through the City and, with the assistance of City staff, designates a location for the memorial tree to be planted. Staff can also assist with the selection of a plaque to be placed at the memorial. Trees are an important part of Greenbelt's heritage and the Adopt-A-Tree program recognizes that importance.

The Adopt-A-Bench Program is also open to anyone wishing to create a personal memorial for a deceased Greenbelt resident. The individual pays for the cost of the bench and memorial plaque. Bench design and locations are chosen according to the City's needs and standards. There is a limit of 1 bench per memorialization.

Memorial plaques for both the Adopt-a-Tree and Adopt-a-Bench program must contain the individual's name. There is a limit of one plaque per tree or bench. The City reserves the right to disallow plaque language deemed inappropriate. Once the City installs a memorial plaque, its replacement or repair is the responsibility of the person/party making the adoption. Plaques are not required.

Adopt-A-Tree & Adopt-A-Bench Program (cont'd)

Both these memorials are appropriate to recognize Greenbelt residents who may have lived here for any period of time. It is also appropriate for friends or family members of Greenbelt residents whose memorial may be sponsored by a current or former Greenbelt citizen.

Anyone wishing to adopt a tree or a bench should complete the appropriate form included in this packet. Bench and tree installations are ultimately decided by the City.

Memorial Garden

There is a memorial garden at Schrom Hills Park to celebrate the many individuals who have served our community. This garden commemorates the spirit and ideals that have been exhibited by so many citizens who have served the community. Its existence is an important facet in the City's efforts to recognize all those who have helped to build, serve and improve Greenbelt.

Individuals or organizations may donate to purchase an engraved brick paver in the paved walkway surrounding the garden in memory of a specific deceased City resident.

Anyone wishing to donate a paver at the memorial garden should complete the appropriate form included in this packet.

How the Memorials Work Together

These offerings are designed to cover the broad scope of individuals who have served our City. All those who deserve to be recognized are well served by one of these options. In consideration of this, the City no longer plans to sponsor recognition of individuals by naming parks, buildings or roads after citizens who have served the community. By following the guidelines outlined above, the City has encouraged the planting of trees and construction of benches to better our community and has concurrently established a central location where outstanding citizens can be honored and recognized.

About Other Memorials in the City

The City recognizes the desire of individuals and organizations to create memorials to individuals based on their service to a particular group or organization. While these are not City-sponsored memorials, the City will cooperate in the establishment of these memorials. While the City cannot contribute funding to these memorials, technical advice or the possible use of public land may be considered.

Questions

Any questions about memorials for deceased City residents should be directed to the City Manager's Office at 301-474-8000.



The City of Greenbelt

Adopt-A-Tree Program Application Form

I wish to adopt ____ (quantity) of the following tree(s): _____

Cost for all trees is \$125. You may choose from the attached list or other trees approved by the City Horticulturist.

I wish to have the following plaque (6" X 6" or smaller, mounted on a concrete base) installed:

___ Bronze plaque with raised lettering (flat rate \$170 for 3 lines w/approx. 25 letters per line. \$10 for each additional line maximum of 3.)

___ Engraved brass plaque (\$30, plus \$1 for each letter inscribed. Approx. 25 letters per line with a maximum of 6 lines.)

Please Note: Once the City installs a plaque, its replacement or repair is the responsibility of the person making the adoption.

Inscription: (exactly as it is to appear)

Your name: _____

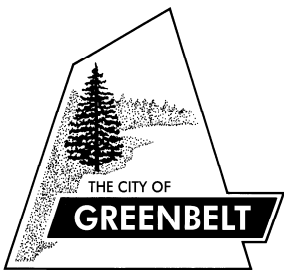
Your address: _____

Your telephone #: _____ Your email: _____ Date: _____

Area near which you would like to have tree planted: _____

Please complete this form and return it to:

Lesley Riddle, Assistant Director - Greenbelt Public Works, 25 Crescent Road, Greenbelt, MD 20770. If you have questions about the program or this form, contact Ms. Riddle at 301-474-8004 or email riddle@greenbeltmd.gov.



The City of Greenbelt

Adopt-A-Bench Program Application Form

There is an existing bench that I wish to adopt located at _____

I would like to adopt a bench and propose it be constructed at the following location: _____

(Please Note: Bench locations and styles are chosen according to City needs and standards and limited sites are available.)

Cost for all benches is \$200.

Your name: _____

Your address: _____

Your telephone #: _____ Your email: _____ Date: _____

I wish to have the following 4" X 6" plaque installed (optional):

Plaque is engraved brass and costs \$30, plus \$1 for each letter inscribed. Once the City installs a plaque, its replacement or repair is the responsibility of the person making the adoption.

Inscription: (Exactly as it is to appear. Approx. 25 letters per line with a maximum of 6 lines)

Please complete this form and return it to:

Lesley Riddle, Assistant Director - Greenbelt Public Works, 25 Crescent Road, Greenbelt, MD 20770. If you have questions about the program or this form, contact Ms. Riddle at 301-474-8004 or email lriddle@greenbeltmd.gov.



The City of Greenbelt

Memorial Garden Brick Paver Request Form

I wish to donate an engraved (name only) paver at the Schrom Hills Memorial Garden in memory of a deceased City resident (print name as it should appear on memorial plaque):

Cost for the engraved paver is \$50.

Your name: _____

Your address: _____

Your telephone #: _____ Your email: _____ Date: _____

Please complete this form and return it to:

Lesley Riddle, Assistant Director - Greenbelt Public Works, 25 Crescent Road, Greenbelt, MD 20770. If you have questions about the program or this form, contact Ms. Riddle at 301-474-8004 or email lriddle@greenbeltmd.gov.



The City of Greenbelt

Wall of Honor Memorial Application Guidelines

Before you begin...

These guidelines are designed to help you construct a nomination packet for review and consideration by the Community Relations Advisory Board and the City Council. A complete nomination package must include:

1. A biography of the candidate.
2. 5 descriptive letters in support of the nomination.
3. A one-sentence or one-phrase summary describing the individual and his/her contribution.

In addition, the Community Relations Advisory Board and/or the City Council may request an oral interview and/or presentation in support of the nomination.

Be advised of the following minimum requirements:

1. All nominees must have been deceased for at least three years.
2. All nominees must have been a citizen of Greenbelt at some time in their lives.
3. All service, contributions and volunteerism to be considered as support for the nomination must have been performed for the direct benefit of the Greenbelt community.

Part I: Biography

Please prepare a biography of the nominee according to the following instructions.

Section 1

1. Provide a list of the address(es) where the nominee lived in Greenbelt. Please include the approximate dates when the nominee lived at each address.
2. Provide the date and location of the nominee's birth.
3. Provide the date of the nominee's death.

Section 2

1. List all community volunteer organizations local to Greenbelt in which the nominee was an active member. Beneath each organization, please include the following:
 - a. A paragraph describing the organization and its purpose.
 - b. Dates between which the nominee was active in the organization.
 - c. Offices held (and dates for each office held).
2. List all organizations local to Greenbelt in which the nominee contributed through elected, appointed or professional service through a job, governmental office or governmental appointment. For elected or professional service to be considered, the service rendered must demonstrate considerable efforts above and beyond the call of duty. Beneath each, please include the following:
 - a. A paragraph describing the organization and its purpose.
 - b. Dates between which the nominee served the organization including elected offices held, if any (and dates for each office held).
 - c. Describe the manner in which this service exceeded the call of duty and distinguished the candidate as an exceptional servant of the community.

Part II: Letters of Nomination

A nomination packet must include five letters of nomination. Each letter must be unique and submitted by a different individual or organization. While there is no specified length or structure for the letters, they should be complete and detailed accounts of the candidate and his/her qualifications. Each letter should provide specifics describing the contributions the candidate made to Greenbelt.

While a diverse range of service is not required for a candidate to be accepted to the Wall of Honor, if a candidate did contribute in many different ways, the sources of the nominations should reflect that fact. For instance, if the candidate is being nominated for her service through a civic association, a City advisory board, and as a teacher at a local school, it would be helpful to have a nomination letter from each of those organizations.

It is acceptable for a letter of nomination to be written by or on behalf of a local organization. Individuals may also submit nomination letters on behalf of an organization. In such a case, the letter should indicate if the nomination has the backing of the organization served by the nominee. Finally, if the board of an organization submits a letter of nomination, individual members of the board should not submit a letter.

Part III: Summary of Contribution

Should the candidate be accepted to the Wall of Honor, the City will need a one-phrase or a one-sentence summary that captures the essence of the nominee's service to the City. This phrase or sentence should emphasize the candidate's most significant contribution to the City. Examples include "Founded the ABC Service Club" or "Worked tirelessly to guide at-risk youth." Other biographical information will be available nearby to tell visitors to the Wall of Honor more about each individual. However, this phrase or sentence will be prominently positioned on the wall and will serve to summarize for visitors the reason for the individual's nomination to the memorial. Please consider the wording of this submission very carefully.

The Community Relations Advisory Board and the City Council reserve the right to rewrite or modify your submission if they choose to approve the memorial nomination.

Adopt-a-Tree Program – Tree List

Small trees

(Use under power lines on streets or in parks as noted)

Virginia Fringe Tree	Only in Buddy Attick Park
Kousa Dogwood	Not at Buddy Attick Park or on streets
'Winter King' Hawthorne	
Golden Rain Tree	Not at Buddy Attick Park
Crape Myrtle	Not at Buddy Attick Park
Loebner Magnolia	Not at Buddy Attick Park
Crabapple	Not at Buddy Attick Park
Yoshino Cherry	Not at Buddy Attick Park
Japanese Snowbell	Not at Buddy Attick Park or on streets

Medium Size Trees

Trident Maple	Streets only
Hedge Maple	Streets only
Serviceberry (Shadblow)	Not on streets
Fall Blooming Cherry	Not at Buddy Attick Park or on streets

Large Trees

Red Maple	
Maidenhair Tree (Ginkgo Biloba)	Not at Buddy Attick Park
Black Gum (Tupelo)	
London Plane Tree	Not at Buddy Attick Park
Willow Oak	
Sawtooth Oak	Not at Buddy Attick Park
Scholar Tree	Not at Buddy Attick Park
Bald Cypress	
Hybrid Elm	
Lacebark Elm	Not at Buddy Attick Park
Zelkova	Not at Buddy Attick Park