

**Dane County Policy on Recognitions, Dedications, Memorial, and  
Donations for the Dane County Park System  
Revised  
1992/2014**

Policy Objective:

To find the ways and means to honor, memorialize or otherwise express recognition to:

**THE MANY WHO HAVE BEEN**

**THE MANY WHO ARE, and**

**THE MANY WHO WILL BE**

Contributors to the founding, growth, and development of the Dane County Park System and Natural Resource Areas.

Policy Purpose:

To develop a method to accept donations for memorials by the general public and for recognition of significant contributions and/or donations to the Dane County Park System.

Policy Statement:

It is Dane County's intent by this policy to establish a systematic approach for the acceptance of donations, contributions, and memorials and to recognize those who have made significant contributions financial and otherwise.

Policy:

All donations, recognitions, contributions, and memorials shall be presented to the Dane County Park Commission. The Dane County Park Commission will review such presentations to determine if they fit the guidelines established in this policy. Depending upon the type of presentation and whether it is covered by County Ordinance, the need for further committee review, County Board or County Executive approval will need to be determined.

**Policy on Recognitions, Dedications, Memorials, and Donations. (1991/2014 Page 2)**

The County of Dane will recognize and/or accept donations, contributions and memorials under the following guidelines:

1. Recognitions can be done for significant contributions financial or otherwise to the Dane County Park System. All recognitions should be initially presented to the Park Commission for approval.
2. The donation or contribution to a specific property or park should accelerate the development of facilities identified in the mater plan for that park. (Example: Someone wants to donate a tree to a specific park. The tree would need to be in the development plan for that park and species of tree would be selected by the park planner.) It is the Park Commission's intent not to put monuments by each item donated as a memorial in each park. All recognition will be done at Memorial Park on a central plaque or sign.
3. Donations, memorials, and recognitions will also be accepted in a Memorial Park. The Park is zoned into various areas of development. These areas will allow for a variety in memorial selections for potential donors or contributors. At a central location or at the entrance to this park a plaque will be developed where all those recognized for their contributions, or remember, will be recorded. There will also be a place where contributions that have been made to other park areas will be displayed.
4. Specific fun raising-activities will be allowed. Contributions for specific facilities will be kept in a separate Friends of the Parks account and will be used for the purposes for which they were intended. A special location(s) on or within the facilities, if practical, will be provided for recognitions of contributions.
5. Property or real estate donations must go through a review process. All real estate must be reviewed and comply with Dane County's land acquisition procedures, and would need to be part of an approved comprehensive plan adopted by the Dane County Board and the Dane County Park Commission. Property other than real estate would be considered on a case-by-case basis.
6. Any request to name a park or park facility will require the approval of the Dane County Park Commission, County Board and County Executive. Such requests shall include complete justification, including a comprehensive listing of the contributions, personal services, financial or otherwise, which led to the request. Contributions justifying such requests should relate in a logical manner to the specific request.

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- A. The Park Commission is responsible for the naming of all Commission lands and facilities. Naming is normally accomplished as an aspect of a master planning process and generally follows a historic based review of significant physical, biological or cultural attributes or features of the property or area.
- B. The Park Commission will accept written requests to name or re-name Commission lands or facilities to honor an individual(s), family or organization. In this case the request shall include the following :
  - 1. A written description of the contributing factors that represent the basis for the proposed naming. The description should demonstrate how the contribution of the individual(s), family, or organization furthers the mission of Dane County Parks.
  - 2. The individual(s), family or organization to be honored must agree with the naming.
  - 3. The request must have public support and does not have a conflict of interests with the mission of the Dane County Parks.
  - 4. "Pursuant to Res. 121, 13-14, Policy for Naming County Facilities, no park or park facility will be named in honor of a sitting federal, state or county elected official "; and no individual currently seeking a political office will be considered for naming.
- C. Before Park Commission re-names land or facility a thorough review and evaluation will be made of the history of the original name along with the history of and reasons for the proposed name.
- D. Naming or renaming facilities of lesser importance - such as shelters, rooms in buildings, trails, internal roads, overlooks, etc. shall be in the discretion of the Parks Commission.

REVISED 12/4/91

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