



DANE COUNTY PARKS UNIQUE MEMORIAL & TRIBUTE GIFTS DONATION REQUEST FORM

All Donations Are Tax Deductible

Thank you for considering a unique memorial or tribute gift to support Dane County Parks. We want you to know that your gesture is sincerely appreciated. Unique gifts do not fall under one of our standard donations (benches, trees, tables, etc). Examples may include artwork, gardens, playgrounds, park facilities, landscape features, etc. Unique gift proposals will be considered for approval by the Dane County Park Commission per their donation policy.

For assistance with your decision-making, please feel free to contact the Parks Director through the Dane County Parks Office at (608) 224-3730 or send an email to dane-parks@countyofdane.com.

Acknowledgement

I acknowledge that the donation being offered is to support Dane County Parks. Dane County Parks will own and manage the donated gift or assign these responsibilities to others. Gifts generally have a lifespan of 20 years. Dane County Parks may modify, move or remove donated items at any time.

Signature(s) _____ Date _____

CONTACT INFORMATION:

Donor Name(s): _____

Mailing Address: _____

Phone: _____ Email: _____

PROPOSED DONATION

Attach a proposal of the unique memorial and tribute gift. Please provide the following information:

1. Who, What, Where, When and Why.
2. Add pictures and drawings that help clarify the request.
3. Estimated monetary value of donated item.
4. Name of person or persons (if any) to be recognized, and their relationship or association to Dane County Parks. If recognition is desired, indicate desired media: plaque, signage, dedication event, etc. Dane County Parks will contact you to discuss an acceptable method.
5. Are there monetary donations or services provided to support the maintenance of the gift?
6. What is the proposed lifespan of the gift?

Your donation gift description will be evaluated by the Park Commission. All Park Commission meetings are open to the public so you are welcome to attend when your gift proposal is on their agenda. Parks staff may request additional follow-up information to assist with their evaluation.

Please email the request to dane-parks@countyofdane.com or mail to Dane County Parks, 5201 Fen Oak Drive, #208, Madison, WI 53718. If you have any questions regarding a possible donation, please contact the Parks Director at the email above or at (608) 224-3730. If the gift is accepted, an agreement would be entered into between the donor(s) and Dane County Parks based the agreed terms of the gift.