



# Royal University Hospital Memory/Honour Tree Leaf Request

Royal University Hospital's Memory/Honour Tree Grove provides 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 RUH and beyond. It's a way to honour a co-worker or volunteer currently working at RUH or upon their retirement, or to remember someone dear to you who has passed away. The grove of three trees is permanently attached to the wall of RUH in the Golden Jubilee (Royal) Gardens and stainless steel leaves attached to the branches are available to purchase.

RUH employees, volunteers, departments or interested outside parties can purchase a leaf for \$250. The name of the person being remembered/honoured, the department they worked in (if applicable) and their life or work cycle dates will be inscribed on the leaf.

Departments or groups may raise additional funds related to the person being remembered. If additional funds are collected in excess of the \$250, RUH Foundation 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, 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: donation receipts are only issued when the receiptable amount is \$20 or more.

Please complete the following and return to <a href="mailto:info@ruh.org">info@ruh.org</a> or Royal University Hospital Foundation, Room 1626, 103 Hospital Drive, Saskatoon, SK. S7N 0W8 or call 306.655.1984. You will be notified when the plaque has been installed. Please make cheque(s) payable to RUH Foundation.	
<b>Full name to be inscribed on the leaf</b>	
<b>RUH department(s) or areas worked in or volunteered at and years (if applicable/known)</b>	
<b>Month, day and year born or began work at RUH</b>	<b>Month, day and year passed away or retired</b>
<b>Leaf # you would like (please see reverse)</b>	
<b>Contact information: Your name, department, email and phone number</b>	

For office use:

- Information received
- Leaf removed

- Cheque/money received
- Leaf received

- Invoice from supplier
- Leaf reattached

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