



Village of Mahomet

Parks & Recreation

**503 E. Main Street - P.O. Box 259 - Mahomet, IL 61853-0259
Village Administration (217) 586-4456 Fax (217) 586-5696
Park & Recreation Office (217) 586-6025**

Dear Friend of Parks & Recreation:

We are pleased to provide the opportunity to make a donation to the Village of Mahomet parks in memory of or to honor a loved one. The donation policy will help to answer questions you have about how to proceed with your memorial/commemorative idea.

The policy was developed to give Parks and Recreation Department staff an established method to accept memorials within our parks. It is our hope that the policy will allow us to provide you with a coordinated and consistent approach for processing your memorial requests. The policy is designed to assist in answering many of the basic questions you may have as you begin to think about the best way to memorialize your loved one or to honor others through a lasting tribute while enhancing our Village Parks.

The outline of the various categories in which we will accept memorials and the current price list will get you started on deciding the type of memorial/commemorative that best meets your needs. Once you review the policy and have formulated your idea, please contact us (217) 586-6025. At that point, we can begin to discuss how your ideas fit with our current park planning processes.

If you are looking for a memorial/commemorative donation opportunity that does not fall within the categories outlined in this policy please contact us, The Village of Mahomet Parks & Recreation Department, so that we may assist you

Thank you for considering the Parks and Recreation Department for your memorial/commemorative donation. We look forward to working with you.

Sincerely,

Dan Waldinger, Director
Village of Mahomet
Parks and Recreation Department

Donation Policy

PURPOSE

The Parks and Recreation Department provides the opportunity to donate memorials or commemorative items for loved ones to recognize and honor others through a lasting tribute while enhancing our Village Parks. Many people desire a living reminder of departed loved ones or coworkers who touched their lives. Others enjoy dedicating a tree to celebrate a birth of a child, an anniversary, special occasion or simply to enhance the beauty of our Village Parks. Whatever your reason, trees and benches are a valued addition to our Village Parks.

In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established the the following guidelines. The guidelines were developed based on the needs and resource capabilities of the Parks and Recreation Department and the desire of citizens to recognize loved ones through monetary contributions providing for specific lasting memorials.

POLICY

It is the policy of the Department of Parks & Recreation to encourage monetary donations by individuals, civic groups, and businesses for the purpose of enhancing Village parks. Such donations, including the placement of memorial markers or plaques, shall be accomplished in a consistent fashion in accordance with this policy. Any donation of funds designated towards equipment, park amenities, or plantings that include a request for a donor or memorial marker shall be submitted to the Parks and Recreation Department for consideration and approval before installation. Financial donations or payments can be made to the Village of Mahomet Parks & Recreation Department.

MEMORIAL/COMMEMORATIVE TREE SELECTION AND PLACEMENT

The donor may express preference of species and location of the tree to be planted. However, the exact species and location of the tree will be determined by Village staff depending on needs and site conditions. Staff will work with donors to find the ideal species and location for your tree.

MEMORIAL/COMMEMORATIVE BENCH SELECTION AND PLACEMENT

Bench type and appearance will be determined by Village Staff. The donor may express preference of location for placement of bench. The exact location will be determined by Village staff depending on needs and site conditions. Staff will work with donors to find the ideal location for the bench.

SPECIFIC GIFTS/SPONSORSHIP FOR PARK IMPROVEMENTS

Donors wishing to contribute to a specific project/improvement within Village Parks will be recognized with a commemorative marker on or near the structure. Donors should contact the Department of Parks and Recreation for a list of current projects seeking funding. Examples include but are not limited to; playground structures, pavilions, athletic courts/fields, water fountains, park signs and restrooms.

INSTALLATION

Village staff will conduct tree planting in the fall. Village staff will conduct bench installation in the spring and fall. Donors are welcome to attend the planting/installation and should notify Village staff in writing if they wish to take part. All other park improvement installations vary depending on project funding and staff availability.

COMMEMORATIVE LEAF/RECOGNITION

For trees, your chosen message will be inscribed on a brass leaf and proudly displayed on a new donor "Recognition Tree" in the lobby of the Village Offices for all to enjoy viewing. The tree, clothed in brass leaves, will be witness to your generosity and in helping Mahomet establish an improved greener community. For all other donations, you will be recognized with a brass plate affixed to the donation. You will have made an investment into the life and future of Mahomet! Plaques can be inscribed with:

In honor of (name)

In memory of (name) or

Generously donated by (name)

Followed by a single line noting the date.

(Inscriptions are subject to staff approval.)

MAINTENANCE

Village Staff will maintain donated items in the same manner as other park components. Trees and benches damaged due to vandalism or otherwise will be replaced once at the Village expense. After the first occurrence donors will have the option to replace their item at their expense, when/if replacement is appropriate.



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Tree & Bench Donation Program

Complete this application, enclose your check made payable to the **Village of Mahomet, Parks & Recreation Dept.** and mail it to the address at the top of this form. The placement and specific species of trees or park improvement and style of the bench will be at the discretion of the Village.

1. Donor Information

First & Last Names: _____	Email _____
Street Address: _____	City: _____ Zip: _____
Phone Home: _____	Work: _____ Cell: _____

2. Location Preference

Please indicate your preference regarding location of your donated item (visit our website "Facilities" to see mapped location)

Barber Brent Johnson Bridle Leash Brooks Warfel Dowell Russell (Circle your choices)

Other _____

3. Donation (See Back of this Page for Details)

Commemorative Tree	\$
Commemorative Bench	\$
Specific Park Improvement (includes recognition marker) (See Back of Page)	\$
Donate Additional Moneys to the Park Fund	\$
Total Payment	

3. Recognition Information

Please Print Clearly

In Memory of _____

In Honor of _____

Generously Donated by _____

Date: _____

For Office Use Only

Cash Check Marker Ordered Wants to be present @ placement Notified Public Works
 On-Line Notes : _____ Date Stamp: _____ Thank You

Park Donation and Improvement Opportunities

Item	Cost
Ornamental Tree (minimum 2 inch diameter)	\$500
Shade Tree (minimum 2 inch diameter)	\$500
Evergreen Tree (minimum 2 inch diameter)	\$500
Bench	\$600
Picnic Table	\$1,000
Park Sign	\$1,500
Drinking Fountain	\$1,500
Pavilion	\$50,000