



# DONATION OF MONEY OR PROPERTY PLAQUE INSCRIPTION FORM

**Donor's Information:**

Company (if applicable) \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Send a gift letter, if applicable, to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

**Check a Box and Complete:**

Donated Cash Amount (must be over \$500) \$ \_\_\_\_\_

Donated Property Description \_\_\_\_\_

**Plaque Inscription- *please print clearly in capital letters***

Print one letter, space, or punctuation mark per spot. Maximum of 4 lines, 25 letters per line.

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**Mail order form to:**

Arlington Heights Park District

Attn: Memorial Donation Dept.

410 N. Arlington Hts. Rd.

Arlington Heights, IL 60004

Email inquiries to: [memorial@ahpd.org](mailto:memorial@ahpd.org)



The Donor wall plaque is located at Administration Building at 410 N. Arlington Heights Rd.

**Policy Manual Ch.2 Board and Administration under Naming of Parks, paragraphs C and D**

**C. Plaques**

Plaques honoring individuals or non-profit organizations will only be permitted where a significant cash or property donation to the District is made or services donated to the District shall be of major significance, and there is unanimous approval of the installation of the plaque by the Board.

**D. Donations**

Donations of cash, in-kind or property of \$500 or more from individuals, for profit and non-profit organizations will be recognized by placing an engraved plaque on a Donor Wall Board placed at the Administration Center and other facilities as appropriate. A certificate, signed by the Board president of the Arlington Heights Park District Board of Commissioners, will be sent to all donors regardless of the contribution amount.