

# Tree & Picnic Table Donation Policy

The tax-deductible contribution will provide for the purchase, installation, and maintenance of a tree or picnic table. Once the donation has been accepted, the tree or picnic table becomes property of the Village of Elm Grove.

The Village may accept a donation from a business, industry, or individual. The donation shall meet identified recreational or park needs, be mutually beneficial, and avoid commercialization.

The donation should not engage the Village in what would appear to be either side of a contentious political, moral or social issue; demonstrate practices that represent those of concerned citizen, e.g., safety and health procedures, and environmental issues and equity.

Donations shall be approved by Village Staff.

I have read and understand the above Tree & Picnic Table Donation Policy.

\_\_\_\_\_

Donor

\_\_\_\_\_

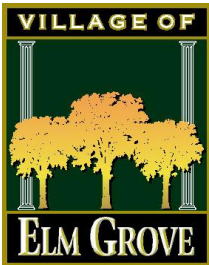
Date

\_\_\_\_\_

Recreation Director Approval

\_\_\_\_\_

Date



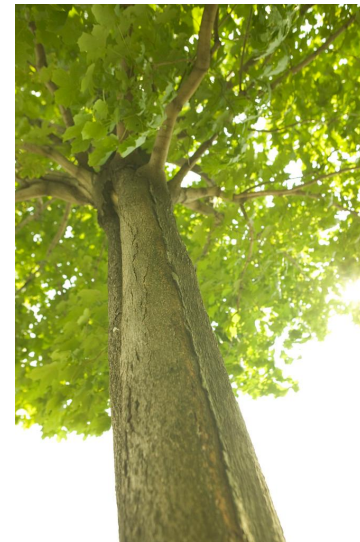
13600 Juneau Blvd.  
Elm Grove, WI 53122

Phone: 262-782-6700  
Fax: 262-782-8714

VILLAGE OF ELM GROVE

## “Grow in the Grove”

### Picnic Table & Tree Donation Program



- Commemorate special occasions such as anniversaries, birthdays and weddings
- Recognize your organization or a member of your organization
- Give a gift of gratitude
- Honor the memory of a deceased relative or friend

## Tree & Picnic Table Donation Program

The Village of Elm Grove will purchase, install, and maintain donated trees and picnic tables in the Village of Elm Grove. The Village Hall maintains a map of desired tree donation locations.

### Tree Donations

The cost of the trees range from \$120 - \$450 depending on the species chosen. A master map and contributor log will be maintained by the Village Staff. The map and log will record the location and details of each contribution; these records will be available for viewing by the public at the Village Hall. The Village will be responsible for the maintenance of the tree and will replace the donated tree if it does not survive.

### Picnic Table Donations

The cost of a 6-foot, tan, aluminum picnic table is \$675. The donor's name will be engraved on the end piece of the table limited to 1 line of text and 20 characters. A plaque will also be displayed at the Village Hall listing donors.



### Notification of Donations

All donors, those honored or the families of memorials will be notified by mail after the tree is planted or the picnic table is placed in the park.

**Be a gentle friend to trees and they will give you back beauty, cool and fragrant shade, and many birds, singing.**

- Unknown

For Information, please call 262 782 6700

## DONOR INFORMATION

Directions: complete donor information, review and sign policy, and enclose donation amount to begin processing. Please submit donations to the Recreation Director. You will be contacted within 10 business days regarding your donation and a receipt of your contribution will be mailed to you.

Donor's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Check choice(s):

Tree

Picnic Table

Plaque Engraving Information: (20 characters, 1 line max)

Acknowledgment sent to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### Tree Donations Only

Fill out the information below

Preferred **Tree** Location Choice (see insert)

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

Preferred Tree Species (see insert)

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

Please make check payable to: Village of Elm Grove

Mail to:  
Village of Elm Grove  
Attn: Recreation Director  
13600 Juneau Blvd  
Elm Grove, WI 53122

Village of Elm Grove