

Donation Form

Date: _____

Donor: _____ Phone: _____

Item to be Donated _____

Location Request: _____

Estimated total cost: (You will be responsible for the Actual Cost.) _____

If donation is a Bench with personalization, please provide personalization (plaque will be no more than 8 inches by 3 inches w/ 3 line maximum: _____

Please allow sufficient time for installation of your donation. Weather, delivery times and work schedules all may influence the time required.

Delivery and tax are additional and the responsibility of the donor. HGRD is an independent Special District operating under section 418 of the Florida Statutes. Your contributions are deductible for tax purposes to the extent allowed by law.

Placement of donation may be requested and the HGRD will do its best to honor requests, but the HGRD will make the ultimate decision.

Donations become the property of Herons Glen Recreation District. The District accepts no responsibility for replacement if a donation is damaged or destroyed.

Donor's Signature _____

Thank you so much for supporting the Herons Glen Recreation District with your donation.

For HGRD staff use:

Actual Location of Donated Item: _____

Date Ordered: _____

Date Received: _____

Date Installed: _____

Benches are to be Kirby Built – SKU:ABC1470 – Size 6 ft. black frame, brown seat & backrest. Code Benches and plaques to 60-7150. Plaques are to be no more than 8 inches by 3 inches.

Actual Final Cost \$ _____

HGRD Staff member overseeing the Donation

Position

Adopted at the March 27, 2019 HGRD Board Meeting

Donation Form Process:

1. The donor fills out the “Donation Form” and turns the completed form into the **Facilities & Amenities Advisory Committee** for review for recommendation to the Board of Supervisors for approval.
2. The Facilities & Amenities Advisory Committee reviews the donation and either gives a recommendation to the Board of Supervisors for approval or notifies the donor that it is not recommending the donation.
3. If a recommendation from the Facilities & Amenities Advisory Committee is given to the Board of Supervisors for approval, **the Board of Supervisors will then give their decision regarding acceptance of the donation.**
4. After the Board of Supervisors has approved the donation, the approved donation form is then given to the HGRD Administrative office for the General Manager or his/her designee to determine the HGRD staff responsible for overseeing the donation.

****The Donor is responsible for actual final costs****

The estimated cost for a Bench donation is \$600. Benches are to be Kirby Built – SKU:ABC1470 – Size 6 ft. black frame, brown seat & backrest. Code Benches and plaques to 60-7150. Plaques are to be no more than 8 inches by 3 inches.