



Village of Sister Bay Commemorative Bench Program Policy and Donation Agreement

(Approved by the Village Board on 6/16/2026)

Policy Purpose: It is the policy of the Village of Sister Bay to accept donations for the purpose of installing commemorative benches within Village parks and public spaces to honor someone special, remember a loved one, or recognize a special event or achievement. Benches placed in Tier 1 locations (Waterfront Park & Marina and Marina Park) must meet a heightened threshold of historical significance to the Village of Sister Bay. Bench placements in Tier 2 locations (Sports Complex, Dog Park, Bike Path and Trails) may meet less stringent requirements. Benches that commemorate significant events in Village history will be determined by the Village Board with assistance from the Sister Bay Historical Society.

Donation Purpose: Donations will be accepted only for the purchase and installation of park benches approved by the Village of Sister Bay.

Tier 1 Policy Statements:

1. Individuals that wish to be commemorated with a physical memorial must have a direct affiliation with, or have lived in, the Village of Sister Bay and have made significant contributions to our community. Memorials need to reflect the Village's "culture" and recognize the person's overall historical significance. Memorials need to "tell the story" of the Village of Sister Bay.
2. Donors will submit a written statement outlining the connection between their honoree and the Village of Sister Bay, in alignment with the Tier 1 purpose.
3. The location of Tier 1 memorial benches shall be sited according to the master plan layout of the Village parks and public spaces. The approved spaces include:
 - a) Waterfront Park
 - b) Marina and Marina Park

*Pebble Beach is not an approved location for either tier 1 or 2.

Tier 2 Policy Statements:

1. The commemorative bench program applies broader, more inclusive criteria that still align with the policy requirement for honorees to have a connection to Sister Bay, but do not require significant historical impact. Standards can include:
 - a. Honorees who lived in or were affiliated with the Village of Sister Bay, even if their contributions were personal, informal, or community-oriented rather than historically impactful.
 - b. Individuals who provided service, volunteerism, or positive engagement in the community, regardless of scale.
 - c. Residents or community members whose presence or everyday contributions enriched the community in meaningful, but not historically defining, ways.
 - d. Persons remembered primarily for family, personal, or neighborhood connections within Sister Bay.
2. Donors will submit a written statement outlining the connection between their honoree and the Village of Sister Bay, in alignment with the Tier 2 purpose.
3. The location of Tier 2 memorial benches shall be sited according to the master plan layout of the Village parks and public spaces. The approved spaces include:
 - c) Sports Complex
 - d) Dog Park
 - e) Bike Path and Trails

*Pebble Beach is not an approved location for either Tier 1 or 2.

General Policy Statements:

4. Cost of a memorial bench shall be \$3,000 which includes all materials, labor, and installation, along with any necessary maintenance endowment.
5. The Parks, Property, and Streets Committee will have final approval of requested memorials and the location of placement. The policy will be implemented by Village Staff; they will conduct good faith efforts to install the memorial bench in a prompt manner following the final approval.
6. Once donated, the memorial becomes the property of the Village, and it is prohibited for donors to decorate or add adornment to the memorial item.
7. Commemorative benches shall be constructed of wood with a metal frame and placed on concrete slabs where necessary. The commemoration statement will be routed directly on the bench.
8. The wording on the memorial will be limited to
 - a) In memory of ...
 - b) In honor of ...
9. A commemorative bench will remain in place for a term of ten (10) years from installation. At the conclusion of the term, the memorial sponsor is responsible for contacting the Village if they wish to renew their agreement. As of the adoption of this policy, the Village will no longer initiate renewal notifications. The renewal fee will be the current program rate established by the Village at the time of renewal. Renewal reauthorizes the bench for an additional ten (10) years; the Village does not guarantee the condition or location of the existing bench at the time of renewal. If no renewal request is received by the expiration date, the Village may remove, relocate, or offer the bench location to a new donor.
10. Donors must enter into a written donation agreement with the Village (attached). This document will specify the terms of any gift, which may include provisions regarding maintenance, life span, and donor recognition.
11. This policy will be reviewed annually and updated as necessary.
12. The master plan of public parks and public spaces will be reviewed and updated as necessary.

Commemorative Bench Program Donation Agreement

Please complete this application to donate a park bench to the Village of Sister. Village staff will contact you regarding acceptance of your application and placement of your memorial.

I wish to donate a memorial park bench ☐ IN MEMORY OF ☐ IN HONOR OF (check one)

Primary Contact Information:

Donor Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Alternate Contact Information:

Donor Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Desired location for placement of memorial:

Tier 1

☐ Waterfront Park

☐ Marina and Marina Park

Tier 2

☐ Sports Complex

☐ Dog Park

☐ Bike Path and Trails

Enclosed is a fee of \$3,000 for a park bench payable by check to VILLAGE OF SISTER BAY. I have also attached a written statement (see back of form), which will be edited by village staff and posted on the village's website. Completed form and payment can be mailed to PO BOX 769, Sister Bay, WI 54234. Questions on completion of this form can be directed to staff at (920) 854-4118 or email info@sisterbaywi.gov.

I acknowledge that a monetary donation is being offered to support Village of Sister Bay parks. I agree that I have read the entire Commemorative Bench Program Policy and understand the terms and conditions under which I am making this request. With this donation, the Village of Sister Bay will install a commemorative park bench for a period of 10 years engraved with the name of the designated honoree indicated above. The memorial bench shall be removed and/or removed in accordance with this policy. I also grant permission for the Village of Sister Bay to compile and share the written statement about the honoree submitted with this request on their website for the public to enjoy.

Signature

Date

Commemorative Bench Program Honoree Details

Want to remember an individual important to the area? Consider the following questions when creating your statement about your family member and/or loved one:

While residing in the Village:

*where were they employed or did they own their own business

*did this person serve on any project committees

*did this person conduct any volunteer service in the village

*list any other significant contributions to Sister Bay

Statements need not be overly long. Village staff will contact you at the email or number provided on the reverse of this form if clarification is needed.

ADMINISTRATIVE USE ONLY

Village Staff: Utilize the following fields to track the progress and implementation of the application.

Date Received: _____

Date Reviewed by Parks, Property, and Streets Committee: _____

Date Notified of Approval (If Approved): _____

Date of Placement (If Approved): _____

Date of Termination (If Approved): _____

Date Notified of Placement (If Approved): _____

Signature

Date