



TRANSFERRING ADMINISTRATION OF MEMORIAL BENCH AND TREE PROGRAM TO FOUNDATION

The Foundation for Dane County Parks (Foundation)'s mission is to support and enhance Dane County Parks (Parks) through philanthropic community engagement.

The Foundation's capacity has increased greatly over the last two years with the hiring of their first full-time Executive Director. The Foundation's support of Parks has also increased in a number of ways, including the \$1.5 million donation from the Ragatz Family for Mendota County Park improvements.

For years, Parks has discussed transferring administration of the memorial tree and bench donations to the Foundation. As the philanthropic arm of Parks, it makes sense for the Foundation to accept these donations and communicate directly with donors.

The process, terms and donation amounts are outlined below. At the end of each calendar year, Foundation will pay Parks one lump sum for all trees and benches purchased at the agreed upon price. The Foundation Executive Director and Parks Director will review the process, terms and donation amounts annually and adjust as needed.

Benches

Donation Process

1. Donor contacts Foundation with inquiry to purchase
2. Foundation communicates costs, bench location approval process, and donation terms to donor. Foundation inquires about bench location preferences.
3. Foundation communicates with Parks staff on appropriate location options
4. Foundation relays location choice(s) to donor
5. If location is agreed upon by Parks and donor, donor pays Foundation for bench and finalizes plaque language
6. Foundation confirms order with Parks and gives Parks staff order form for inventory
7. Parks orders the plaque and installs the bench
8. Parks takes photo of installed bench and emails to the Foundation
9. Foundation sends photo to donor

Donation Terms

- Locations are approved by the Dane County Parks staff and approval is contingent on property need.
- Dane County Parks will own the bench. Dane County Parks will do their best to honor the donation term length, but they may modify, move or remove at any time.
- Dane County Parks will strive to maintain a bench for 20 years (product lifespan). After 20 years, the amenity will be removed.

Donation Amount

\$10,000 / bench

The Foundation to retain \$6,000 and Parks to be paid \$4,000 to cover bench, plaque, limestone footing and installation.

Trees

Donation Process

1. Donor contacts Foundation with inquiry to purchase
2. Foundation communicates costs, tree location approval process, species selection process, that there is no plaque/recognition, and donation terms to donor. Foundation inquiries about tree location preferences.
3. Foundation communicates with Parks staff on appropriate location options
4. Foundation relays location and tree species choice(s) to donor
5. If location and species are agreed upon by Parks and donor, donor pays Foundation for tree
6. Foundation confirms order with Parks and gives Parks staff order form for inventory
7. Parks orders the tree and plants it in the fall
8. Parks takes photo of planted tree and emails to the Foundation
9. Foundation sends photo to donor

Donation Terms

- Location and tree species are approved by the Dane County Parks staff and approval is contingent on property need.
- Trees are warrantied for two (2) growing seasons.
- Trees do not come with a recognition plaque.
- Dane County Parks will own the tree. Dane County Parks may modify, move or remove at any time.

Donation Amount

\$5,000 / tree

The Foundation to retain \$4,000 and Parks to be paid \$1,000 to cover tree purchase and installation.