



## Royal University Hospital Memory Tree Leaf Request

### Background:

The idea of having a permanent place at Royal University Hospital to remember co-workers and volunteers who have passed away originated in 2012 with the passing of Warren Chykowski from the Respiratory Therapy Department. His friends and co-workers asked the RUH Foundation for ideas on what might be done within our Hospital to honour a life well lived and the impact he had on patient care. The first Memory Tree was installed in 2015 and provided a visual place that lives on and tells a story of the caring and compassionate people who, through their work and life, contributed to the legacy of Royal University Hospital. Two new trees joined the memory grove in the fall of 2017 and leaves are available for purchase.

The original Memory Tree was designed and installed by Remnant Steel and funded by generous donations in memory of Warren Chykowski and through a grant by the RUH Foundation HUG Fund in recognition of the RUH 60<sup>th</sup> Anniversary in 2015. The new trees were funded by the net proceeds from the leaf purchases. The new grove of three trees is permanently attached to the wall of RUH in the Golden Jubilee Gardens. Stainless steel leaves have been produced and each leaf will be attached to one of the branches. The RUH Foundation will maintain the leaves and will arrange for the inscribing and hanging of the leaves.

### Financial:

Any RUH employee, volunteer or department can purchase a leaf for \$250. The name of the person being remembered, the department they worked in and their life cycle dates will be inscribed on the leaf.

Please make cheque(s) payable to:

Royal University Hospital Foundation

Room 1626

103 Hospital Drive Saskatoon S7N0W8

Departments or groups may wish to raise additional funds in memory of the person being remembered. If additional funds are collected, in excess of the \$250, RUHF will provide a receipt proportionately for the excess funds raised. For instance, if a total of \$750 is collected, and names and addresses of the individual contributors has been tracked, then each person is eligible for a proportionate tax receipt for the total raised, less the cost of the leaf. Therefore  $\$500/\$750 = 66.67\%$  of each person's donation is receipted. (note that donation receipts are only issued when the receiptable amount is \$10 or more).

### How to order:

Once you have raised \$250.00 or more and filled in the form and RUHF has received the information to be inscribed and payment for the leaf, RUHF will confirm with you via email the leaf on the Memory Tree that you have requested and the inscription to be applied to it. RUHF will arrange to remove the stainless steel leaf and this leaf will be inscribed and delivered back to RUHF within two weeks. RUHF will arrange for the leaf to be installed on the tree. If the Department wishes to arrange a ceremony to celebrate a life well lived, they are encouraged to do so once you have been notified that the leaf is installed.

To order a leaf, please complete the following and return to [info@ruhf.org](mailto:info@ruhf.org) or Royal University Hospital Foundation, Room 1626, 103 Hospital Drive Saskatoon S7N0W8 or call 306.655.1984

**Full name to be inscribed on the leaf**

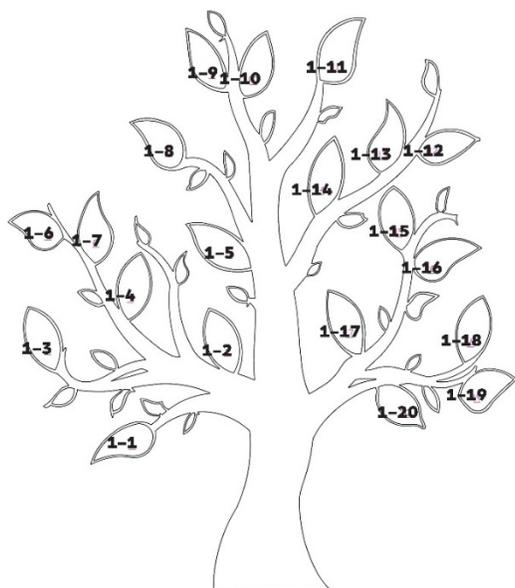
**RUH department(s) or areas worked in or volunteered at and years (if known)**

**Month, day and year born**

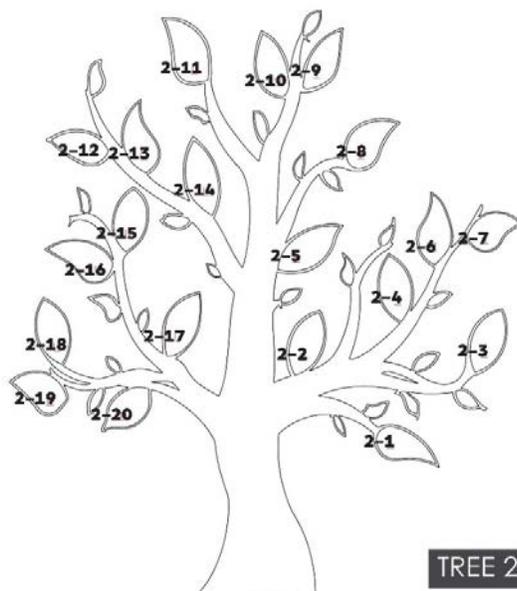
**Month, day and year passed away**

**Leaf # you would like (please check tree or call to see if this leaf is still available)**

**Contact information: Your name, department, email and phone number**



**TREE 1**



**TREE 2**

For office use:

- Information received
- Leaf removed

- Cheque/money received
- Leaf received

- Invoice from supplier
- Leaf reattached