

# PARKS MEMORIAL DONATION PROGRAM ORDER FORM



|                                |  |                   |  |
|--------------------------------|--|-------------------|--|
| Donor(s) Name or Organization: |  |                   |  |
| Address:                       |  | City, State, Zip: |  |
| Phone #:                       |  |                   |  |
| Email:                         |  |                   |  |

## PRE-APPROVED MEMORIAL OR DONATION ITEMS: (Please check appropriate box or boxes)

|                          |  |                          |                                       |
|--------------------------|--|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Memorial Tree \$700                          | <input type="checkbox"/> | Engraved Playground Paver Stone \$250 |
| <input type="checkbox"/> | 6' Metal Bench with Brass Plaque \$5,000     |                          |                                       |
| <input type="checkbox"/> | Sidewalk Engraving @ Elena's Children's Park |                          |                                       |

### Proposed Park Location:

Desired Inscription/Engraving – (Applies to brass leaf for trees, plaques for benches and drinking fountains and playground stones)

|   |                                 |
|---|---------------------------------|
| Please complete this section for<br>Elena's Children's Park sidewalk engraving: | In Memory of<br>(Child's Name): |
|---|---------------------------------|

Description of child's affiliation with University Park (i.e. resident, grandchild of a resident, attended school/church here, etc.):

**I certify that I am the parent or legal guardian of the above-mentioned child, and do hereby grant permission to the City of University Park to engrave the above listed name in the sidewalk at Elena's Children's Park.**

|                   |  |                   |  |
|-------------------|--|-------------------|--|
| Parent's Name:    |  | Parent's Phone #: |  |
| Parent's Address: |  |                   |  |
| Signature:        |  |                   |  |

## STATE OF TEXAS / COUNTY OF DALLAS

Before me the undersigned authority on this day personally appeared \_\_\_\_\_, known to be the person whose name is subscribed to the foregoing instrument, and acknowledge to me he/she executed the same for the purpose and consideration therein expressed and, in the capacity, herein stated. Given under my hand and the seal of office on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Signed:



# Parks and Recreation Department Policy and Procedures

## TITLE: Park Memorials and Donation Program

Issued Date:  
Revised Date:  
Director: Sean Johnson

### **PURPOSE**

The City of University Park Parks and Recreation Department receives frequent inquiries from individuals and organizations about donations and memorials to the City's park system. The intent of the Memorial and Donation Program is to create a program that is flexible and responsive to the needs of our community's donors and to establish policies and procedures for accepting donations made for the benefit of the City's parks system.

The Park Memorial and Donation Program is a community-based effort that seeks private donations to fund park improvements. All donations are deposited into the University Park Civic Fund (UPCF) and are tax deductible.

### **POLICY**

- A. The UPPARD shall be responsible for administering the Park Memorial and Donation Program, including establishing a review process for approving and installing donations. The Department may coordinate with other City departments where needed.
- B. The City of University Park encourages donations of land, physical objects, and money to support the UPPARD and the community. Donations will be accepted from public and private sources for the purposes of enhancing all City parks and will become the property of the City.
- C. Cash Donations: Unspecified cash donations may be used to build, to repair or to upgrade existing or new park facilities at the City's discretion.
- D. Structures and Site Furnishings: The UPPARD has established general aesthetic standards for furnishings in parks. Donations of furnishings should maintain this aesthetic standard. Therefore, the Parks Director will work with donors to select furnishings that align with current UPPARD standards and goals. When appropriate the Parks Director or his designee will provide donors a list of pre-approved furnishings from which they may choose.
- E. Memorial Programs: The following programs allow for memorialization of people in UP parks through the purchase and installation of trees, park benches, and Elena's Children's Park Sidewalk Name Engraving.

- F. In the case of memorial trees, benches, engraved playground pavers, and Elena's Children's Park name engravings all maintenance activities and associated costs will be covered by the UPPARD.
- G. The Parks Director may also provide donors with a list of upcoming Parks capital improvement projects that provide opportunities for donors to purchase furnishings or other site features.
- H. Other Furnishings: Other furnishings or structures outside the pre-approved list such as fountains, art, plazas, and landscapes will be reviewed by the Parks Director or on a case-by-case basis.

## **PROCEDURE**

The following programs allow for memorialization of people through the purchase and installation of trees, park benches, engraved playground pavers, and Elena's Children's Park Sidewalk Name Engraving:

### **A. Memorial Tree Program \*currently on hold**

- Donor will select the tree species from our established list of trees:

Bald cypress

Red oak

Bur oak

Yaupon holly

Cedar elm

Japanese maple

Chinese pistachio

Crape myrtle

Chinquapin oak

Other (requires UPPARD approval)

- To enroll in this program, submit the completed Memorial and Donation Program Form to the UPPARD at [parks@uptexas.org](mailto:parks@uptexas.org). UPPARD staff will reach out to the donor to coordinate installation and schedule payment.
- To avoid overplanting and crowded growing conditions the UPPARD will work with the donor to pick the optimal location for both the health of the tree and the donor's requested location.
- The Parks and Recreation Department will plant the tree in the recommended or requested and agreed upon location.
- A brass leaf will be added to the symbolic Memorial Tree Plaque located at City Hall.
- A tree tag is placed on the tree with a unique number to identify your Memorial Tree. This number will be recorded at City Hall so that others can locate the tree.
- The donor will receive a certificate signed by the Mayor.
- Cost of the program is \$700.
- If you have any additional questions about these programs, please contact the UPPARD at [214-987-5488](tel:214-987-5488).

## **B. Memorial Bench Program**

- To enroll in this program, submit the completed Memorial and Donation Program Form to the UPPARD at [parks@uptexas.org](mailto:parks@uptexas.org). UPPARD staff will reach out to the donor to coordinate installation and schedule payment.
- The donor will work with the UPPARD to select an available location for the bench within the park system. To avoid an over concentration of benches at a particular park or a certain portion of a park the UPPARD will work with the donor to an optimal location that accounts for both the request of the donor and functionality of the park design and functionality.
- UPPARD staff will order and install the standard UPPARD 6' bench as well as an inscribed brass memorial plaque to be installed on the bench.
- The donor will receive a certificate signed by the Mayor.
- Cost of the program is \$5,000.
- Pre-approved text may include:

In Honor of \_\_\_\_\_,  
In Memory of \_\_\_\_\_,  
In Celebration of \_\_\_\_\_,  
Dedicated to \_\_\_\_\_,

- Appropriate approval of the donation or memorial must be obtained before installation of the donation or memorial may begin.
- To enroll in this program, submit the completed Memorial and Donation Program Form to the UPPARD at [parks@uptexas.org](mailto:parks@uptexas.org). UPPARD staff will reach out to the donor to coordinate and schedule payment.
- If you have any additional questions about these programs, please contact the UPPARD at [214-987-5488](tel:214-987-5488).

### **C. Elena's Children's Park Sidewalk Name Engraving**

Elena's Children's Park, located at the corner of Hanover, Dublin, and Boedecker, was dedicated in 2000. Named for Mary Elena Franklin, the park is dedicated to all Park Cities families who have lost a child. The park is a celebration of the life, joy, and energy found in our children. More than 450 area families, corporations and foundations contributed to the park's creation.

- To have a deceased child's name inscribed as a memorial in the park, submit the completed Memorial and Donation Program Form to the UPPARD at [parks@uptexas.org](mailto:parks@uptexas.org). UPPARD staff will reach out to the donor to coordinate installation.
- The inscription will be professionally engraved in the sidewalk that weaves through the center of the park.

To donate monetarily or to give a gift in the form of a physical object such as art, furnishings, fountain, etc., donors must submit the completed Memorial and Donation Program Form to the UPPARD at [parks@uptexas.org](mailto:parks@uptexas.org). UPPARD staff will reach out to the donor to coordinate the receipt of the gift and its installation or use within the UPPARD program.