



# Charitable Donation Form – Tree Planting & Memorial Plaque

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
Total Amount Due: \_\_\_\_\_

Approved: \_\_\_\_\_  
Payment Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**Applicant Information:**

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Species/Type of Tree Requested to be Planted** (all trees will be a minimum of 2" trunk diameter unless otherwise specified):

**Memorial Plaque Information:**

Do you wish to have a Memorial Plaque installed with the tree planting (check one)?

Yes:  No:

If 'yes' which heading do you wish to have (check one)?

- "In Memory of..."
- "In Loving Memory of..."
- "Donated by..."
- "In Honor of..."

Please provide the individual, organization or business name only that you would like to have following the above heading. \_\_\_\_\_

**Note:** You will be charged actual costs for the tree and its planting and bronze plaque, mounting and installation of plaque plus one hundred (\$100) for staff time and future care of tree. Full payment must be received prior to ordering and installation of tree and/or plaque. The City reserves the right to refuse any request for a tree planting and plaque installation with or without cause.