

CITY OF LYNDEN

POLICY TITLE: COMMEMORATIVE DONATION PROGRAM

POLICY NUMBER: AD - 30

PROPOSED BY: ADMINISTRATION

**DATE APPROVED
BY COUNCIL:**

PURPOSE:

Donations are important to the vitality of the Parks Department, and to the City and its mission to preserve, enhance and strengthen the quality of life in the community. The following document defines and establishes a process for accepting donations and memorials for the City of Lynden. Citizens wishing to commemorate an anniversary, celebrate a new birth, or honor the memory of a loved one may request that trees, benches, playground equipment, etc. be placed in specific sites, subject to: a) approval by the City; b) consistency with City and Park plans; and c) current aesthetic needs. Further, the City reserves the right to remove any and all donated items at any time.

POLICY:

Department Responsibilities:

Each Department affected shall be responsible for accepting or denying donations based on the plans and needs of their Department, and making sure that such donations are consistent with this policy.

It is the Department's responsibility to:

- ensure that funds are deposited into the proper accounts;
- ensure that proper City officials are informed of the donations and that the donation fits current City needs in relation to landscape structure or development plans;
- ensure that the donations are suitably acknowledged;
- ensure that timely reports are made (reports may be made monthly or quarterly to Council and may be presented to Council in a ceremonial format, if desired);
- ensure that expenditures are consistent with requirements placed on donor and donations; and
- provide receipts for tax purposes.

Commemorative Donation Guidelines:

Site Specific Requests

In order to maintain a balance in the placement of donations such as benches, trees and playground equipment, etc. in areas where people congregate, wait, rest or engage in social activity, all site specific requests must be approved by the departments that have jurisdiction over the site and must be consistent with the City and Parks Master Plan. Site specific locations include: public facilities, parks and thoroughfares.

Recognition Plaques

While the City respects the desire of individuals to remember their loved ones, it also recognizes the desire of community members not to be burdened with a constant reminder of death in public places. Therefore, care must be taken to recognize and remember loved ones in a discreet manner. Recognition plaques and signage shall be discreetly placed and planned to avoid conflicts.

Plaque requirements are as follows:

1. Size of plaque may not exceed 14” in length x 4” in height x 1/4” in thickness.
2. The City will not be responsible for replacement if damaged or vandalized.
3. The number of lines on a plaque will not exceed three, the number of spaces will not exceed 40 per line, and the wording may include:
 - a) Date
 - b) “Dedicated to (name) (year)”
 - c) “Donated by (name) (year)”
 - d) “Commemorating the (year) Anniversary of (event), or
 - e) “In recognition of ...”

Commemorative Bench Donations

Citizens wishing to commemorate an event or recognize a loved one may purchase pre-approved benches that are available in a range of prices.

Request - To make a commemorative bench request, the Donor must complete an application form and submit it to Parks and Recreation. Parks and Recreation will forward the application to the Department in whose jurisdiction the donation will be made.

Donors may purchase the pre-approved benches themselves or include a check with the application for the amount designated.

Recognition - Upon receipt of the application, the department will respond to the Donor with a letter signed by the Mayor that includes the identification of the individual or event to be recognized/honored and the site location of the bench.

A plaque may be discreetly placed on the back of the bench in accordance with the standards set forth above.

(See attached "Application for Commemorative Bench Donation")

Commemorative Living Tree Donation

Donors wishing to commemorate a person or event may wish to participate in the Commemorative Living Tree Program. The Commemorative Living Tree program enables citizens to have trees planted within the city parks and thoroughfares in celebration of a special event or the life of an individual.

Request - To make a commemorative tree donation request, the Donor must complete an application form and submit it to Parks and Recreation. Parks and Recreation will forward the application to the Department in whose jurisdiction the donation will be made.

The type and size of the tree must be pre-approved by the department. Donors may purchase the tree and have it planted themselves, or they may include a check with the application for a designated amount (that will include the cost of the tree and the cost to plant the tree).

Recognition - Upon receipt of the application, the department will respond to the Donor with a letter signed by the Mayor that includes the identification of the individual or event to be recognized/honored and the site location of the tree.

See attached "Application for Commemorative Living Tree Program")

Other Commemorative Donations

Donors wishing to commemorate a person or event may wish to participate in the Commemorative Donation Program. The Commemorative Donation Program enables citizens to donate items, such as playground equipment, to the City in celebration of a special event or the life of an individual.

Request - To make a commemorative donation (other than trees or benches) request, the Donor must complete an application form and submit it to Parks and Recreation. Parks and Recreation will forward the application to the Department in whose jurisdiction the donation will be made.

The proposed donation must be pre-approved by the department in whose jurisdiction the donation would be located.

Recognition - Upon receipt of the application, the department will respond to the Donor with a letter signed by the Mayor that includes the identification of the individual or event to be recognized/honored, the name of the item donated and the location for such donated item.

(See attached "Application for Commemorative Donations other than Trees or Benches")

Exceptions to Standard Procedures

If the donation creates any of the following conditions, a staff report must be submitted to and approved by the City Administrator, prior to acceptance:

1. Does it create an immediate or initial City expenditure of \$500 or more which has not been included in the approved City budget? This pertains both to a direct outlay of City funds or to the use of City staff, resources and materials.
2. Does it create an annual City maintenance obligation of \$1000 or more which has not been included in the approved City budget?
3. Does it materially affect or change any aspect of City operations?
4. Unless otherwise stated in a contract, the Donor shall give up ownership rights; right to alter, move or remove said donations without reservation, and maintenance obligation rights.

Acknowledgement of Donations

Methods of recognition vary according to categories of giving. Recognition may be as simple as a thank you letter, certificate of recognition or a tax receipt for tree donations; or, in the case of benches and other large donation items such as playground equipment, etc., Council recognition or plaques may be provided.

APPLICATION FOR COMMEMORATIVE DONATION

Section I

Name of Person Making Request: _____

Address: _____
Street City State/Zip

Telephone (including area code): _____

Name of Person Being Honored: _____

Event: _____ Date: _____

Description of Item you wish to donate: _____

Possible Sites:	Centennial Park	City Hall Annex	Library	City Park
	Berthussen Park	Bender Fields	City Trail	City Hall
	Greenfield Park			

Note: All requested locations are subject to approval by the Department that has jurisdiction over the site.

Requested Site (first and second choice):

First Choice: _____

Second Choice: _____

Section II

Method of Donation:

_____ Donor will purchase and/or provide and deliver item to approved selected location.

_____ Donor will provides a check in the amount of \$_____ to the City to purchase and install approved item in approved, selected location.

Section III

I understand that:

1. My donated item must be approved by the City of Lynden Department that has jurisdiction over the selected site for the location of my donation.
2. My site selection must be approved by the City of Lynden Department that has jurisdiction over the site;
3. The City will not be responsible for replacing any damaged or vandalized donated items.
4. The City of Lynden reserves the right to remove any and all donated items at any time.
5. The City of Lynden will provide a full refund of funds submitted by donor should the City be unable to fulfill Donor's request for a Commemorative Donated item.

Donor's signature: _____

Date: _____

Please submit completed application to:

City of Lynden
Parks and Recreation Department
323 Front Street
Lynden, WA 98264

******(The following is for City use only.)******

CITY OF LYNDEN
RESPONSE TO APPLICATION
FOR
COMMEMORATIVE DONATION

City Department with Jurisdiction: _____

Section I

_____ Application for Commemorative Donation has been approved as follows:

Description of Item to be donated: _____

Approved Location for donated item: _____

_____ Donor will purchase and/or provide and deliver approved item to approved site.

_____ Check in the amount of \$ _____ has been received and the City will purchase and install approved item in approved location.

Section II

_____ Application for Commemorative Donation has been denied because:

Signature of Department Head

Date