



Iowa City Parks & Recreation Foundation Memorial Program

Planting a tree or dedicating a bench in a City park or other City-owned land is a wonderful way to honor a loved one and provides a gift to the Iowa City community. Trees are planted and benches installed on City-owned land for all to enjoy.

By giving a donation for installation of a tree or bench, you are contributing to the Iowa City Parks and Recreation Foundation Charitable Giving Fund, a 501(c)3 organization.

Questions about the Memorial Tree Program can be directed to the Iowa City Parks and Recreation Department at 319-356-5100.

Other ways to give:

Giving to the Iowa City Parks, Preservation and Improvement Endowment Fund is another great option for memorial gifts. Because endowment gifts are invested permanently, it can serve as an enduring tribute to a friend or loved one.

Additionally, you as a donor will receive maximum tax benefits while giving to a cause you care about. The Endow Iowa Tax Credit offers a 25 percent Iowa Tax Credit in addition to normal federal deductions for certain charitable gifts.

Tree Donation

- Park health and user needs take priority in the placement and tree species selection. Other sites may be considered at donor request.
- Cost of the tree program is \$150-\$275. This includes the tree and continued maintenance of the tree.
- After the tree is planted, the contact person will receive a certificate and map of the planting location of each tree.
- Donations for trees may be taken any time of the year; however, they will only be planted during tree planting season. Donations for trees received from July-October will be planted in September or October. Donations for trees received from November-May will be planted in April or May.
- Plaques are not placed with the trees at the park.
- Memorial tree installations are guaranteed for one year. If a tree dies during this period it will be replaced at no charge.
- Occasionally, memorial trees must be removed or moved due to construction or other unforeseen circumstances. The City will consider moving smaller trees, but may not be able to do so in all cases. When contact information is available, the City will contact the donor to discuss options and provide notification. The City does not guarantee that a memorial tree can be moved or will be replaced.

Bench Donation

- City staff will maintain a list or map of park sites in need of benches.
- Memorial benches will be of a style and design consistent with the park design. Individual or personalized designs will not be considered.
- Bench placement and bench design selection are done with park and users need as a priority. Other sites may be considered at donor request.
- One plaque may be placed on each bench. Maximum size of a plaque is 8" x 2". Each sign will accommodate 3 lines of text with 18 characters maximum per line (including spaces).
- Cost of the bench program is \$1,200 per bench, including a commemorative plaque, materials and a concrete base. Benches are steel reinforced to stand the test of time. They are covered with a powder coating that prevents them from rusting.
- Benches are installed June- October. Donations for benches must be received by March for next season placement.



**Donation Form
Memorial Program**

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Email address: _____

This tree is: ☐ in memory of ☐ in honor of
☐ to celebrate

Person/Event: _____

From: _____

Where would you like the certificate mailed?
☐ same address as above

Name: _____

Address: _____

City/State/ZIP: _____

Donations of \$150- \$270 covers the purchase and installation of a memorial tree. Plaques are not placed with the trees at the park.

Donations of \$1200 covers the purchase and installation of a memorial bench. One plaque may be placed on each bench. Maximum size of a plaque is 8" x 2". Each sign will accommodate 3 lines of text with 18 characters maximum per line (including spaces). Please include the desired text on separate piece of paper.

Donation Amount Enclosed: \$ _____

Mail this form, along with your donation (payable to the Iowa City Parks and Recreation Foundation) to:

Iowa City Parks and Recreation Foundation
220 S. Gilbert Street
Iowa City, IA 52240

**Iowa City Parks & Recreation
Foundation**

Memorial Program



www.icgov.org/memorialprogram