



Giving & Donation Opportunities

Neenah Parks & Recreation

211 Walnut St., Neenah, WI 54956

(920)886-6060, neenahgov.org, parkrec@neenahwi.gov



Creating Community Through People, Parks & Programs



Neenah Parks & Recreation Department

Memorial Bench Guidelines

Bench Donation Guidelines:

If interested in donating a bench, please contact our office to schedule a meeting with the Superintendent of Parks. If approved to proceed, the Donation Application must be completed and submitted along with the full payment to secure the bench donation.

Please note: Applications and payments will not be accepted prior to meeting with the Superintendent of Parks and getting approval.



Donation Amount:

- A bench donation is \$3,000. The donation amount includes the bench, plaque, installation, maintenance, and repair for a period of 10 years. You will have the option to renew this term when it expires. Should you choose not to, the location will be open to a new applicant.
- Bench donations are tax deductible, and a receipt will be issued to the donor by the City.

Installation & Location Choices:

- Installations are seasonal and are done as weather and ground conditions permit. It could take up to a year for installation to take place.
- Occasionally, there may be a need to relocate a donation if there are frequent repairs needed, or if the park is undergoing new development. If this is the case, the Parks & Recreation Department undertakes the relocation and covers all of the costs. Every attempt will be made to notify the original donor.
- **Parks/Trails NOT available for bench donations:** Riverside Park, Kimberly Point Park, Doty Park, Arrowhead Park, Herb & Dolly Smith Park, Shattuck Park (these parks have reached their bench capacity).

Neenah Parks & Recreation Department understands that the bench may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the City respectfully requests that placement of flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated bench is not permitted.

Thank you for your donation!

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Trees for the Living Guidelines

Tree Donation Guidelines:

Decide in which park you would like to situate the tree, which tree species you'd like (it is a good idea to have a second choice in mind for both), and submit a completed Donation Application. Mail in or drop off the completed application to Neenah Parks & Recreation Department, 211 Walnut St., Neenah, WI 54956. Payment is due up front. You may either mail in a check with the application, or you can drop off the application and make a cash, check, or card payment in our office.

Donation Amount:

- A tree donation is \$300.00.
- The donation amount includes the tree, installation, and maintenance.
- Tree donations are tax deductible, and an official receipt will be issued to the donor by the City.



Installation & Location Choices:

- There is one planting per year in the spring. Requests and payments for spring planting must be received by March 1st to be planted the same year. All applications and payments that come in after March 1st will be for the following year.
- The City plants a number of different tree species and varieties that are considered appropriate for various locations in our parks. Please review the list of tree species options on the donation application.
- Occasionally, there may be a need to relocate or change the species of tree. If this is the case, the Parks & Recreation Department undertakes the relocation and covers all of the costs. Every attempt will be made to notify the original donor.
- The following parks are NOT available for tree donations: Shattuck Park, Arrowhead Park, Herb & Dolly Smith Park, Carpenter Preserve, Bill Miller Trail, Wilderness Park.

Notification of Planting & Placement:

- The donor will receive a certificate indicating where the tree is planted along with a picture during the fall after it has been planted.

Guarantee Period:

- A donated tree will be replaced at no cost to the donor for the first 5 years if deemed necessary by the City Forester.

Neenah Parks & Recreation Department understands that the tree may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the City respectfully requests that placement of flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated tree is not permitted.

Thank you for your donation!

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NEENAH PARKS & RECREATION DEPARTMENT DONATION APPLICATION

1. Applicant Information

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Email Address: _____

2. Donation Information (check one)

- Trail Bench (\$3,000)
- Playground Bench (\$3,000)
- Tree(s) (\$300)

TREE SPECIES (indicate 1 st & 2 nd choice)		
Oak	Maple	Elm
Crabapple	Spruce	Fir
Linden	Pine	Hackberry

3. Donation Amount: _____

4. Location Information: (indicate the desired location: Park name or Trail location) _____

5. Plaque Information: (benches only)

In the boxes below, write the inscription for your engraved bench plaque.

PLEASE PRINT INSCRIPTION CLEARLY

4 Rows of 25 characters each, including spaces and punctuation.

6. Payment:

Payment can be made in the Neenah Parks & Recreation Office, 211 Walnut St., Neenah via cash, check, or card. If you choose to mail in your application, please do so with a check made payable to Neenah Parks & Recreation Department. All donations to the City are tax deductible.

7. I fully understand and agree to abide by the Donation Guidelines

My signature below indicates that I have read this document in its entirety, consulted with the City of Neenah Parks & Recreation Department and understand that:

- a) The Neenah Parks & Recreation Department makes all final decisions, including but not limited to availability, bench/tree location and bench style or tree species.
- b) All language on the bench recognition plaques is subject to approval.
- c) As a tax-deductible donation, all donated items are the property of the City of Neenah Parks & Recreation Department and will be maintained according to Department policy and priorities.
- d) At the end of the 10-year dedication period, the donated bench will be available for renewal with the first right of refusal given to the original donor. Should you choose not to renew the bench will be available to all other applicants.

Signature of Donor: _____ Date: _____

Thank you for your donation!

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PLAY-IT-FORWARD

Donate to the Financial Assistance Fund!



PLAY IT FORWARD FINANCIAL ASSISTANCE FUND

Throughout the past 25 years the Neenah Parks & Recreation Department has provided assistance to families and individuals who desire to participate in programs, but for financial reasons can not always afford to. This fund has helped over **1,600** individuals in the City of Neenah participate in recreation programs that encourage healthy lifestyles, promote self-confidence and teach life-long skills

Assistance is awarded based on financial need and is offered to support all City of Neenah residents who wish to participate in our programs. To make a tax-deductible donation, please mail a completed form to:

Neenah Parks & Recreation Department
211 Walnut St.
Neenah, WI 54956
City of Neenah Tax ID number:39-6005543

PLAY IT FORWARD SCHOLARSHIP FUND

BY CHECK EI BY CREDIT CARD EI

Please accept my gift of \$10 \$20 \$50 Other \$

Name: _____

Address: _____

City : _____ State: _____ Zip: _____

Phone: _____

CC #: _____

CC Exp: _____ CVV#: _____

Signature: _____

(I authorize this charge on my credit card listed above.)

DONATE ONLINE

If you have an online account with us you can donate online by entering the activity numbers below. If you'd like to set up an online account please email us your name, address & primary phone number to parkrec@ci.neenah.wi.us.

\$10 donation 199999-B

\$20 donation 199999-C

\$50 donation 199999-D

\$100 donation 199999-E