



**City of Saint Joseph, MO**  
**Parks, Recreation & Civic Facilities**  
**1920 Grand Avenue – 816.271.5501**  
**Donations/Memorial Rules and Guidelines**

**A. Types of Memorial Donations**

1. Benches
  - a. Includes Bench; Concrete pad; 4”x 8” engraved brick; Installation
2. Dog Waste Stations – two types: installation of station or sponsorship
  - a. New Station Installation
    - i. Two years of sponsorship; Signage for the two years
  - b. Sponsorship
    - i. One year sponsorship; Signage for the year
3. Trees, Shrubs, Landscaping
  - a. Tree, shrub, landscaping based on donation; Installation
  - b. **NO** signage identifying the donation will be put up; will receive a certificate of thanks and appreciation

**B. Other Types of Donations:**

1. Designated amount set for a specific project, normally for an existing park or facility with detailed plans, drawings, etc.
  - a. Subject to prior approval of the City of Saint Joseph, MO.
    - i. Approval may need to go through several steps, i.e. Parks, Recreation & Civic Facilities Department, City Manager, City Council, Park Board, etc.
  - b. After approval funds donated to city, earmarked for specific project
  - c. Signage depending upon project. Would be at the discretion of the City

**C. Memorial Donation Process**

1. Initial contact with Parks, Recreation & Civic Facilities Department Administrative office
2. Administrative staff will discuss type, cost, timeframe, etc.
3. Paperwork will be forwarded to be completed by donor
4. Return paperwork and corresponding donation amount to Parks, Recreation & Civic Facilities department
5. Administrative staff will place the order for the type of donation
6. Once items have been received, staff will notify donors of timeframe for installation

**D. Other Information**

1. For any type of donation, all items and components pertaining to the donation become the property of the City of St. Joseph, MO under the jurisdiction of the Parks, Recreation & Civic Facilities department.
2. Permanency of memorials cannot be guaranteed by the City of Saint Joseph, MO. Memorials may be affected by natural or man-made pressures beyond the City’s control. These may include but not limited to, vandalism, weather conditions, and natural decay.
3. If a memorial has been affected by natural or man-made pressures the City of Saint Joseph, MO may if budget allows replace, but it is solely up to the discretion of the City.
4. If any memorial must be relocated or moved by the City of Saint Joseph, MO, staff will attempt to notify donor using the information given at time of donation.

The City of Saint Joseph, MO reserves the right to amend the Rules and Guidelines as needed.



# Parks, Recreation & Civic Facilities

1920 Grand Avenue; St. Joseph, MO 64505

## DONATION FORM

Donor information:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Donation is being made; \_\_\_\_\_

In Memory of or In Honor Of: \_\_\_\_\_

<p># OF BENCHES: _____</p> <p><b><u>Bench Location</u></b> : Placement will be determined by Parks. Staff will take into consideration park needs, maintenance, and donor suggestions.</p> <p><b>Cost: \$550</b>            Additional Bricks: 8" x 8" \$40                                      4" x 8" \$25</p> <p><b><u>Signage</u></b>: 4" x 8" Engraved brick (additional cost for 8" x 8" or multiple bricks)</p> <p><b><u>Cost includes</u></b> : Bench, 4" x 8" brick, concrete pad, and installation (Additional cost to substitute 8" x 8" brick for the 4" x 8" or multiple bricks.)</p> <p><b><u>Bench Color</u></b> : Green (except in Hyde Park which will be Red for consistency of existing components in the park.)</p>	<p># OF TREES: _____</p> <p><b><u>Tree Location</u></b> : Placement will be determined by Parks. Staff will take into consideration park needs, maintenance, and donor suggestions.</p> <p><b>Cost</b>: Depends upon type of tree</p> <p><b>Type of Tree</b>: (From approved list, include alternate choices)</p> <p>1. _____            2. _____            3. _____</p> <p><b><u>Signage</u></b> : Tree, shrubs, or other landscaping donations will not have a plaque, sign, stone, etc. A letter/certificate to acknowledge the donation will be provided.</p> <p><b><u>Cost includes</u></b> : tree, mulch, installation, and maintenance</p>
<p># of Dog Waste Stations: _____</p> <p><b><u>Location</u></b> : Placement will be determined by Parks. Staff will take into consideration park needs, maintenance, and donor suggestions.</p> <p><b><u>Cost</u></b>: \$300</p> <p><b><u>Signage</u></b> : sign will be attached to station for two years</p> <p><b><u>Cost includes</u></b> : Dog Waste Station, installation, and maintenance</p>	<p>Dog Waste Station Sponsorship</p> <p># of Years _____</p> <p><b>Cost: \$150 per year</b></p> <p><b><u>Signage</u></b> : sign will be attached to station for each year of sponsorship</p> <p><b><u>Cost includes</u></b> : Dog Waste Station supplies, and maintenance</p>



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\_\_\_\_\_  
Authorizing Signature (verifying brick wording)

\_\_\_\_\_  
Date Paid

4" x 8" Engraved Brick  
18 characters per line - 3 lines


8" x 8" Engraved Brick  
18 characters per line - 6 lines


Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Cost: 4" x 8" \$550.00  
8" x 8" \$590.00

Additional bricks:  
4" x 8" \$25.00  
8" x 8" \$40.00



# APPROVED TREE LIST

## SMALL TREES

Yoshino Cherry (*Prunus x yedoensis*)  
Kousa Dogwood (*C. kousa*)  
American Hornbeam (*Carpinus caroliniana*)

## MEDIUM TREES

Crimson King" Maple " (**MAY COST MORE THAN OTHERS**)  
October Glory" Maple "  
Red Sunset" Maple "  
Bonfire" Maple "  
Bur Oak (*Q. macrocarpa*)  
Water Oak (*Q. nigra*)  
Eastern White Pine (*Pinus strobus*)  
Norway Spruce (*Picea abies*)

## LARGE TREES

Tuliptree (*Liriodendron turipifera*) (Yellow Poplar)

\*Any species other than those listed above would need to be requested through our Department Horticulturist for approval