



**City of Saint Joseph, MO**  
**Parks, Recreation & Civic Facilities**  
**1920 Grand Avenue – 816.271.550**  
**Donations/Memorial Rules and Guidelines**

**A. Types of Memorial Donations**

1. Benches
  - a. Includes Bench; Concrete pad; 8" x 8" engraved brick; Installation
2. 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.



# 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: \$850</b> Additional Bricks: 8" x 8" \$59</p> <p><b><u>Signage</u></b>: 8" x 8" Engraved brick (additional cost for multiple bricks)</p> <p><b><u>Cost includes</u></b> : Bench, 8" x 8" brick, concrete pad, and installation (Additional cost to for 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. _____</p> <p>2. _____</p> <p>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>
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Suggested Locations: (Location must be approved by Park staff)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

<i>To Be Completed by Parks, Recreation &amp; Civic Facilities Office:</i>	
Payment/Receipt: _____	Date: _____
Location Approved: _____	



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

Brick wording will be ALL CAPITALS and CENTERED  
 (letters, spaces, numbers, punctuation - all count as 1 character - see example below)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Example:

P	A	R	K	S		&		R	E	C	R	E	A	T	I	O	N
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18



# 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

### 2022 Tree Pricing (Includes tree, planting, mulch, staking, watering)

(pricing for trees fluctuates daily will only find out at time of ordering)

5' to 6' - \$200 to \$300

7' to 8' - \$250 to \$350

Crimson King Maple - 5' to 6' - \$300 to \$400

Eastern White Pine - 5' to 6' - \$300 to \$400

Norway Spruce - 5' to 6' - \$300 to \$400