

Park Donation and Memorial Policy – FAQ’S

QUESTION: I would like to add a bench or tree or another element at a specific park to honor my family member that frequented there. What can I do?

ANSWER: The City’s Park Donation and Memorial Policy identifies elements such as, but not limited to, benches, bicycle racks, trees, picnic tables, public art, drinking fountains, flags, and flag poles and kiosks. This policy does not apply to donations of buildings or land. Commemorative plaques may only be applied to the ‘Growing Tree’ located inside the foyer of the Willard Recreation Center. Donors and loved ones are recognized by engraving acknowledgements on tree leaves or boulders beneath it.

QUESTION: Why are plaques either in-ground or attached to donated items no longer allowed in parks?

ANSWER: All donated elements are chosen to complement the character of a park facility. But after receiving public comments that too many plaques make parks and trails look like cemeteries, the Parks Department chose to consolidate commemorative plaques on the ‘Growing Tree’ at the Willard Recreation Center. The City implemented the Park Donation and Memorial Policy to establish guidelines and standards for purchases and maintenance of donated items.

QUESTION: What if a park element is not available for the park I choose?

ANSWER: You have a few options: 1) You can donate money, which will be held in a Parks Donation Fund to purchase elements for the park you prefer; 2) Your contact information can be placed on a waiting list and when your specific requested item is available we would call and give the opportunity to donate; or 3) You can donate to another park facility.

QUESTION: What happens if my donated item/element is damaged?

ANSWER: The Parks Department will make every effort to maintain/repair a park element through its expected life cycle. If an element is not repairable, the City will contact the donor and give the option to replace the element at the donor’s expense, or the City may remove the element. The City is not responsible to necessarily replace the damaged item.

QUESTION: Who maintains the donated items?

ANSWER: Parks Department staff installs, maintains and repairs the items.

QUESTION: What does the donation amount cover?

ANSWER: For a park element, a donation covers the purchase cost of an item(s), shipping and installation. Monetary donations are deposited into the Parks Donation Fund to be used for parks and trails elements. Donations of more than \$250 are recognized with an engraved leaf or boulder on the ‘Growing Tree.’

NOTE: Parks and Trails Division staff will be responsible to choose the styles and purchase all park elements, and to coordinate engraving leaves and boulders on the ‘Growing Tree.’

QUESTION: What color leaf or boulder do I receive for the Growing Tree?

ANSWER: Leaf colors and boulders are associated with donation amounts:

Boulder \$1,500 or more

Gold Leaf \$1,000 - \$1,499

Silver Leaf \$600 - \$999

Bronze Leaf \$250-\$599

Copper \$100-\$249

Please contact Parks and Recreation Department at 417-742-5381 if you have additional questions.

WILLARD PARKS DEPARTMENT DONATION APPLICATION



Donor Name: _____

Address: _____

City, State, Zip: _____

Home/Cell Phone: _____

E-mail: _____

I would like to make a contribution to support City of Willard Parks and Recreation (please check one):

- MONETARY DONATION in the amount of \$ _____ PARK ELEMENT: (Tree, Bench, Interpretive Sign, Flag Pole, etc.)

Element Cost: (Contact Parks and Recreation Department for availability and estimated cost. Park element will be selected and purchased by City staff to be consistent with other park elements.)

*Please make checks payable to: City of Willard – Parks Donation Fund

GROWING TREE ~ Any gift of \$250 or more will be gratefully acknowledged with an engraved leaf or boulder on the "Growing Tree" at the Willard Recreation Center; color and size consistent with contribution amount.

Engraving of Leaf or Boulder

- Boulder \$1,500 or more
- Gold Leaf \$1,000-\$1,499
- Silver Leaf \$600-\$999
- Bronze Leaf \$250-\$599
- Copper \$100-\$249



Please print your inscription below, one letter per box, as you wish it to appear on the leaf or boulder. Note that spaces and punctuation marks also require a "box." Boxes below are at the maximum limit for space. Font type and size have been predetermined.*

Text for engraving will be approved by Parks and Recreation Department – 20 letters per row/ 3 row max. Engraving is the responsibility of Parks and Recreation Staff.

For questions, please call Parks and Recreation Department 417-742-5381.

Mail Application/Donation to: Willard Recreation Center
Attn: Parks Donations
233 N State Hwy Z, Willard, MO 65781