

Bismarck Parks and Recreation District Memorial Donation Policy

Adopted: February 23, 2006

Purpose

The Bismarck Parks and Recreation District, Bismarck, ND provides the opportunity to donate memorials within our park system. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established an introductory letter and the following guidelines.

The guidelines were developed based on research on the best practices of similar agencies nationwide, the needs and resource capabilities of the Bismarck Parks and Recreation District and the desire of citizens to recognize loved ones through monetary contributions providing for specific lasting memorials.

Scope

The Bismarck Parks and Recreation District memorial donation guidelines allow for several types of memorial opportunities. We encourage citizens to contact the department to discuss ideas for locations of memorials. However, final memorial locations will be dependent on the needs of the district and planning processes already underway.

Donations to Bismarck Parks and Recreation District may be tax deductible. (Please see your tax advisor.)

Memorials will be accepted in the following categories:

Memorial Tree Donations

Living memorial donations will be accepted in the form of tree plantings in city parks and/or park district property.

Memorial Bench and Other Park Amenity Donations

Memorial bench donations will be considered within the district park system.

General Memorial Donations

Donations for general park and recreation purposes, project development and programs are accepted and encouraged.

Memorial Statues, Fountains, Plazas, Gardens, etc.

Donations of statues, fountains, plazas, gardens, etc. may be accepted under specific circumstances. Bismarck Parks and Recreation District will determine placement of all such memorials.

Park Naming Opportunities

Naming of a park as a memorial may be submitted to the Director of Bismarck Parks and Recreation District.

Memorial donation opportunities are outlined in detail below. For additional information, or to pursue a memorial donation, please call the Bismarck Parks and Recreation District at 701-222-6455

Memorial Tree Donations

The Parks and Recreation District with concurrence by the Bismarck Forestry Department will accept trees donated by the public for gifts and memorials to be planted in appropriate locations in the district parks for a fee. The following guidelines will apply:

- Tree species must be approved by the Forestry Section of the Parks and Recreation District in advance.
- Tree caliper must be at least 2" for deciduous trees.
- Tree height must be at least 5' for evergreens.
- Plaques will be included as part of the memorial tree donation program with design placement and language to be approved in advance by BPRD. The memorial plaque will be provided and paid for by the donor.
- In instances where trees do not survive, tree replacements will be provided if park district staff planted the tree. Replacement trees may or may not be of the same variety as that of the original donation.
- The Bismarck Parks and Recreation District will consider special park location requests with the final location to be determined by the district.
- Requests may be made at any time of the year and will be considered for the following spring or fall planting.
- Ashes of deceased loved ones may be planted with the tree at the time of planting.

Tree Planting Process:

Trees can be purchased from a local tree nursery or business as long as they meet size qualifications and quality as determined by Bismarck Parks and Recreation District and Bismarck Forestry Department. Donors must pay the business for the cost of the tree and delivery cost to the operations department of Bismarck Parks and Recreation District. A planting and maintenance fee of \$75 will be charged by Bismarck Parks and Recreation District.

Tree Replacement/Future Plantings Program:

If a donor wishes to remember a loved one by replacing a tree or shrub that did not survive in the park system or by assisting the district with future plantings at locations determined by the park district, they are encouraged to make a donation to the tree replacement/future plantings program through the Bismarck Parks and Recreation District. These donations will be used, on an as needed basis, to replace and plant trees enhancing the beauty of our park system and our city. A minimum donation amount of \$125 will be accepted for this purpose.

Tree Donation Process:

Please submit a letter to Bismarck Parks and Recreation District, stating your memorial intentions.

Staff will respond to your letter with information as to available donation opportunities in your desired location or alternate locations.

Donations to the memorial tree program and the tree replacement/future plantings program will be recognized with a letter of appreciation from the Bismarck Parks and Recreation Board of Park Commissioners

Staff will inform the donor of the scheduled planting time and location in order to offer an opportunity for the donor to be present during the planting. Families and friends are welcome to hold a dedication ceremony for the person being memorialized. Ashes of deceased loved ones may be planted with the tree at the time of planting.

Memorial Bench and Other Park Amenity Donations

The program of dedicating benches and other park amenities, such as picnic tables, in memory of others enhances the beauty and utility of the park system. The following guidelines will apply:

- Although suggestions will be considered for a particular location, placement of park amenities in the park system must meet the plan and requirements of the particular park and the district. Final decisions as to location will be determined by the Bismarck Parks and Recreation District.
- Bismarck Parks and Recreation staff will identify existing benches and other site furniture which would be desirable to replace with a memorial bench or other amenity. Donors will be encouraged to provide replacement amenities at these locations.
- Gift contributions for memorial benches and other amenities will be of the amount listed in the Parks and Recreation memorial fee schedule which is available by contacting the park district. The memorial fee will include the bench, picnic table or other amenity, installation, a ten year maintenance plan and administrative costs of the program.
- Park amenities will be accepted on the basis that they will be maintained for ten years in their original location, or in an area near their original location. After 10 years, the amenity may be removed or relocated pending redevelopment of the park site.
- Small plaques may be included on the bench with design, placement and language to be approved by the park district.
- All park amenities will be constructed of materials selected by the Bismarck Parks and Recreation District to meet the design and maintenance considerations of the department.

Memorial Bench and Other Park Amenity Donation Process

Please submit a letter to the Director of Bismarck Parks and Recreation District outlining your donation request, including ideas as to location of the memorial. We encourage donors to consider placement of park amenities where an existing bench is scheduled to be replaced.

Staff will consider the request in conjunction with park construction and renovation plans. If the donation request falls within a current park site concept plan process, approval of the Parks and Recreation Board of Park Commissioners may be necessary.

Due to the timing of park planning processes and our annual review of memorial park amenity requests, the total process for installation may take six months or more.

Donations to this memorial program will be recognized with a letter of appreciation from the Parks and Recreation Board of Park Commissioners.

Staff will inform the donor of the scheduled installation time and location in order to offer an opportunity for the donor to be present during the installation. Families and friends are welcome to hold a dedication ceremony for the person being memorialized.

General Memorial Donations

General memorial donations gifted to the Bismarck Parks and Recreation District will be acknowledged by a letter from the Director. Funds generated by these donations will be used to best meet current needs of the department as determined by the Director.

From time to time, the department may be accepting donations for a specific project to benefit the district. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.

Memorial Statues, Fountains, Plazas, Gardens etc.

Memorial Donations which are large in scale are generally not encouraged. To the extent that projects of this nature are consistent with park planning processes, they may be considered on a case-by-case basis. Donors may contact the department to discuss their idea.

Park Naming

Opportunities exist for naming of park sites within the park system. Naming of a park as a memorial may be submitted to the Director of Bismarck Parks & Recreation District

Parks and Recreation Foundation

In addition to the above memorial donation opportunities, donations may be made to the Bismarck Recreation Council, the park district 501(c)3 foundation. The purpose of BRC is to support the efforts of the Bismarck Parks and Recreation District with facility development, youth programs and scholarships for needy youth. The Director of Parks and Recreation is the Executive Director of the Recreation Council and may be contacted for further information and details.

Bismarck Parks and Recreation District Memorial Donation Fee Schedule

The following is the fee schedule for memorial donations to the Bismarck Parks and Recreation District. Specific information as to memorial donation opportunities can be found in the Memorial Donation Policy.

Memorial Tree Donations

Tree purchased from a local nursery or business	cost charged by business for purchase and delivery to Park Operations department
Administrative fee (covers planting and maintenance)	\$75
Tree Replacement/Future Plantings Fund	\$125 minimum donation

Memorial Bench Donations

Bench cost (varies based on site needs and business chosen for purchase)	\$500-1000
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Please contact the Bismarck Parks and Recreation District for other donation considerations.