



**VILLAGE OF SISTER BAY DONATION FORM**  
(Please place a check mark next to the item you wish to donate)

\_\_\_\_\_ Playground Equipment Fund                      Amount: \$ \_\_\_\_\_  
*(The minimum donation required for recognition on a plaque which will be displayed near the playground in Waterfront Park is \$500.)*

\_\_\_\_\_ Memorial Tree Fund                                      Amount: \$ \_\_\_\_\_  
*(The Parks, Properties & Streets Committee will determine what species of trees shall be purchased and where those trees will be planted. The minimum donation required for recognition on a plaque which will be displayed in Village facilities is \$250.)*

\_\_\_\_\_ Dog Park Fund    Amount: \$ \_\_\_\_\_  
*(The minimum donation required for recognition on a plaque which will be displayed at the dog park is \$250.)*

\_\_\_\_\_ Picnic Table    Amount: \$ \_\_\_\_\_  
*(The minimum donation required for recognition on an engraved plaque which will be displayed on a picnic table is \$1000.)*

Due to space limitations on the plaque, the desired inscription can be *no more* than 23 characters long *including spaces*, and the first line must either read: **IN MEMORY OF** or **IN HONOR OF**. (Please circle the desired wording for the top line and print the name(s) you would like to have appear on the second and third lines in the boxes below.)

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Contact Person(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## **VILLAGE OF SISTER BAY PARKS DONATION POLICY**

*(approved by the Village Board 04/20/2021)*

The Sister Bay Village Board of Trustees welcomes donations to be used for public purposes. The purpose of this policy is to establish guidelines, criteria, standards and procedures for acceptance and care of donated items. Physical property donations in the form of park benches are addressed in a separate Commemorative Park Bench Policy. The following guidelines for cash donations are put forward:

1. Donations can be made in any amount. Those who meet a minimum donation amount as outlined on the Village of Sister Bay Donation Form will be recognized as indicated.
2. Donations can be accepted from individuals and businesses who reside outside of the Village limits.
3. Donations can be designated for a specific program or purpose. Non-designated monetary donations will be used as current needs dictate based on recommendations of the Parks, Properties & Streets Committee.
4. Donors may request a gift acknowledgement letter for tax reporting purposes.
5. Donations are given with the full understanding that items purchased with that money become the property of the Village of Sister Bay and are subject to maintenance and replacement as determined necessary by the Parks Facilities Manager.
6. An offer of any non-cash donation must first be presented to the Parks, Properties & Streets Committee for consideration before acceptance. This will ensure that the item is consistent with the village's master plan for public spaces.
7. Village Staff will keep records of all donors and the associated use of their donation for historical purposes.
8. Concerning picnic tables: any amount received in excess of the actual cost of the table will be used for maintenance and repair of the table during its purchased term due to misuse or vandalism.