

## City of Melfort Policy Manual

<i>POLICY TITLE:</i> <b>Memorial Garden Donation Policy</b>	<i>POLICY NUMBER:</i> <b>7.25</b>	<i>EFFECTIVE DATE:</i> <b>January 16, 2006</b>
<i>ORIGIN:</i> <b>Recreation &amp; Facilities Manager</b>	<i>ADOPTED BY COUNCIL ON:</i> <b>January 16, 2006</b>	<i>DATE:</i>

### Purpose

To allow the public the opportunity to make a monetary donation to the Melfort Memorial Garden in memory of someone or to assist in enhancing or maintaining the Garden.

### Definitions

“City” means the City of Melfort.

“Plaque Recognition” means a donation that qualifies for the installation of a plaque with a name placed on it.

“Book Recognition” means a donation that does not qualify for plaque recognition but would be recognized in the form of a recognition book kept at City Hall.

### Policy

There will be two separate levels of recognition for donations to the Melfort Memorial Garden:

1. Plaque recognition – A minimum donation of **\$ 200.00** is required for plaque recognition. The plaque will be 5 inches X 2 inches in size to be suitably displayed at the Memorial Garden site. If the donation is in memory of an individual, the inscription “in memory of” will be added to the plaque. If the donation is not in memory of an individual, the inscription “donated by” will be added to the plaque and the name as indicated by the donor will be inscribed. Plaque recognition will also be noted in the register that will be kept at City Hall.
2. Book Recognition – If the donation is less than **\$ 200.00**, the donors name will be inscribed in the “recognition book” along with any other particulars such as ‘in memory of”, etc. and will be kept at City Hall.

3. All donations will be used for something specific in the Memorial Garden, at the discretion of the committee.
4. All donations will be kept by the City of Melfort and used for the enhancement and development of the Melfort Memorial Garden. However, if the fund in any given year has reached in excess of **\$ 10,000.00**, the Committee can decide to utilize the excess funds to enhance other Memorial locations in the City of Melfort.

### **Procedure**

The donor will submit the donation accompanied by the appropriate form to the City of Melfort. A tax receipt will be issued by the City of Melfort.

If the donation falls in the “recognition book” category, they will be asked to provide the required information for the book that will be kept at City Hall.

The ‘Plaque recognition” donor will be notified by mail once the recognition plaque has been installed.

**Memorial Garden Donation**

Donor Name: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_

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

Receipt to: \_\_\_\_\_

“Donation by”: \_\_\_\_\_

“In Memory of”: \_\_\_\_\_

**(City of Melfort Use)**

Donation received: \_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)

Receipt issued: \_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)

Recognition book signed: \_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)  
(if required)

Recognition plaque installed: \_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)

Thank you letter sent: \_\_\_\_\_ (Date) \_\_\_\_\_ (Signature)