



## Memorial Garden Donation

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

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

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

E-mail Address: \_\_\_\_\_

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

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

“Donation by”: \_\_\_\_\_

“In Memory of” \_\_\_\_\_

There will be two separate levels of recognition for donations to the Melfort Memorial Garden, in accordance with Memorial Garden Donation Policy 7.25:

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.

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### (City of Melfort Use)

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

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

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

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

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