Tree & Bench Donation Program

Honor a loved one • Commemorate a milestone • Beautify our community

About the Program

The Town of Thompson Parks & Recreation Department proudly accepts charitable donations of park trees and benches to restore and enhance Thompson's public open spaces. Donations are a meaningful way to celebrate a special occasion, remember a loved one, or simply invest in the natural beauty our community enjoys every day. Every donation receives a recognition plaque and directly supports parks throughout the Town.

Donation Options & Contribution Levels

Item	Contribution	Includes
New Park Tree	$1,000	**Planting, soil prep, 1-year replacement guarantee & recognition plaque**
Existing Park Tree	$250	**Recognition plaque installed at base of existing tree**
New Park Bench	$2,000	**Bench purchase, installation & recognition plaque**
Existing Park Bench	$250	**Recognition plaque installed on or near existing bench**

** All donations are tax-deductible to the extent permitted by law. Checks payable to: Town of Thompson Parks Fund. Amounts reviewed periodically.*

Program Policy

Please read carefully before completing the application.

1. **Purpose & Approval.** This program enables residents and park visitors to support Thompson's parks through charitable contributions. A recognition plaque is symbolic of the donation and does not convey ownership of the donated element. All donations are subject to Town Board approval.
2. **Application Deadlines.** Applications are accepted on a rolling basis and once approved by the Town Board, installation will be coordinated by the Park Department. Installation is weather dependent and a specific installation date within a season cannot be guaranteed.
3. **Payment.** Full payment must be received before any work commences. Checks payable to the Town of Thompson Parks Fund.
4. **Donation Period & Maintenance.** The donation period is **10 years for new items** and **5 years for existing items**. The Department will replace a damaged or stolen plaque once at no cost to the donor. New Park trees will be replaced once within the initial year of original planting if deemed necessary by the Department. Subsequent replacements are the donor's responsibility.
5. **Renewal.** After the donation period ends, the donated element is available for renewal at the then-current rate. The original donor has first right of refusal. If not renewed, the element and plaque may be removed or rededicated.
6. **Relocation.** The Department retains the right to relocate a donated element and plaque at any time. The Department will attempt to contact the donor to discuss alternatives; the Department makes the final determination.
7. **Tree Species & Location.** Donors may request a preferred tree species and/or planting location, but the Department makes all final decisions based on site conditions, ecological suitability, and park master plans. Please refer to the Town of Thompson Landscaping Guidelines for suggested tree species, but the Town will have the ultimate decision.
8. **Bench Selection & Location.** Donors may select from existing undedicated park benches. New bench installations require Department approval. Plaque placement is determined by the Department.
9. **Plaque Text.** Maximum **3 lines of text, 30 characters per line**. All wording is subject to Department approval. A design mock-up may be requested prior to final approval.
10. **Plaque Content Restrictions.** Plaques are recognition markers — not memorial markers. Birth and/or death dates are not permitted. Messages should be brief, respectful statements referencing the person or event honored.
11. **No Logos.** Commercial logos, organizational logos, or brand marks of any kind are not permitted on plaques.
12. **Scope.** This policy covers park tree and bench donations only. All other dedication or memorial requests must be submitted separately to the Town of Thompson.
13. **Governing Rules.** This policy does not supersede any applicable Town of Thompson ordinances, resolutions, or regulations.

Tree & Bench Donation Program Application Form

parksanddrecreation@thompsonnn.gov | (845) 796-3606 | www.thompsonny.gov

Please type or print legibly. All applications are subject to review and approval.

Step 1 — Select Donation Type

☐ New Park Tree $1,000 ☐ Existing Park Tree $250 ☐ New Park Bench $2,000 ☐ Existing Park Bench $250

Step 2 — Donor Information

Donor / Organization Name: _____

Daytime Phone: _____ **Email:** _

Mailing Address: _____

City: _____ **State / Zip:** _____

Step 3 — Dedication Details

Purpose of Donation: ☐ In Memory of ☐ In Honor of ☐ Celebration / Milestone

Plaque Line 1 (name / main text): _____

Plaque Line 2 (optional): _____

Plaque Line 3 (optional): _____

Max 3 lines, 30 characters per line. No dates, logos, or commercial messages.

Step 4 — Location & Species Preferences (subject to Department approval)

Preferred park or location: _____

Preferred tree species (trees only): _____

Special notes / requests: _____

Step 5 — Agreement & Signature

By signing below, I confirm that I have read and fully understand the Town of Thompson Tree & Bench Donation Program Policy. I acknowledge that: (A) The Department makes all final decisions regarding availability, location, style, and species; (B) All plaque wording is subject to approval; (C) All donated items become the property of the Town of Thompson Parks & Recreation Department; and (D) This donation is subject to Town Board approval.

Donor Signature: _____ **Date:** _____

Print Name: _____

— Office Use Only —

Amount Paid: _____	**Date Paid:** _____	**Installed Date:** _____
Parks Dept. Approval: _____ Date: _____		**Town Board Approval:**
Notes:		