



POLICY NO: 042

APPROVED: 12-3-08

POLICY/PROCEDURE

SNOHOMISH COUNTY PARKS DONATION PROGRAM

Many of Snohomish County's parks and green spaces are in need of new furnishings and equipment. In addition, the Parks Department works with a number of Foundations that support park development and resource management projects throughout the system. The Parks Department also accepts cash donations for scholarships for disadvantaged children or families.

Using Parks & Recreation policies and donor input as a guide, Snohomish County Parks & Recreation will make final decisions on locations for *all donations*, and reserves the right to refuse to accept donations that are deemed inappropriate.

Donating a *new* park bench, picnic table, tree, recreation equipment, or donating to a Foundation or a Scholarship Program provides a lasting and memorable way to acknowledge a friend, family member, or assist other community members in Snohomish County.

All donated items can include an inscribed plaque that describes the event or person being remembered. Plaques that are affixed to donated items are provided by Snohomish County Parks and shall be reviewed for appropriate language and content. The plaques wording is determined by the purchaser, however plaques may not include memorial language (i.e. "In memory of", "Birth and Death Dates"). Plaques for tree donations are plastic and embedded on top of a 4"x4" post (Parks Department provides). Plaques for benches and picnic tables are made of brass and are 4" x 6" in size. They are attached to the concrete slab below the bench or table.

Parks Department staff makes the final decision on the location of trees, benches or tables. Benches and tables are ordered from a distributor and the typical waiting period is about 6 weeks. Benches and tables are installed by park maintenance staff.

DEDICATED TO

_____ (name) _____
_____ (year installed) _____

Current pricing information can be provide by Thomas Hartzell, Senior Park Planner, 425-388-6695, thomas.hartzell@snoco.org. **Refurbishment** of *existing park furnishings* is another great way to help Snohomish County Parks. Funds donated for refurbishment will be used to repair an existing bench or picnic table and install the recognition plaque. If no repairs are needed at the time of donation, the funds will be retained for future maintenance and refurbishment of the bench or picnic table.

For all donations, donors must work with a Parks Department representative; Thomas Hartzell, Senior Park Planner, 425-388-6695, thomas.hartzell@snoco.org to ensure the donation, its location, and plaque are approved by Snohomish County Parks & Recreation.

Because park furnishings only last for a matter of years before requiring complete replacement, donated furnishings may become available for *renewal*, with preference given to the original donor to renew. Newly donated furnishings become available for renewal after fifteen years, while refurbished furnishings become available for renewal after ten years.

The fee for renewal at either the ten or fifteen year mark is decided on a case-by-case basis, depending on whether the item is in need of refurbishment or complete replacement at that time. If you are interested in renewal at the end of your gift, please notify the Parks Department of any changes to your contact information.

Your signature on this form indicates that you have read both pages of this document, consulted with the Snohomish County Parks Donation representative, and you understand that: location of all donated furnishings and language used on recognition plaques are subject to approval by Snohomish County Parks and Recreation,

As a tax-deductible donation, donated furnishings are property of Snohomish County Parks and Recreation.

All donations will be maintained according to Parks and Recreation policy and priorities.

The donation terms are as follow: (15) fifteen years for a new furnishings and (10) ten years for a refurbished improvement. After that period, the furnishings will be available for renewal.

Donor Signature: _____

Date: _____

Donated furnishings will be installed after they have been paid for in full.

Please send a check payable to Snohomish County Parks Department or discuss other payment options with the Park Representative.

Questions? Contact Thomas Hartzell at 425 388 6695, thomas.hartzell@snoco.org

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All donated items can include an inscribed plaque that describes the event or person being remembered. Parks Department staff must approve the wording and font of all plaques. Parks Department staff makes the final decision on the location of trees, benches or tables. Benches and tables are ordered from a distributor. Benches and tables are installed by park maintenance staff when staffing and workload allows. Typical time frame is 90-120 days from the placing of order.

Questions? Contact Thomas Hartzell at 425 388 6695 or thomas.hartzell@snoco.org

DONATION PROGRAM APPLICATION

DONOR(S) NAME: _____ PH#: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PERSON / EVENT BEING HONORED _____

___ 1" to 1 1/2" cal TREE with MARKER - \$1,500

Name of Tree (botanical/common name) _____

___ BENCH - \$2,200 (locally made Concrete or recycled plastic).

___ PICNIC TABLE - \$3,500

___ OTHER, Describe: _____

PARK NAME: _____

LOCATION IN PARK: _____

(Attach map of park if available)

Donations are tax deductible. Make checks payable to Snohomish County Parks and Recreation

PLAQUES: Plaques and posts are provided by Snohomish County Parks. The plaques wording is determined by the purchaser. Plaques **cannot** say "*In Memory of*" or have "*Birth and Death*" dates. Plaques for tree donations are embedded on top of a 4"x4" post are made of plastic. Bronze plaques for picnic tables and benches are 4" x 6" in size and are fixed flush-mounted to bench slats or table tops.

Proposed wording for plaque:

DONATED BY THE FRIENDS AND FAMILY OF _____ (Name)

_____ (Year installed)

OR (your own wording)

Mail Application and Check to
Snohomish County Parks and Recreation
Willis Tucker Regional Park
6705 Puget Park Dr.
Snohomish WA 98296