



## Commemorative Program

The Santa Cruz County Parks Commemorative Program offers a unique opportunity to provide funds to support and enhance Santa Cruz County Parks. Donations toward a commemorative feature honoring a loved one, celebrating a milestone, or demonstrating your community support are tax deductible.

Donations to the Commemorative Program features such items as trees, benches, picnic tables, pavers, and beautification of County parkland. Native tree species and specific bench and picnic table types are available for placement in County park, coastal access and beach locations. Specialty commemorative features and/or projects may be made available, subject to approval by Parks staff.

Visit [www.scparks.com](http://www.scparks.com) for more information about the Program or to download an application. You may also call 831-454-7954 or email to [reservations@scparcs.com](mailto:reservations@scparcs.com).

**Santa Cruz County Department of Parks,  
Open Space & Cultural Services**

979 17<sup>th</sup> Ave., Santa Cruz, CA 95062  
831-454-7901 / [www.scparks.com](http://www.scparks.com)



## COMMEMORATIVE PROGRAM GUIDELINES

The Commemorative Program provides opportunities to donate commemorative features which may honor and commemorate individuals, families, and/or organizations, contribute to the visitor experience, increase public enjoyment of County properties, and preserve the visual character of parks, waterfront, trail, and natural settings.

1. The Santa Cruz County Parks Department maintains a comprehensive inventory of available features and locations within park, beach and coastal access sites.
2. Items purchased, installed, or planted under this Program are the property of the Department and maintained by Parks staff according to Department standards.
3. The Department will maintain full record keeping with donor and donation details. Donor is responsible for providing up-to-date contact information on file.
4. Donations are tax deductible as a charitable contribution. Costs are as follows and subject to change:
  - Tree- 15 gallon \$550
  - Tree- 24" box \$1,150
  - Bench \$2,600
  - Picnic Table \$3,750
  - Oceanview Bench \$5,000
  - Oceanview Picnic Table \$7,500
  - Specialty features \$100-\$10,000
5. The original or renewal cost covers acquisition and installation of the commemorative feature, which may include an engraved plaque, general maintenance of the feature and surrounding area, and repair or replacement as needed during the 10-year term.
6. The initial dedicated commemoration term will be for a period of 10 years. Once the 10-year term is completed, donor will have right of first refusal to renew for an additional 10 years at a cost less than the current Program cost. If it is not renewed, then the commemorative feature may be rededicated by a new donor.
7. Upon approval of the application for the requested donation, the commemorative feature will be installed within 120 days of receipt of the donation. The plaque and commemorative feature will be guaranteed for 10 years after the date of installation or additional 10-year renewal term(s).
8. Donor recognition will be in the form of an engraved bronze plaque installed in a bench or picnic table, in a landscaped rock at the base of a tree, or an engraving/inscription on features such as tile, brick, paver, post, or landscape rock.
9. The size of the engraved bronze plaque is 3"x 8". Instructions for submitting the desired text with the amount of characters per line are on the application. Santa Cruz County Parks reserves the right to approve all language and content on recognition plaques or engravings.
10. If a commemorative feature is damaged or destroyed within a 10-year term, it will be repaired or replaced at no additional fee to donor.
11. If a desired location has reached capacity, including ocean view locations, a waitlist will be maintained, and any openings will be offered in the order of the waitlist.
12. The Department will make attempts to contact donor six months prior to the end of a 10-year term. If no contact is made or donor chooses not to renew a feature that includes an engraved bronze plaque, then the plaque will be removed at the end of the 10-year term. The plaque remains the property of the Department, but after removal, it may be picked up by donor at no cost. The plaque may be stored up to one year by the Department. If the plaque is not picked up, the Department will dispose of it.
13. The Department will make every effort to honor the placement location of the commemorative feature; however, future park development or unforeseen circumstances may require relocation within the 10-year term (starting from the installation date). Parks staff will notify donor in the event of relocation; however, the Department retains the right to relocate the commemorative feature at any time.
14. All unauthorized placement of commemorations or any displays within the Department-maintained properties are subject to removal by Parks staff.



## COMMEMORATIVE PROGRAM APPLICATION

If you have any questions regarding the program, please contact the Parks office at (831)454-7954 or [reservations@scparks.com](mailto:reservations@scparks.com). All applications are reviewed by Parks staff and subject to approval.

Please type or print legibly. Donor is responsible for providing up-to-date contact information on file.

Donor Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

1. Donation Information (please indicate the donation type): \_\_\_\_\_ Bench \_\_\_\_\_ Picnic Table \_\_\_\_\_ Tree (15 gal.)  
 \_\_\_\_\_ Tree (24" box) \_\_\_\_\_ Specialty request: \_\_\_\_\_
2. Desired Park/Location: (1<sup>st</sup>) \_\_\_\_\_ (2<sup>nd</sup>) \_\_\_\_\_ (3<sup>rd</sup>) \_\_\_\_\_
3. Proposed Text for Plaque: No more than 40 characters per line, up to 4 lines (punctuations and spaces included). Please provide your desired text- written exactly how you would prefer it to read. The plaque manufacturer may suggest changes to improve readability. *Santa Cruz County Parks reserves the right to approve all content.*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40							

4. Payment: Confirmation of the approved donation request must be completed prior to deposit of payment. Cash, check or money order are the only accepted forms of payment. Please make check or money order payable to "Santa Cruz County Parks". Return this form with payment to:

Santa Cruz County Parks  
 Attn: Commemorative Program  
 979 17<sup>th</sup> Avenue  
 Santa Cruz, CA 95062

A receipt of donation and plaque approval letter will be provided upon final approval of this application. Donations are tax deductible as a charitable contribution; please contact your tax professional. The Santa Cruz County Parks Federal Tax I.D. is #94-2612557.

5. My signature below indicates that I have carefully read, fully understand, and considered the Commemorative Program Guidelines and agree to abide by them.

Signature of Donor \_\_\_\_\_ Date: \_\_\_\_\_

Additional contact information:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_