

**Johnson Space Center Employee Memorial Tree Guidelines**  
**at**  
**The Gilruth Recreation 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
- ***Memorial trees may NOT be decorated (i.e., wreaths, wind chimes, ornaments, signs, bird houses, ribbons, etc.)***

**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. In addition, a suitable line commemorating the individual's contribution to the Space Program, 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: **\$1,914.00**

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 agree with the JSC Employee Memorial Tree Policy (Enclosure).

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

## **Memorial Service 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 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 contact Reservations at [jsc-starport-reservations@mail.nasa.gov](mailto: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.