

**DANE COUNTY PARKS**  
**NON-DESIGNATED AND MEMORIAL GIFTS**  
**DONATION REQUEST FORM**

**DRAFT**

*All Donations Are Tax Deductible*

Thank you for considering a memorial or tribute gift to support Dane County Parks. We want you to know that your gesture is sincerely appreciated. Gifts of this type are considered unique and do not fall under the typical park donation process and will be considered for approval by the Dane County Park Commission following the Dane County Policy on Recognitions, Dedications, Memorial, and Donations for the Dane County Park System.

Examples may include: Artwork, Gardens, Playgrounds, Park Facilities, Landscape Features, Etc.

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](mailto:dane-parks@countyofdane.com).

**Acknowledgement**

I acknowledge that the donation being offered is to support Dane County Parks. That Dane County Parks will own and manage the donated gift or assign these responsibilities to others. 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:** \_\_\_\_\_

**ATTACH A DESCRIPTION OF THE NON-DESIGNATE AND UNIQUE MEMORIAL & TRIBUTE GIFT PROPOSAL**

**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) **Who will maintain the gift?**
- 6) **Is there a monetary donation or services provided to support the maintenance of the gift?**
- 7) **What is the proposed lifespan of the gift?**

Your donation gift description will be evaluated by the Park Commission. When the request is taken up by the Park Commission you are welcome to attend and provide information on the gift proposal. Parks staff may request additional follow-up information to assist with their evaluation.

Please email the request to [dane-parks@countyofdane.com](mailto: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 on the agreed terms of the gift.